

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



AGENDA – ORDINARY MEETING JPC

Chair, members of the Parish Council are summoned to a meeting, using Zoom technology, on **Monday the 19th of October 2020**, at 7.00pm.

Signed - 

Parish Clerk & Proper Officer

Date: 12.10.2020

Covid-19 Restrictions

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public are invited to join in the proceedings using zoom interactive conferencing, simply by contacting the Clerk by email – clerk@henley-in-arden-pc.gov.uk - telephone - **01564 637 607** - or in writing at **179 High Street**. Full minutes of all meetings will be published on the JPC website.

NB: If HM Gov restrictions ease sufficiently, this meeting may be reconvened as a public meeting at a venue to be selected which will meet SD policies.

Public Participation Session:

During the pandemic crisis, meetings although convened using zoom technology, are fully accessible to the public. If you wish to participate, simply email the Clerk and an invitation link will be sent to you five minutes prior to the meeting commencing. The Chair will invite you to speak provided the subject is listed on the agenda, the public session will be limited to **fifteen minutes**.

This meeting is supported by documentation which should be read in conjunction with the items listed on this agenda – available on the website for download or by request to the Clerk –

clerk@henley-in-arden-pc.gov.uk

Item 1.00

Apologies

To receive apologies and to approve reasons for absence.

Item 2.00

Disclosure of Interest or Written Representations

The JPC will receive disclosures of personal and prejudicial interests from Members on matters to be considered at the meeting. The disclosure must include the nature of the interest. If an interest becomes apparent to a member during the meeting that has not been disclosed under the Item, the member must immediately disclose it. Members may remain in the meeting a take part fully in discussions and voting unless the interest is prejudicial. Dispensations must be received in writing to the Clerk, or verbally at the onset of the meeting.

Item 3.00

Approval of Minutes of Last Ordinary Meeting 21st September 2020

Clerk to note that two members of the public who attended this meeting were omitted from minutes [Mr & Mrs D Jackson]

**Item 4.00
Matters Arising**

**Item 5.00
Sub-Committee Reports**

5.01

Chair - Town Welfare

i]

Cllr Okey to present proposals for the selection of suppliers and costs of no more than **a) £18,500.00 NET** for children's play equipment and **b) £8,000.00 NET** [Funding from third parties are; Sports England, ,£1,000.00, WCC, John Horner Cllrs Fund, £1,000.00, Henley Residents, £2,600.00 – Balance provided by JPC £3,400.00] for outdoor gym equipment. And, if appropriate, seek approval for engagement of suppliers. The three offers received for play area were:

PLAY AREA EQUIPMENT

| | |
|------------------|--|
| Discovery | NET - £18,500.00 [£22,200.00 VAT £3,700.00] |
| Kompan | NET - £17,997.95 [£21,573.00 VAT £3,575.05] |
| Wicksteed | NET - £18,480.07 [£22,176.08 VAT £3,696.01] |

OUTDOOR GYM

| | |
|-----------|---|
| Sunshine | NET - £7,953.00 [£9,543.60 VAT £1,590.60] |
| Kompan | NET – £14,447.00 [£12,039.00 VAT £2,408.00] |
| Sovereign | NET - £9,999.00 [£11,998.80 VAT £1,999.80] |

ii]

Cllr Okey to present an update on town signage, comments on design, costs, and timeframe.

iii]

Cllr Okey to present case for a second tranche grant payment to Henley Community Library, of no more than **£3,500.00** and if appropriate, seek approval for payment of the grant from full Council.

Supporting documents can be found on website.

iv]

Offer of allotment plot to WI using old community patch land. Cllr Okey to present and if appropriate, seek approval from JOC.

5.02

Chair - Communications

Cllr Woods, to present proposals for the selection of providers and costs of no more than a) **£4,000.00** for Corporate Website, and b) **£400.00** for Commercial Website. And if appropriate, seek approval for engagement of providers. The Clerk will add supporting information.

Supporting document can be found on website.

