



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

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

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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, 13<sup>th</sup> May 2019 at 7.00 pm in the Henley in Arden Memorial Hall, Station Road, Henley-in-Arden.**

**Present: Cllrs. Ray Evans (Chair), Chris Duffin (Vice-Chair), David Broadbent, Sally Harfield, Peter Cornford, Elaine Field, Liz Jackson, Les Goodman, Roger Hubbocks, Alistair Price, Marijana Bainbridge, Jem Jones and County Cllr John Horner.**

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

*The Chairman requests all mobile phones are switched to silent mode.*

Cllr Crathorne took the chair for the first part of the meeting and congratulated all members of the new JPC on their Election. Mr Crathorne asked if there were any nominations to stand as Chair for the year. Cllr Broadbent proposed Ray Evans, seconded by Chris Duffin, Roger Hubbocks proposed Les Goodman, seconded by Elaine Field and Marijana Bainbridge proposed Elaine Field, seconded by Jem Jones. As there was more than one candidate proposed as Chair, the Clerk handed round slips of paper so that a ballot could take place. The Clerk counted the ballot papers and seven Cllrs proposed Ray Evans, who was pronounced Chair. Mr Crathorne handed over the chains of Office to the new Chair.

### **1 Election of Chairman & to receive Chairman's Declaration of Acceptance of Office**

Cllr Broadbent proposed Ray Evans, seconded by Chris Duffin. This motion was carried seven to five. The new Chair signed his Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer. The new Chair thanked members for their support and said he would do his best as Chair to support the community in the area.

### **2 Apologies for absence and acceptance of apologies**

Apologies were received and accepted from District Cllr Matt Jennings.

### **3 Declarations of Interest and Dispensations**

Chris Duffin declared an interest in The Hub@Henley as she was a trustee; Alistair Price declared an interest in The Guild Hall Trust as he was a trustee through the Court Leet; David Broadbent declared an interest in Henley War Memorial Trust as he was a trustee and the Neighbourhood Development Plan as he was a member of the Steering Group; Marijana Bainbridge declared an interest in the Memorial Hall, as her husband was a trustee of HWMT and she was on the Memorial Hall Committee.

#### **4 Election of Vice Chairman & to receive Vice - Chairman's Declaration of Acceptance of Office**

The Chair asked if there were any nominations for the role of vice-chair. Cllr Broadbent proposed Chris Duffin, which was seconded by Cllr Harfield. Cllr Hubbocks proposed Les Goodman, which was seconded by Jem Jones. Cllr Duffin received seven votes, Les Goodman received five votes, so the motion to propose Chris Duffin as Vice-Chair was carried. Cllr Duffin signed her Declaration of Office and handed it to the Clerk, who also signed the document as Proper Officer. Cllr Duffin thanked Cllrs for proposing her as vice-chair and said that she would do her best to represent the views of the residents in Beaudesert & Henley in Arden.

#### **5 To receive Councillors' Declaration of Acceptance of Office**

The Clerk handed out Packs to the remaining Cllrs and asked them if they could sign their Declaration of Acceptance of Office and she counter signed the documents, as Proper Officer.

#### **6 To agree a date for completion of Councillors Register of Members' Interests Forms within 28 days**

**The Clerk requested that the new JPC Cllrs complete their Register of Members' Interests Forms by the end of May and to return the forms to her, so that could take them in to the Monitoring Officer at Stratford District Council.**

#### **7 To approve the Minutes of the Meeting held on 21<sup>st</sup> May 2018**

**It was RESOLVED that the Minutes of the meeting held on 21<sup>st</sup> May 2018 were confirmed as a true record and signed by the Chair.** This motion was proposed by Cllr Cornford, seconded by Cllr Broadbent and the minutes were then approved by those Councillors who had been present at the meeting.

