

Minutes of the Benson Parish Council meeting held on Thursday 24th May 2007 at 7:30pm in Benson Parish Hall Committee Room

Present: Cllr W Pattison (Chairman)
Cllr J Fowler (Vice-Chairman)
Cllr D Fletcher
Cllr C Keogh
Cllr E Leppard
Cllr I Leppard
Cllr B Moseley
Cllr D Olley
Cllr D Rushton
Cllr Stevenson

Proper Officer: Mrs S Brown

Members of the Public: Cllr Sue Cooper + Cllr Tony Crabbe

1. Apologies: received and accepted from Cllrs Bailey (holiday) and Lant (attending another meeting)

2. Declaration of Interest: None for this meeting. All Councillors have now submitted Register of Interests. Clerk to forward to SODC Monitoring Officer

3. Minutes of meeting dated 10th May 2007 (Full Council) and 21st May (Finance Committee) were approved and signed by the Chairman. There were no corrections.

4. Adjournment for public comment was not required.

5. To make a decision on the following Planning Applications:

a. BPC16/07 P07/W0465 25 Preston Crowmarsh, Benson – Demolish existing flat roof extension & construct new extension set back with pitched roof. **Cllrs had no objections to the application**

b. BPC17/07 P07/W0464LB Details as above. **Cllrs had no objections to the application**

c. BPC18/07 P99/W0568 109 St Helens Ave, Benson – front extension & link to bungalow from garage (refer BPC56/99) **Cllrs had no objections to the application**

d. BPC19/07 P07/W0496(RET) 135 St Helens Ave, Benson – erection of conservatories to plots 1 & 2 (amendment to planning permission P05/W0430)

One objection received from Mr John Lant (Parishioner and Councillor). Cllr Rushton (Planning Committee) asked Councillors to object to the application on the basis that the original decision on the height of the roof lights should be enforced. The original approval for 1700 high was given in order to protect the neighbours and this lowering to 1100 would be detrimental. **Cllrs voted to object to the application with 9 in favour and 1 against.**

e. BPC20/07 P07/W0519 9 Castle Close, Benson – new conservatory to rear of property. Replacement of existing flat roofs over garage & family room with tiled pitch roof. **Cllrs had no objections to the application**

6. Planning Decisions:

a. BPC09/07 P07/0241 33 Brook St, Benson – erection of single storey extension to rear & internal & external alterations to convert a single dwelling into 2 dwellings – **application withdrawn by applicant.**

b. BPC10/07 P07/0242/LB 33 Brook St, Benson – as above.

- c. BPC08/07 P07/W0229 7 Watlington Rd, Benson – demolition of double garage & erection of single storey front & side extension & attached garage – **Permission granted**
- d. BPC11/07 P07/W0269 15 St Helens Ave, Benson – demolition of flat roof extension, form pitched roof over existing flat roof & single storey infill – **Permission granted**

7. To receive a report from the Chairman: The Chairman informed Councillors that the Finance Committee had short listed 3 candidates for the Parish Clerk post and interviews had been set for 29th May 2007. The candidate details remain confidential until a decision is reached on the most suitable applicant.

b. Brought Forward: Car park extension project management – one fee proposal received – discussion deferred to Agenda item 10 of post received.

8. To receive a report from:

a. Cllr Tony Crabbe – Cllr Crabbe reported OCC intended to replace the computers in all Oxon libraries. The FOC scheme had been very popular but the equipment is now old. The finance would come from the million pound reward for the meeting of targets.

Cllr Crabbe asked Cllrs to attach important consideration to the Minerals & Waste site proposals document. He said that many sites had been identified including the following which were pertinent to Benson. 1. Area of 2 hectares adjoining the Marina which would give 200,000 tons of gravel. 2. North of the Elmbridge roundabout – the area was now more specifically defined. 3. Adjoining Oakley Wood. 4. Across the other side of the river from Benson which would give 14.6 million tons of gravel. 5. The land south of Wallingford on the Cholsey road. He stressed that nothing was definite with the sites but they had been identified so it was important to look at the document. Cllr Crabbe was advised by the Chairman that the Council was waiting for PAGE guidance as to a response to the document which had already been received.