5.03

Chair – Planning

Cllr Bainbridge to present details of her representation on behalf of the JPC, to be delivered at the SDC open Cabinet Planning Meeting, on the 21st of October, for approval by full Council. Reference 20/00066/FUL.

Supporting document can be found on website

5.04

Chair – Finance

Cllr Field to summarise content of Finance SC Meeting held at 6.00pm.

Financial Statement - Cashbook

Statement between 01/04/20 and 13/10/20 inclusive.

Balances at the start of the year

Ordinary Accounts

| | |
|--------------------|-------------------|
| Lloyds TSB Current | £1,115.09 |
| Lloyds TSB Deposit | £61,015.69 |
| Total | <u>£62,130.78</u> |

| RECEIPTS | Net (£) | Vat (£) | Gross (£) | Budget |
|--------------------------------|-------------------|-----------------|-------------------|-------------------|
| Council | | | | |
| 10 Precept | 116,600.00 | 0.00 | 116,600.00 | 116,600.00 |
| 15 VAT Refund | 2,519.29 | 0.00 | 2,519.29 | 4,500.00 |
| 20 CIL | 0.00 | 0.00 | 0.00 | 5,000.00 |
| 25 Refunds | 70.00 | 0.00 | 70.00 | 0.00 |
| 30 Allotments | 1,300.00 | 0.00 | 1,300.00 | 365.00 |
| 35 Rents | 0.00 | 0.00 | 0.00 | 1,000.00 |
| 40 Interest on Deposit Account | 0.00 | 0.00 | 0.00 | 35.00 |
| 50 Other Income | 8,253.32 | 0.00 | 8,253.32 | 0.00 |
| Council Total | 128,742.61 | 0.00 | 128,742.61 | 127,500.00 |
| Total Receipts | 128,742.61 | 0.00 | 128,742.61 | 127,500.00 |
| PAYMENTS | Net (£) | Vat (£) | Gross (£) | |
| Council | | | | |
| 100 Salaries | 0.00 | 0.00 | 0.00 | 3,000.00 |
| 110 Expenses | 3,338.02 | 147.60 | 3,485.62 | 1,500.00 |
| 115 Pensions | 0.00 | 0.00 | 0.00 | 0.00 |
| 120 Services | 5,414.23 | 300.09 | 5,714.32 | 35,000.00 |
| 125 Training | 1,634.10 | 111.80 | 1,745.90 | 1,500.00 |
| 130 Publicity | 2,322.50 | 170.00 | 2,492.50 | 1,000.00 |
| 135 Accountancy | 0.00 | 0.00 | 0.00 | 500.00 |
| 140 Legal | 0.00 | 0.00 | 0.00 | 1,500.00 |
| 145 Elections | 100.00 | 0.00 | 100.00 | 2,000.00 |
| 150 Web | 1,145.00 | 229.00 | 1,374.00 | 2,000.00 |
| 155 IT | 1,010.50 | 202.10 | 1,212.60 | 1,500.00 |
| 160 Purchases | 5,501.46 | 368.18 | 5,869.64 | 5,000.00 |
| 165 Vale | 8,360.68 | 1,672.14 | 10,032.82 | 15,000.00 |
| 170 Mousley | 3,170.00 | 634.00 | 3,804.00 | 4,000.00 |
| 175 CCTV | 1,985.00 | 0.00 | 1,985.00 | 2,000.00 |
| 180 Grants | 19,891.00 | 0.00 | 19,891.00 | 45,000.00 |
| 185 Support | 0.00 | 0.00 | 0.00 | 5,250.00 |
| 190 Insurance | 2,255.00 | 0.00 | 2,255.00 | 2,500.00 |
| 195 HMRC | 250.40 | 0.00 | 250.40 | 1,000.00 |
| Council Total | 56,377.89 | 3,834.91 | 60,212.80 | 129,250.00 |
| Total Payments | 56,377.89 | 3,834.91 | 60,212.80 | 129,500.00 |

