



Benson Parish Council

Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@bensongpc.org.uk

Full Council

Membership:

Councillor Bill Pattison (Chairman), Councillor Patricia Baylis (Vice Chairman), Councillor Robert Castelow-Sturges, Councillor David Dawkins, Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Gavin McLauchlan, Councillor R Moore, Councillor Phillip Murray, Councillor Ian Skeels, Councillor Tom Stevenson, Councillor Michael Winton.

COUNCILLORS ARE HEREBY SUMMONED TO ATTEND THE 2026 ANNUAL PARISH COUNCIL MEETING, AND FULL COUNCIL MEETING TO BE HELD IN THE COMMITTEE ROOM AT THE PARISH HALL, SUNNYSIDE ON

Thursday 28th May at 7.30pm

For Members of the Public wishing to attend the meeting to comment on an agenda item during the public session, please view the agenda for the link on the Parish Council website www.bensongpc.org.uk or on the Benson Parish Council Facebook page, or contact the clerk via email at clerk@bensongpc.org.uk

Nicola Copland
Parish Clerk
21st May 2026

AGENDA

1. Election of Chair.
2. Election of Vice-Chair.
3. Apologies and absences.
4. **Declarations of interest.** Members must ensure that they complete the Declaration of Interest sheet prior to the start of the meeting in respect of items other than Disclosable Pecuniary Interests and must indicate the action to be taken (i.e., to stay in the meeting, to leave the meeting or stay in the meeting to make representations and then leave the meeting prior to any considerations or determinations of the item.
5. **Exclusion of the Public to discuss an item.**
Vote to resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the business, the Press and Public be excluded from the items at the end of this meeting. **Item 24.**
6. **Public session.** To allow members of the public to ask questions and address the Chair.
7. **Minutes of the last meeting**
To approve and sign the minutes of the Annual Parish Council meeting held on Thursday 22 May 2025 and of the Full Council meeting held on 23 April 2026.
8. **To appoint the Committee Members.**
Committee terms of reference need to be reviewed at the first meeting of each committee.



Benson Parish Council

Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@benssonpc.org.uk

Full Council

Membership:

Councillor Bill Pattison (Chairman), Councillor Patricia Baylis (Vice Chairman), Councillor Robert Castelow-Sturges, Councillor David Dawkins, Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Gavin McLauchlan, Councillor R Moore, Councillor Phillip Murray, Councillor Ian Skeels, Councillor Tom Stevenson, Councillor Michael Winton.

- a. Halls Committee
- b. Recreation and Lands Committee
- c. Finance and Staffing Committee
- d. Planning Committee
- e. Awards Committee

9. To appoint the Working Group Members.

Working Group terms of reference need to be reviewed at the first meeting of each group.

- a. Neighbourhood Plan Working Group
- b. Transport Advisory Working Group
- c. Public Art Working Group
- d. Parish Events Working Group
- e. Communications and Marketing Working Group.
- f. CIL Working Group.
- g. Road safety Working Group
- h. Pavilion Working Group
- i. Rivermead Working Group.

10. To review Liaison Councillors for external bodies and agree reporting to Council arrangements.

Bensington Society
Benson Bulletin
Benson C of E Primary School
Benson Green Spaces Trust
Community Shed Group
Benson Area Nature Group
Benson United Football Club (BUFC)
Brownies, Guides & Scouts
Friends of Benson Library (FOBL)
Footpaths
Grundons, Severn Trent and Hazell & Jeffries

Millstream Day Centre
Millstream Surgery
OALC
RAF Benson
RAF Benson School
RBL
St Helen's Church.
Tennis Club
Wallingford Green Gym
War Memorial
Women's Institute

11. To adopt the following-

- ii The Asset Register
- iii The Insurance policy.



Benson Parish Council

Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@benssonpc.org.uk

Full Council

Membership:

Councillor Bill Pattison (Chairman), Councillor Patricia Baylis (Vice Chairman), Councillor Robert Castelow-Sturges, Councillor David Dawkins, Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Gavin McLauchlan, Councillor R Moore, Councillor Phillip Murray, Councillor Ian Skeels, Councillor Tom Stevenson, Councillor Michael Winton.