Cllr Crabbe updated Cllrs on the long outstanding application by Grundons at Ewelme. This was in 2 parts (1) The Hazardous Waste transfer building via OCC and (2) The Office Block via SODC which was a more complicated issue. He advised that Legal had decided that the 2 parts of the application could be determined separately. A site meeting had taken place and the application part 1 approved. As a condition of approval a contribution of £650,000 to upgrade Clacks Lane.

Cllrs asked for progress on the St Helens/A4074 cycleway – Cllr Crabbe explained the legal reasoning behind the delay but advised that this should be resolved soon although it could not go ahead straight away anyway due to the season. Finance was in place.

Cllr Crabbe confirmed to Cllrs that all library computers would be upgraded in due course.

Cllrs asked about progress on the PC suggestion for car parking on the OCC triangle at the Rivermead. Cllr Crabbe confirmed that OCC had thought this a good idea. He would chase it up.

b. Cllr Sue Cooper SODC Member: deferred due to late arrival

c. Cllr Felix Bloomfield – no report received

The Chairman thanked Cllr Crabbe for his report.

9. To discuss and adopt the following Proposal:

Proposal No 23/07 from Cllr Fletcher 'That the land registered in accordance with The Common Registration Act 1965 on 10th June 1975 as recreational land in Blacklands be formally adopted by the name of 'Green Close Children's Recreation Land'. Cllr Fletcher asked for the proposal to be deferred for 2 meetings. He felt that there were lots of implications (some legal) within the proposal and further thought required. Cllrs requested the Clerk to agenda again after the next 2 meetings.

10. Correspondence:

a. Correspondence/Post received:	Action
1. E-mails 11/05/07 4 enquiries for Clerk's Job – Application forms sent with basic Terms of Reference	Clerk
2. E-mail 11/05/07 RAF Benson confirming 8 th August 07 for PC visit Will be in touch to finalise details	Copied to all
3. E-mail 11/05/07 Andrew Hawken to confirm Benson Church of England School Trustees as correct title for trustees to the Youth Hall field & e-mail from Cllr Stevenson suggesting minor change to sign text	Clerk to arrange sign
4 E-mail 11/05/07 Lynda Atkins re Wallingford Minor Injuries Unit Closure thanking for copy of PC letter and asking for someone from the PC can attend 17 th May meeting	Cllrs to note
5. E-mail 11/05/07 Dr John Howell to confirm that he will be getting comments together for Minerals & Waste Consultation by end of May an Benson on the list to receive	Diary dated & Cllrs to note
6. Didcot & District Citizens Advice Bureau requesting a donation & giving statistics for 2006/07 – Chairman moved to suspend standing orders to make a decision. The Chairman proposed 'that this PC makes a donation of £75 to the Didcot & Citizens Advice Bureau as agreed for precept n minutes of 14 th December 2005' Cllrs agreed unanimously in favour of the proposal. Standing orders were reconvened.	RFO to raise cheque
7. Peninsula Business Services with details of free seminar re Employment Law & Health & Safety at Milton Common 30 th May 07	Passed to Cllr Fowler
8. SLCC details of South East Regional Conference in Bracknell 27/06/07 – one day conference for Clerks and/or Cllrs £40 per delegate – Cllrs had no objections to RFO and DPS attendance. Cllr E Leppard also expressed interest.	Copy to Cllr E Leppard. RFO to action
9. Non-Parishioner application form for Parish Clerk post	Finance Comm.
10. TV Police Authority details of Stakeholder Forum 5 th June 07 at Drayton Park Golf Club (AM) – purpose is to assist TV Police in preparing 3 year Strategy Policy Plan 2008-2011 0 no Cllr wished to attend	No further action
11. Home Office Border & Immigration Agency poster and leaflets regarding the introduction of language & citizen testing for indefinite leave to settle in UK	Cllrs noted content
12. Chilterns Conservation Board Building Design Guide supplementary technical note – Chilterns Roofing Materials	Available for Cllrs at meeting
13. Mayor Elect of Wallingford invitation to Chairman & Escort to attend Inaugural Service & reception on Sunday 3 rd June 07 Regal Centre Wallingford	Clerk to accept
14. E-mail 14/05/07 Bensington Society George Verdon to advise that Memorial bench has been ordered and requesting location for a donation of mulch for the allotments	Lands Committee
15. E-mail 14/05/07 from Parishioner with copy of response to his e-mail to OCC regarding the bus shelter at Rivermead. OCC advise that it should be installed within next 2 months. Pat Peers also advises that she has been in contact with OCC	Cllrs noted
16. E-mail 15/05/07 Paul Booker corrections for inclusion in draft APM minutes & apology for not being able to attend invitation to RAF Benson 8 th August.	Clerk to note
17. E-mail 15/05/07 Cllr Fowler with spreadsheet for Grant funding sources	Capital App. Comm.

