



# The Beaudesert & Henley-in-Arden Joint Parish Council

*Working for the Benefit of the Residents of Henley-in-Arden*

Clerk : Gill Bailey : email [clerk@henley-in-arden-pc.gov.uk](mailto:clerk@henley-in-arden-pc.gov.uk)

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## **The Minutes of the Annual Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 16<sup>th</sup> May 2016 at 7.00 pm in the Henley in Arden Memorial Hall, Station Road, Henley-in-Arden.**

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), John Garner, David Broadbent, Peaches Melhuish, Heather Hemus, Peter Crathorne, Peter Cornford, Mike Wilmott, Lorraine Taylor-Green, Jayne Bridges and County Cllr Mike Perry.

In Attendance: 8 members of the public.

- 1. Election of Chairman and to receive Chairman's Declaration of Acceptance of Office**
  - The Chair asked if there were any nominations to stand as Chair. Cllr Garner proposed that Cllr Leech continue in his present capacity as Chair. This motion was seconded by Cllr Hemus and carried unanimously. The Chair signed his Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer. Cllr Cornford stated that Cllr Leech had a balanced view as Chair and members of the JPC would be grateful if he continued in his role as Chair.
- 2. Apologies for absence and acceptance of Apologies**
  - The following apologies were received and accepted: District Cllr Stephen Thirlwell and Cllr Linda Jackson. Cllr Leech confirmed that Cllr Thirlwell had been re-elected as Deputy Leader of SDC. He went on to say that District Cllr Thirlwell had been an outstanding Cllr for many years and took a great in Henley which everyone appreciated.
- 3. Declarations of Interest and Dispensations**
  - The Chair asked if Councillors had any interests to declare. No interests were declared.
- 4. Election of Vice-Chairman**
  - The Chair said that he would like to nominate Cllr Liz Jackson as Vice- Chair. This motion was seconded by Cllr Wilmott and carried unanimously. Cllr Leech went on to say that Cllr Jackson had done an outstanding job over the last year and had helped with legal matters on a pro-bono basis. Cllr Jackson signed her Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer.
- 5. Minutes of the meeting held on 18<sup>th</sup> May 2015 to be approved and signed.**
  - **It was resolved that the Minutes of the meeting held on 18<sup>th</sup> May 2015 were confirmed as a true record and signed by the Chair.** The minutes were then unanimously approved by those Councillors who had been present.
- 6. To agree the dates and venues for the Joint Parish Council Meetings for the year 2016/17, including contents of Cllr Crathorne's Discussion Paper on the timings of the JPC Meetings.**
  - The Clerk read out the proposed dates for future JPC meetings and advised that they were available on the web site; however, they were subject to change, if the Discussion Paper which had been put forward by Cllr Crathorne was approved. She went on to say that there was a proposal to drop both the August and December JPC meetings.
  - Cllr Crathorne confirmed that he had been requested at the last JPC meeting to put forward a Discussion Paper and proposal regarding the above, which he had subsequently circulated to members of the JPC, details of which are attached to these minutes as

Appendix A. Cllr Crathorne advised that he had also consulted the Chair and the Clerk. Cllr Crathorne said that the December meeting was the Monday before Christmas and members of the JPC had held a short meeting last year and had invited residents to celebrate at the Guild Hall, which had been successful. He that it had been a valuable opportunity for residents to raise issues informally.

- Cllr Liz Jackson asked whether the proposal was to hold an informal Christmas Reception on 19<sup>th</sup> December this year and Cllr Crathorne confirmed that it was. Cllr Leech advised that the proposed disabled access would be available by then.
- Cllr Crathorne advised that there would always be special meetings that were called for planning etc., which the Chair and Clerk would arrange and notify everyone. Cllr Crathorne advised that a review of the planning protocol be carried out and Cllr Jackson said that this had been agreed at the last meeting.
- Cllr Crathorne said that in addition to this notes and reports relating to agenda items should be submitted in advance of the meeting and in writing.
- Members of the JPC had a discussion regarding the submission of Working Party reports and whether they should be verbal or written and how often they should be submitted. Cllr Garner asked how the approval of payments would be handled during the months when there wasn't a JPC meeting. Cllr Cornford advised that the Clerk and Chair are responsible for the agenda and if a meeting had to be called, there could just be two items considered; planning and the approval of payments, if necessary. **It was RESOLVED that the Clerk could decide on the items to be included on the Agenda for August/December. Cllr Crathorne proposed that an amendment to his original report be made and that written reports are to be included with the Agenda, at least on a quarterly basis. This motion was carried unanimously. It was also RESOLVED that the JPC meetings would continue to be held at the Memorial Hall. This motion was proposed by Cllr Bridges, seconded by Cllr Wilmott and carried unanimously.**

## 7. Election of Portfolio Holders for Working Parties (Parish Cllr's Responsibilities)

- **Finance & Assets**

It was RESOLVED that Cllr Garner and Cllr Leech continue as Portfolio Holders as there were no further nominations for this WP.

- **Communications & Events**

Cllr Melhuish confirmed that there had been several WP meetings which served to give the community and resident's information and input ideas. **It was RESOLVED that Cllr Melhuish remains as Chair. This motion was proposed by Cllr Wilmott, seconded by Cllr Crathorne and carried unanimously. Other members of the WP are Cllr's Bridges, Leech, Hemus, Linda Jackson, Taylor-Green, Norman Kench, Susan Osborne, Tara Winter, Judith Lindley, Simone Bentley and Paule Jones.**

- **Children's Facilities**

It was RESOLVED that Cllr Liz Jackson remains as Chair and other members of the WP are Cllrs Melhuish, Crathorne and Emma Mansfield. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously.