- **Cllr Goodman asked if he could bring up some matters arising from the minutes of the Annual Meeting in 2018.**
  - **The path in the Riverlands** – the Clerk confirmed that David Tomlinson had advised at the last meeting that he had inspected the Riverland's pathways several times over the course of the year since Contractors had been instructed to carry out the drainage work. He went on to say that on each occasion there had been no ponding which was evident either before, during or after heavy rainfall and no sign of any flooding. However, it had been a particularly dry year and water was soaking away.
  - **The Pathways on the South Side of Stratford Road** – Cllr Jackson advised that this issue was the responsibility of WCC. The Clerk advised that she had received email confirmation from the former District Cllr that he had been in touch with WCC and they had agreed to clear the area. The Clerk was requested to try and find out what kind of time scale this would take.
  - **The JPC Media Policy** – Cllr Goodman requested that this item be added to the next Agenda. The Clerk advised that the JPC policies should be reviewed annually and this item was on the Agenda for discussion later in the meeting.

## 8 To agree dates and venues for Council Meetings for the year 2019/20

- Following a discussion, Cllr Goodman proposed that the venue for JPC meetings could be in the Baptist Hall. Cllr Cornford asked whether the Baptist Hall had Wi-Fi and a projector and screen. Cllr Goodman agreed to find out. It was agreed to defer this item and add it to the next monthly agenda for a decision to be made.
- Cllr Price suggested that the monthly meetings could be held in the Guild Hall. It was agreed that the Guild Hall did not have a projector and screen and may not be a suitable location for the monthly meetings for that reason.
- The Clerk asked whether Cllrs would like the JPC monthly meetings to remain on the third Monday of the month and the JPC agreed that this would be sensible. She went on to say that the next monthly meeting would, therefore, be on 17<sup>th</sup> June.

## 9 Election of Portfolio Holders for Working Parties & Sub-Committees (Parish Cllr's Responsibilities) and agree the delegation of functions for the Planning Sub-Committee (the Clerk)

### • Finance & Assets Sub-Committee

The Clerk advised that Cllr Goodman had requested that a JPC Finance Sub-Committee be formed as the funds that the JPC receive are public money and should be discussed in an open and transparent way. **Following a discussion, it was RESOLVED that a Finance Committee be formed. This motion was proposed by Cllr Goodman, seconded by Cllr Hubbocks and carried by the majority, six to five.**

- Cllr Hubbocks proposed Cllr Goodman as Chair, seconded by Cllr Evans and carried by the majority.
- Cllrs Roger Hubbocks, Ray Evans, Elaine Field, Alistair Price and Liz Jackson agreed to be members of the Finance Sub-Committee.
- It was agreed that there would be a Finance Sub-Committee meeting prior to the monthly JPC meeting.

### • Planning Sub-Committee

Cllr Field proposed Cllr Goodman as Chair, seconded by Cllr Hubbocks; Cllr Harfield proposed Cllr Broadbent as Chair, seconded by Cllr Cornford. **It was RESOLVED that Cllr Broadbent remain as Chair. This motion was carried by the majority, six to six, with the Chair exercising his function for casting the vote.**

- Cllrs Les Goodman, Sally Harfield, Marijana Bainbridge and Roger Hubbocks agreed to be members of the Planning Sub-Committee.
- Cllr Jackson said that David Tomlinson would be missed for his planning expertise and requested that he be approached to see whether he would like to become a member of the Planning Sub-Committee. Cllr Broadbent advised that he had already approached Mr Tomlinson and he had agreed to become a member. It was agreed that the Clerk formally write to Mr Tomlinson inviting him on to the Planning Sub-Committee.

- **Children’s Facilities Working Party**

Cllr Elaine Field agreed to remain as Chair and Cllrs Jem Jones, Roger Hubbocks and Chris Duffin agreed to be members of this Working Party.

- **Car Park Acquisitions, Traffic & Parking Working Party**

Cllr Peter Cornford agreed to remain as Chair and Cllr Liz Jackson agreed to support him. It was also agreed that an approach be made to John Garner, Robin Rumbles and Graham Hindley and ask them whether they would be prepared to remain as members of the Working Party.

- **Maintenance & Emergency Planning Working Party**

Cllr Les Goodman agreed to become Chair. Cllrs Roger Hubbocks, Jem Jones and Marijana Bainbridge agreed to be members of this Working Party.