18. Oxfordshire Primary Care Trust Director of Provider Services response to PC letter re closure of Wallingford Minor Injuries Unit – the Chairman was advised that there was a large attendance at the meeting on 17 th May including Cllrs Ex-Cllrs & Parishioners. It was noted that the response to objections was based on statistics which Cllrs felt were open to interpretation. The Chairman thanked those Cllrs who were able to attend.	Copied to Cllr s I & E Leppard & Moseley
19. Non –Parishioner application for Parish Clerk vacancy	Finance Comm
20. SODC minutes of Standards Committee 24 th April 07	Cllr Moseley
21. Faithfull & Gould Damiam Gibson fee proposal for project management of car park extension. The Chairman explained the basic content of the fee proposal. Cllr Fowler advised that the fees proposed were quite expensive for fairly straight forward project. The Clerk advised that this was the only quote received to date. It was agreed that a meeting was required to discuss and the Chairman offered to draw up a basic spec. Cllrs were concerned that there was a need to think about the specifics of the project and to consult with the Parish.	Lands Committee & Cllr Pattison
22. E-mail 17/05/07 OCC Emily Green Planning Officer (Minerals & Waste) with the decision of Planning & Regulation Committee regarding the composting site at A4074 – A ‘no right turn’ will not be put in place – it was agreed to reply to ask how the routing agreement will work. Cllrs have note HGVs turning across the A4074	Clerk to reply & ask the question
23. E-mail 17/05/07 Non-Parishioner application & CV for Parish Clerk vacancy	Finance Comm
24. SODC Declaration of Result of Poll for District Council	Notice board
25. Melcross quotation for block paving to front entrance of Parish Hall – 22sq mtrs £1,100. 2 further quotes required based on the same style but to include for another 1.5mtrs	Clerk to request 2 more quotes
26. Parishioner application for Parish Clerk vacancy	Finance Comm
27. Non Parishioner application for Parish Clerk vacancy	Finance Comm
28. OCC Archives – document receipt for minutes deposited 10/05/07	Clerk
29. OCC May 2007 News	NFA
30. E-mail UK On-Line re User Journey Grant Funding 07/08 – possible junk mail	Copied to Cllr Fowler
31. E-mail 18/05/07 Non Parishioner application for Parish Clerk vacancy	Finance Comm
32. Sage UK Ltd renewal of SageCover (support for Sage software) membership £99.01	RFO
33. AON Ltd via Allianz Cornhill Village Hall insurance renewal £3,933.19	RFO
34. NALC Local Council Review May 2007 x 3	Available for Cllrs at meeting
35. OCC Home2School Newsletter produced by OCC Travel Plans Team – available at meeting for Cllrs to note	Passed to Cllr Keogh
36. Chiltern news June 2007 and Cheque for £250 re grant for Milbrook Mead walkway	Cllrs to note
37. SODC Leisure & Economic Development details of Rural Touring 2007/08	Available at meeting
38. E-mail 17/05/07 Citizens Online details of the charity who research and address issues of digital inclusion & Digitopian a not for profit arm trading arm of Citizens Online	Passed to Cllr Fowler
39. E-mail UK Online Centres re User Journey Grant Funding 07/08	Passed to Cllr Fowler
40. E-mail 18/05/07 Steve Palmer Splintergroup withdrawing from quotation for proposed work at Rivermead entrance	Lands Committee