- **Traffic & Parking**

- **It was RESOLVED that Cllr Cornford remains as Chair and other members of the WP are Cllrs Broadbent, Crathorne, Sue Osborne and Graham Hindley. This motion was proposed by Cllr Melhuish, seconded by Cllr Bridges and carried unanimously.**

- **Maintenance & Emergency Planning**

- **It was RESOLVED that Cllr Crathorne remains as the main Portfolio Holder for this WP. It was also agreed that Cllr Broadbent assist Cllr Crathorne when necessary, assisted by members of the community. This motion was proposed by Cllr Bridges, seconded by Cllr Hemus and carried unanimously.**

- **Street Audit Working Party**

- **It was RESOLVED that this WP be affiliated to the above WP. Additional members of the WP are Cllrs Linda Jackson, Taylor-Green, Crathorne,**

Hemus, Bridges and Mr David Hadley. This motion was proposed by Cllr Bridges, seconded by Cllr Liz Jackson and carried unanimously.

- **Grants**
- It was **RESOLVED** that Cllr Jackson remain as Chair and other members of the WP are Cllrs Melhuish, Crathorne, Garner, Linda Jackson, Taylor-Green and Cornford. This motion was proposed by Cllr Bridges, seconded by Cllr Hemus and carried unanimously.
- **Planning**
- It was **RESOLVED** that Cllr Broadbent remains as Chair and other members of the WP are Cllrs Hemus, Bridges and Taylor-Green. Cllr Wilmott asked if he could resign from this WP and Cllr Leech agreed to take his place. This motion was proposed by Cllr Bridges, seconded by Cllr Hemus and carried unanimously.
- **Neighbourhood Planning Steering Group**
- **Cllr Leech proposed that Mr David Jackson remain as Chair.** Cllr Liz Jackson confirmed that this Steering Group sits outside the remit of the JPC and reports in to the Town. Cllr Leech advised that the Steering Group requested funds from the JPC and Cllr Jackson confirmed that it was important that the SG reports in to the JPC.

It was agreed that up to date membership details for all of the Working Parties and the Neighbourhood Planning Steering Group should be uploaded to the web site and Cllr Leech confirmed that he would update the web site.

**8 To agree cheque signatories and access to bank account details**

It was **RESOLVED** that Cllr's Garner and Leech remain as the main signatories with the Clerk having read-only access. Cllr's Wilmott and Crathorne were also signatories. This motion was proposed by Cllr Garner, seconded by Cllr Liz Jackson and carried unanimously.

**9 To adopt the reviewed JPC Standing Orders, Financial Regulations, Asset Register, Risk Assessment & policies to be uploaded to the JPC web site.**

- The Clerk advised that she had been working on the up to date policies that should be included on the JPC web site. She went on to say that the Standing Orders were now a separate document. The main changes were to the Financial Regulations, which were now a separate document and had been revised and amended. A copy would be available to download from the JPC web site, or a hard copy could be provided on request. The Clerk confirmed that she had also updated the Risk Assessment. Cllr Leech confirmed that the Asset Register, Model Publication Scheme, Media Policy and Members Code of Conduct had been updated.
- It was **RESOLVED** that the **Standing Orders, Financial Regulations and Risk Assessment** be approved. This motion was proposed by Cllr Wilmott, seconded by Cllr Garner and carried unanimously.

**10 To approve the Beaudesert & Henley in Arden JPC Accounts for the year 31<sup>st</sup> March 2016 prior to submission to the External Auditors, Grant Thornton.**

- The Clerk advised that she and Cllr Garner had been working on both the Internal and External Audit over the last few weeks. She confirmed that the accounting documents had been circulated to members of the JPC and were also available on the JPC web site. Cllr Jackson asked the Clerk if all of the deeds that she held in her possession were registered and Cllr Crathorne advised that he had looked through them and most were. Cllr Cornford advised that it was important to have all of the deeds registered as there could be a danger of losing land by possessory title by a third party claim. The Clerk and Cllr Jackson agreed to meet and go through all of the deeds. The Clerk also asked if the JPC would approve expenditure to purchase fire proof chests to keep the Deeds safely. It was **RESOLVED** that this

expenditure be incurred. This motion was proposed by Cllr Bridges, seconded by Cllr Crathorne and carried unanimously.

- Cllr Garner advised that a Bank Reconciliation, Balance Sheet and income versus expenditure had been circulated to members of the JPC for their approval. He went on to say that overall the JPC this year had saved over £13,000 which included the projected deficit from the previous year.
- **It was also RESOLVED that the Beaudesert & Henley in Arden JPC accounts for the year to 31<sup>st</sup> March 2016, the Asset Register, Model Publication Scheme, Media Policy and Members Code of Conduct all be approved. This motion was proposed by Cllr Garner, seconded by Cllr Wilmott and carried unanimously**

**To confirm the date and time of the next Annual JPC meeting on Monday 22<sup>nd</sup> May 2017 commencing at 7.00pm. The venue to be confirmed nearer to the date.**

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