- **Tourism Working Party**

- Cllr Elaine Field agreed to remain as Chair and Cllrs Ray Evans, Chris Duffin, Jem Jones, Roger Hubbocks, Marijana Bainbridge and Sally Harfield agreed to be members of this Working Party.

- **Plastic Free Henley**

- Cllrs Chris Duffin, David Broadbent, Elaine Field, Marijana Bainbridge and Alistair Price agreed to be members of this Group.

- **Allotments**

Cllr Goodman proposed Cllr Roger Hubbocks, seconded by Cllr Cornford as the liaison in respect of the Allotments.

- **Neighbourhood Planning Steering Group**

The Clerk advised that she had been asked to defer this item until the next monthly JPC meeting in June as the Steering Group was holding a meeting on 20<sup>th</sup> May to agree a way forward and the members of the Group.

**10 To agree two Cllrs to liaise with The Hub@Henley and the Library.**

**It was RESOLVED that Cllr Field and Sally Harfield be the two Cllrs liaising with the Hub and the Library. This motion was proposed by Cllr Harfield, seconded by Cllr Duffin and carried unanimously.**

**11 To agree one Cllr to fill a trustee position with HWMT.**

**It was RESOLVED that Cllr Evans be the Cllr to fill the position of trustee with HWMT. This motion was proposed by Cllr Harfield, seconded by Cllr Duffin and carried unanimously.**

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

**It was RESOLVED that Cllrs Elaine Field, Peter Cornford and Ray Evans were the main signatories. This motion was proposed by Cllr Duffin, seconded by Cllr Jones and carried unanimously.**

**13 To agree to adopt the General Power of Competence as the two mandatory requirements to do so have been met; Two thirds of members of the JPC have been elected and the Clerk is qualified to CiLCA Standard.**

The Clerk advised that the JPC was required to ratify the adoption of the General Power of Competence as this was a requirement following an Election. The General Power of Competence gives local authorities the power to do anything that individuals generally may do, as long as it is not illegal and is found in the Localism Act 2011, Sections 1-8. **It was RESOLVED that the JPC adopt the General Power of Competence. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Broadbent and carried unanimously.**

**14 To ratify the appointment of an Internal Auditor for the financial year 2019/2020**

**Following a discussion, it was RESOLVED that Mr Bob Morgan remain as the Internal Auditor. This motion was proposed by Cllr Evans, seconded by Cllr Broadbent and carried by the majority with 2 abstentions.**

**15 To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31<sup>st</sup> March 2019 prior to submission to the External Auditors, PKF Littlejohn LLP.**

- The Clerk confirmed that the accounting documents had been circulated to members of the JPC.
- The Clerk went on to say that although the documents had been approved at the last meeting, following the approval of the mini grants that had been approved at the same meeting, the figures needed to be updated.
- The Clerk confirmed that once the documents were approved, they would be uploaded to the JPC web site.

**It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year to 31<sup>st</sup> March 2019 be approved. This motion was proposed by Cllr Broadbent, seconded by Cllr Duffin and carried unanimously.**

**16 To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31<sup>st</sup> March 2019 prior to submission to the External Auditors, PKF Littlejohn LLP.**

- The Clerk advised that the Accounting Statements had been circulated to members of the JPC.
- The Clerk confirmed that once the documents were approved, they would be uploaded to the JPC web site.

**It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Accounting Statement for the year to 31<sup>st</sup> March 2019 be approved. This motion was proposed by Cllr Bainbridge, seconded by Cllr Broadbent and carried unanimously.**

- 17 To agree a date to review JPC Asset Register, Risk Register and JPC Policies, with a view to adopting the Beaudesert & Henley in Arden JPC Equality Policy, the JPC Filming, Videoing, Photographing, Audio Recording and use of Social Media Policy**

The Clerk advised that the JPC Policies should be reviewed annually and requested that all Cllrs look at the Policies on the JPC web site. The Clerk advised that Cllr Jem Jones had kindly agreed to review the JPC policies with her. **It was RESOLVED that Cllr Jem Jones and the Clerk review the JPC Policies. This motion was proposed by Cllr Duffin, seconded by Cllr Field and carried unanimously.**

The Meeting closed at 8. 15 pm

Signed .....

Dated .....