41. E-mail 22/05/07 Parishioner with copy of e-mail sent to Southern Area OCC regarding potholes in Old London Rd and St Helens Ave + dangerous manhole outside Lower End	Passed to Cllrs Crabbe & Cooper
42. E-mail 23/05/07 Cllr Sue Cooper thank you copy of Parishioner's thank you letter re trees – asks if copies have been forwarded to SODC	Clerk has confirm copies sent
43. E-mail 23/05/07 Parishioner to complain about traffic calming requirement in Church Road & e-mail response from Peter Ronald OCC to advise that measures under discussion. Clerk has advised sender that comments will be passed to Road Action group.	Passed to OCC & all Cllrs
44. E-mail 23/05/07 Neighbourhood Policing Action Group Rep (Parishioner) reporting anti-social activity in PH car park Monday 21 st CCTV footage confirms and copy made for TV Police	Passed to ABO, PCSO & all Cllrs
45. E-mail 23/05/07 Ed Webster OCC (Bus stops) response to request for advice on parking in bus stop area of Oxford Road – no parking not enforceable at present – consultation would be required if further measures thought necessary.	Cllrs to note PCSO advised
46. E-mail 22/05/07 SODC John Backley informing that one off payment for public toilets maintenance will be £2,775. PC to insure & pay for services & running costs. Agreement to be formalised in the next 3 months	Clerk confirmed agreement
47. Chiltern Chalk Streams Project details of 10 th Annual Forum in PH Benson 13/06/07	NFA
48. E-mail 22/05/07 Mike Henson web developer with details of establishing and maintaining Parish Council website	Cllrs to note
49. E-mail 24/05/07 SODC Town & Parish Digest for May 2007	Copied to all

b. Parish Office Notes

1. Outside window broken (Ladies toilet) sometime between 9am and 5pm 12/05/07 – pane had been cracked previously and it appears to have been struck by football. Police reference MF9717667/07. CCTV footage given to Police. Didcot Glass & Glazing to replace. Police (WPC Kay) advise that from 1st June for a couple of months there will be an operation targeting problem areas so please phone in with any incidents.
2. Meeting with EEP Ltd (Martin Clark) and ARC engineer to discuss Parish hall heating. Also in attendance – Cllrs Bailey, E. Leppard, I. Leppard, Pattison plus DPS, RFO & Clerk. Operation explained, automatic controls & sensors checked. Martin Clark to update hirers operating instructions plus provide defect liability, satisfaction, guarantee certificates and manual paperwork. Maintenance contract following expiry of guarantee will need to be considered. Cllr Leppard expressed concern and confusion over explanation of usage of ceiling fans. The Chairman explained by use may not be totally necessary.
3. PAT testing carried out 18/05/07 – large amount of items listed on previous paperwork declared not located. 2 ring hob in kitchen declared as low insulation reading at start up; maintenance required. Notice attached to say unserviceable until resolved.
4. Report to TV Police (URN 265 21/05 regarding three cars joyriding in PH car park 18/05/07 early evening. CCTV copy passed to ABO
5. The DPS has 12 hours holiday leave from 2006/07 to either carry forward, be paid or forego. Would suggest that she carries over 10 hours (i.e. 5 days) and is paid 4 hours (2 days). The DPS contract of employment carry over maximum of 5 days.
6. Further instance of joyriding in Parish Hall car park 21st May 2315 – CCTV footage copied for Police.
7. Following meeting of National Joint Council on 3rd April the 2007/08 Pay negotiations, no agreement was reached. Pay for local council clerks are linked to the national local government settlement. Unison may decide to ballot members for strike action which will

prolong negotiations. Once agreement is reached any increase should be backdated to 1st April 07. Info on Society of Local Council Clerks website.

8. Clerk's computer memory upgraded and servicing carried out by Red Shed Systems. Rob Lemaire to check out spare computer equipment to see if upgrade feasible for use by DPS. DPS would like some assistance with looking at phone system and the software for bookings.