Current A/C **1,628.15**
Deposit A/C **128,032.62**

Closing Creditors

Start of year 01/04/20

| Tn no | Gross | Vat | Net | Accrued | Closing Inv. date | Inv. date | Cheque no | Details |
|------------------------------|------------------|----------------|------------------|--------------|-------------------|-----------|---------------------|----------------------------|
| adjustment | | | | | | | | |
| Henley Focus Magazine | | | | | | | | |
| 348 | £200.00 | £0.00 | £200.00 | £0.00 | £200.00 | 24/09/20 | | |
| Total | £200.00 | £0.00 | £200.00 | £0.00 | £200.00 | | | |
| Robinson WJ | | | | | | | | |
| 377 | £214.40 | £0.00 | £214.40 | £0.00 | £214.40 | 06/10/20 | | Off To a Flying Start essi |
| Total | £214.40 | £0.00 | £214.40 | £0.00 | £214.40 | | | |
| Vale JP | | | | | | | | |
| 374 | £1,618.80 | £269.80 | £1,349.00 | £0.00 | £1,349.00 | 01/10/20 | | |
| Total | £1,618.80 | £269.80 | £1,349.00 | £0.00 | £1,349.00 | | | |
| Total | £2,033.20 | £269.80 | £1,763.40 | £0.00 | £1,763.40 | | | |
| | | | | | | | VAT Creditor | £0.00 |
| | | | | | | | All Other Creditors | £1,763.40 |

5.05

Chair – Emergencies & Maintenance

i]

Cllr Jones to present details of activities concerning town amenities, to include flooding alleviation funding, flooding precautions.

ii]

Helpline update.

Item 6.00

District and County Councillor's Reports

The JPC invite reports from County and District Officers.

Item 7.00

Chair's Report.

Cllr Field will provide a report on activities to date.

Supporting document can be found on website, reference 'Chair's Report – October 2020'

Item 8.00

Clerk's Report.

i]

The Clerk to update Officers on the co-opting of two new members.

ii]

Croft car park, Clerk presents offers for upgrade, to include bay parking lines, hatched non-parking zones, disabled bays, double yellow lines in access road from High Street. The Clerk will ask for the quotes to be considered and where appropriate, seek agreement to proceed with the works at no more than £1,500.00 exclusive of VAT.

iii]

Short presentation of procurement and cost evaluation process.

Item 9.00

To discuss and if appropriate, assign a sum of money, no more than £2,000.00 to a training budget for 2020-2021 and a commitment from all Councillors to attend at least two training sessions for their own professional development.

Item 10.00

Grass Cutting Sub-Contracting Engagement 2010-2021 [Clerk]

The Clerk will present THREE subcontractors who will be considered for this work, provide background, and seek a JPC proposal to send out forms, so that tenders can be considered for approval at the next **Ordinary Meeting on Monday 16th of November.**

Supporting document can be found on website, reference.....

Item 11.00

NDP Update

Item 12.00

Internal Auditor Report & Update on Finance Software [Clerk]

Supporting document can be found on website.

Item 13.00

The adoption of the COUNCILLOR’S HANDBOOK & EMERGENCY PLAN [Clerk]

The Clerk will present final copy of both publications and ask the JPC to consider to propose the adoption and approve publication of BOTH, at no more than a) HANDBOOK, 25 copies, **£250.00** – and b) EMERGENCY PLAN BOOKLETS, 1500 copies, **£280.00** – plus delivery to households by Henley Focus - **£120.00.**

Item 15.00

Royal British Legion Henley – Remembrance Sunday Arrangements [EF]

Update for Council on final arrangements proposed by Rev J Ganjavi for Remembrance Sunday 2020.

Item 16.00

Co-option of TWO Councillors [Clerk]

The Clerk will advise Council on candidates and seek formulation of an interviewing panel and a suitable date and venue for such interviews to take place.

Item 17.00

Need for Two Meetings per Month [VH]

Proposal from Cllr V Hubbocks, for discussion and if appropriate, a motion to adopt going forward.

Date of next meeting

Signed

Date.....