12. To adopt the following policies- Complaints policy, Freedom of Information requests, Code of Conduct, General Privacy Notice Policy, Press/Media Policy, Grants Policy, Debt Recovery Policy, Driving and Towing Policy, Health and Safety Policy, IT Policy, Information and Data Protection Policy, Information Technology Usage and Security Policy for Councillors. **New policy-**Filming, Audio Recording, Photographing and Reporting of Council and Committee Meetings.

To renew the Civility and Respect Pledge.

13. To discuss GDPR training for Councillors.

14. To receive written reports from the following:

- a. OCC Cllr G Mac Lauchlan.
- b. SODC Cllrs S Cooper and A Powell.

15. Update on previous actions.

16. Benson Parish Council Committees

a. Planning Committee

- i To receive a report from the Chairman of the Planning Committee

b. Halls Committee

- i To receive a report from the Chairman of the Halls Committee.

c. Finance Committee.

- i To receive a report from the Chairman of the Finance Committee.

ii Recommendation to Full Council-To formally accept the Interim Internal Audit report from November 2025 and to note the recommendations therein.

iii Recommendation to Full Council to accept the quote from Tile Energy for supply and installation of solar panels at a price not to exceed £40,000+VAT to be met from CIL funds and/or a grant. Ps note that the last quote was £38184 plus VAT.

d. Recreation and Lands Committee i To receive a report and from the Chairman of the Recreations and Lands Committee.

e. Staffing Committee

- i To receive a report from the Chairman of the Staffing Committee.

17. Benson Parish Council Working Groups and Outside Bodies

a. Neighbourhood Plan Delivery Team

- i. To receive a report from the Chairman of the NPDT WG

b. Parish Events Working Group.

- i. To receive a report from the Chairman of the Parish Events WG

c. Public Art Working Group

- i. To receive a report from the Public Art WG

d. Transport Representative

- i. To receive a report from the Transport Representative.

f. Communications and Engagement Working Group.

- i. To receive a report from the Chairman of the Communications and Engagement WG.



Benson Parish Council

Benson Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ

Tel: 01491 825038 e-mail: clerk@benssonpc.org.uk

Full Council

Membership:

Councillor Bill Pattison (Chairman), Councillor Patricia Baylis (Vice Chairman), Councillor Robert Castelow-Sturges, Councillor David Dawkins, Councillor Rob Jordan, Councillor Fiona Lovesey, Councillor Gavin McLauchlan, Councillor R Moore, Councillor Phillip Murray, Councillor Ian Skeels, Councillor Tom Stevenson, Councillor Michael Winton.

g. Pavilion Working Group.

- i To receive a report from the Chairman of the Pavilion Working Group.

h. CIL Working Group.

- i To receive a report from the Chairman of the CIL Working Group.

i Road Safety Working Group.

To receive a report from the Chairman of the CIL Working Group.

18. Finance

- a. To approve (and sign) the reconciled bank statements for the current account as of 30th April 2026
- b. Approval of payments for May 2026.
- c. It was **CONFIRMED** that a Councillor has checked and signed the monthly invoices.

19. Correspondence and Parish notes.

20. Questions to the Chairman

Questions should be provided to the Parish Clerk by Tuesday 12 noon prior to the meeting.

21. Items for Councillors to note.

22. To confirm the date of the next Full Council meeting

Thursday 25th June 2026 7.30pm

23. Dates of next meetings.

Planning Committee TBA

Finance Committee Tuesday 14th July 6pm.

Halls Committee tba Tuesday 7th July 7pm

Recreation and Lands Committee Thursday 16th July 10.30am

Awards Committee tba

24. Confidential Staffing Item.

i Recommendation to Full Council-For the RFO to move to NALC pay scale X, with effect from 1st June.

li Recommendation to Full Council-For the current caretaker/groundsman to obtain the more fitting job title of Grounds Supervisor, for 37 hours a week, at NALC pay scale X, with effect from 1st June.