The Chairman moved to receive a **report from Cllr Sue Cooper (District Council member)** as deferred at item 8b – Cllr Cooper reported that SODC had met last week and there had been some training sessions. There was very little else to report. She offered to discuss with John Backley (SODC Public Amenities) as to how long before he can connect the services to the public toilet unit following his correspondence at item 10a (46). She asked if the PC could report a problem with overgrown path between St Helens Ave and A4074. Cllrs raised concerns over the granting of planning permission for the alterations at 7 Watlington Rd, Benson. She advised that this issue had been raised at the training sessions. Planning Officers have an 8 week target and in this case could not think of a good enough reason to refuse but all were agreed this was unsatisfactory. Cllr Cooper was advised by Cllrs of their decision regarding the application P07/W0496 (RET) discussed at item 5d. She agreed to look at the application. The Chairman thanked her for her report.

11. To receive a report from the following:

a. Chairman Halls Committee – none received

b. Chairman Lands & Recreation Committee – The Committee Chairman reported that Mr Hobbs seemed to be making a good job of clearing the unused allotment land. However, he felt that some of the existing allotments holders adjacent to the site had extended their own into the site and there was need to re-define the boundaries. Work had come to a halt as there were some items which it was thought belonged to allotment holders and they should be asked to identify these. He advised that a skip may be required. Cllrs asked whether or not it would be advisable to install a water supply at this stage. It was agreed that this and the other issues should be discussed at Lands Committee. Cllr Leppard further advised that the village tubs were in hand and that he had been advised by the Bensington Society Secretary that the bench for the village centre was now ready for installation. The Society & BCA would also be looking at renovating the two notice boards at Bob's Corner.

c. Chairman Capital Appropriation Committee – Chairman had nothing to report

12. Hire Applications:

a. Institute of Fundraisers Chiltern Group (Mr Graham Neil) in Main Hall (all rooms) 22/04/08 all day for conference training day. No alcohol licence required. **Cllrs had no objections.**

b. Wantage Stage Musical Company (Mr Strickland) in Main Hall & Pavilion 14/12/07 (Eve) for musical panto. No alcohol licence required. **Cllrs had no objections.**

c. Rotary District 1090 (Mr Malam) in Main Hall 19/07/07 for District Council meeting (Eve). Alcohol licence required. **Cllrs had no objections.**

d. Mrs Merryweather (Parishioner) in Youth Hall 07/07/07 for child's party. **Cllrs had no objections.**

e. Mrs Handley (Non-Parishioner) in Main Hall 27/05/07 for private 40th birthday party (daytime only). Alcohol licence required. **Cllrs had no objections.**

f. Ms K Phillips (Parishioner) in Main Hall 01/09/07 for wedding reception. Alcohol licence required. **Cllrs had no objections.**

g. Mr Ian Fell & Mr Don Carroll (Non-Parishioner) verbal request to use main hall for regular Under 18s disco with the first on June 16th 2007. Soft drinks only on sale with tickets sold prior to event. **Cllrs refused the application.**

13. Finance:

- a. To accept the recommendations of the Finance Committee meeting of 21st May 07 – 1 only specific recommendation (see item b) Cllrs expressed no concern or objections to the contents contained in the minutes.
- b. To approve and sign sections 1 & 2 of the Audit Commission Annual Return 2007 – sections 1 & 2 were signed by the Chairman and Clerk as recommended by the Finance Committee. There were no objections.
- c. Budget Monitoring – All Cllrs were issued with a copy of the budget monitoring spreadsheet. Cllrs asked about the entry for £3 interest paid. Clerk will look into and provide explanation. Otherwise no other concerns were raised.
- d. To sign off reconciled bank statement for the current account as at April 30th 2007 – the statement was signed by the Chairman with no objections or comments. Cllrs agreed that money from Gratuity Fund set up for current Clerk should be kept in the account as it currently is until the new clerk has made a decision on the arrangement. The terms of the fund are that it should be available after 5 years service.

e. To sign the cheques as follows and required:	Total	VAT
503627 Allianz Cornhill Insurance Plc (Local Council Ins)	£2,715.28	
503639 ORCC (Subscription)	£ 20.00	
503640 Cancelled		
503641 Trevor Stewart Play Equipment (40% Deposit for Green Close order)	£3,678.80	
503642 Aon Ltd (Village Halls Ins)	£3,933.19	
503643 The Samaritans (Donation)	£ 75.00	
503644 AD Clark Ltd (Grass cutting)	£ 374.83	
503645 Beechwood Tree Care (Millbrook Mead)	£ 293.75	£ 43.75
503646 Bouchier Fencing Ltd (Millbrook Mead walkway)	£ 403.30	£ 60.07
503647 Canon UK Ltd (photocopying)	£ 35.33	£ 5.26
503648 C&S Catering (PH & YH cleaning materials)	£ 160.94	£ 15.04
503649 Furnishing Solutions Ltd (new chairs PH)	£1,442.84	£214.89
503650 GLS Educational Supplies (cleaning materials)	£ 58.36	£ 8.69
503651 Grundon Waste Management Ltd (PH & YH waste)	£ 336.05	£ 50.05
503652 Mr W Pattison (expenses office shelving)	£ 37.32	£ 5.56
503653 Millbrook Property Services (window cleaning)	£ 76.38	£ 11.38
503654 Newsquest Ltd (recruitment advertising)	£ 373.66	£ 55.66
503655 Mrs E Leamaire (RFO salary)	£ 703.78	
503656 Mr G Stock (Youth Leader salary)	£ 128.12	
503657 Mrs T Ellis (DPS salary & expenses)	£ 122.02	
503658 Mrs S Brown (Clerk salary & expenses)	£1,103.19	
503659 Mr L Pike (YH Cleaner salary & expenses)	£ 222.03	
503660 HM Revenue & Customs (PAYE & NI)	£ 648.86	
503661 OCC (Pension contributions)	£ 250.34	
503662 Mr T Jackson (PH Caretaker)	£ 672.81	
503663 Mr C Brown (External Contractor)	£1,265.62	
503664 Red Shed Systems (Computer repair & upgrade)	£ 66.00	
503665 Newsquest Ltd (recruitment advertising)	£ 94.00	
503666 Beechwood Tree Care (pollarding Millbrook Mead)	£1,468.75	£ 218.75

14. Questions to the Chairman:

No written questions were received

15. Items for Councilors to note:

1. Cllr Rushton asked Cllrs to note that on looking at the Planning Application relating to 135 St Helens Ave he found that a mature cherry tree that was on the original planning application had disappeared. Clerk to inform SODC
2. Cllr Stevenson asked the Chairman if the Clerk could press for a meeting with Michael Shanley Homes regarding the visibility problems on the corners in the middle of the footpath leading from the B4009 to Westfield Road. Cllrs agreed this was required. He also asked if OCC could be chased regarding insufficient lighting on the footpath and for the unserviceable light to be repaired. Clerk to action.
3. Cllr Stevenson asked Cllrs to note that a gap in the hedge has appeared from Sunnyside onto the B4009 in a very dangerous spot. Cllrs were unsure of how to stop people using this but agreed to ask ROSPA for some advice.
4. Cllr I Leppard asked if Cllrs could give consideration to registering the land outside Brook House.
5. Cllr Fletcher asked the Chairman what progress was being made with the village centre map. Chairman advised that Mrs Pat Peers was in the process of obtaining quotes for the frames with a view to approaching the Bensington Society for a contribution. Refer to Lands Committee.
6. The Clerk informed the Chairman that the Benson Youth Club leader Geoff Stock had purchased £1,500 worth of equipment. He had asked the Clerk whether or not the equipment should be insured by the Parish Council or via the Youth Club Committee. The Chairman confirmed that the Youth Club should fund its own insurance cover but agreed that the relationship of the Club and Parish Council will need to be clarified properly. This to be brought forward to a future meeting.

16. Dates of next meetings:

Full Council meeting – 7th June 2007

Lands & Recreation Committee meeting – 14th June 2007

Finance, Hall & Capital Appropriation Committee Meetings – TBA

There being no other business, meeting closed at 21:50