

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES – ORDINARY MEETING JPC

Here are the Minutes for the Joint Parish Council Ordinary Meeting held, using Zoom technology, on **Monday the 19th of October 2020**, at 7.00pm.

Signed - 

Parish Clerk & Proper Officer

Date: 20.10.2020

Present: Cllrs E Field [Chair], A Okey, M Bainbridge, T Woods, K Easton, J Jones, R Hubbocks, V Hubbocks, and J Kingsnorth. District Councillor M Jennings and County Councillor John Horner

Five members of the public were present.

Public Participation Session:

The Chair asked [belatedly] if members of the public wished to speak, they all declined.

Item 1.00

Apologies

All present, no apologies

Item 2.00

Disclosure of Interest or Written Representations

None received. [Clerk's note: Cllr Field would not participate in Item 5.02]

Item 3.00

Approval of Minutes of Last Ordinary Meeting 21st September 2020

The Chair asked all Officers if they had viewed the minutes in question. It was **RESOLVED** that they were a true record and could be signed by the Chair. This motion was proposed by Cllr A Okey, seconded by Cllr R Hubbocks, and unanimously approved by those Councillors present at the meeting.

Item 11.00 [Brought forward]

NDP Update

Chair requested that this item be moved up the agenda for expediency as Mr R Rumbles wished to speak with all and was time limited, all Officers were in agreement for this to be done. Mr Rumbles reported that they had approval from SDC under Reg. 14, with a number of points raised, some SDC some third parties, residents' complaints about wording of the WCG etc. The next meeting of working party will be the 10th of November, then the plan will be re-submitted to SDC, then if approved, passed finally to the Secretary of State for approval. The JPC and NDP Team will then organise a town referendum for discussion and adoption.

Item 4.00

Matters Arising

Chair asked if there were any items on the agenda that needed comment. Cllr Woods enquired whether there would be a Private Session, Chair confirmed there would be, held at the end of the main agenda, the subject being the Clerks employment package.

Item 5.00
Sub-Committee Reports

5.01

Chair - Town Welfare

i]

PLAY AREA

Cllr Okey advised that THREE tenders had been received for the extended play area, that she sought approval from the Committee, that she could go forward with the offer from Discovery, a brief description of the kit was provided by Cllr Bainbridge, who asked that the proposal be paused until planning permission had been granted. Further discussions took place and finally it was **RESOLVED** that the Clerk be advised to raise a purchase order with Discovery, for the supply of kit, valued at **£18,500.00** plus VAT, **SUBJECT to planning permission** being granted, proposed by Cllr Okey, seconded by Cllr Woods, carried in favour by eight officers and one abstention [Cllr Kingsnorth]. The Clerk reminded all that the JPC still awaited approval and amendment to the covenant on the area in favour of JS Bloor. Cllr Bainbridge asked that the description of the installation in the changes to the covenant be accurate and the Clerk promised that the wording would be the subject of legal advice from the JPC solicitors. Cllr Bainbridge asked when the new chippings would be added to the existing play area, Cllr Okey said she would chase the matter.

OUTDOOR GYM

Cllr Okey outlined the contributions received thus far, leaving £3,400.00 to be funded by the JPC. Following a lengthy discussion, it was **RESOLVED** that the Clerk be advised to raise a purchase order with Sunshine, for the supply of kit, valued at **£7,953.00** plus VAT, **SUBJECT to planning permission** and JS Bloor revised covenant being granted. Cllr Bainbridge again asked that the description on the revised covenant be accurate. The motion was proposed by Cllr Okey, seconded by Cllr R Hubbocks, and carried unanimously by all officers present.

ii]

Cllr Okey presented an update on town signage, comments on design were raised by Cllrs Bainbridge and Cllr Okey asked that all should comment further to her directly so that she could go forward to presenting costs and final design and approval. Cllr Okey went into some detail about Phase 1. The Clerk reminded Cllr Okey that this was just an update, and that he would present a full appraisal of the designs and costs to all by email.

iii]

Cllr Okey presented case for a second tranche grant payment to Henley Community Library, of no more than **£3,500.00**. She reported that a satisfactory report had been received. It was **RESOLVED** that the Clerk be instructed to advise the Community Library that they were successful in being awarded the second tranche and that a transfer of funds would be actioned. The motion was proposed by Cllr Okey, seconded by Cllr Woods, the motion carried unanimously by all officer's present. Cllr Okey mentioned that the second payment for the HUB was still under discussion.

iv]

Cllr Okey outlined forward plans for allocation of allotment plots which included the WI using old community patch land. It was **RESOLVED** that the JPC offer up the plot to the WI, proposed by Cllr Okey, seconded by Cllr R Hubbocks, and carried unanimously by all officers present.

5.02

Chair - Communications

Cllr Woods presented proposals for the selection of providers. That there would be TWO websites, a Corporate Website, and a Commercial Website. Costs, £4,000.00 and £400.00, respectively. It was **RESOLVED** that the Clerk be instructed to proceed with the contract award to HTDL and Luke Field respectively, proposed by Cllr Woods, seconded by Cllr K Easton, the motion carried in favour by eight officers present, Cllr Field did not take part in the vote.

5.03

Chair – Planning

Cllr Bainbridge referred to her report on the website. She confirmed that the last Planning Meeting contained only two applications and that the SC were able to convene at the Memorial Hall. She outlined that she had prepared a speech for her representation on behalf of the JPC, to be delivered at the SDC open Cabinet Planning Meeting, on the 21st of October. She also raised the need for treatment of THREE Willow trees on the river bank, approximately **£3,000.00** total. The Chair asked that the Clerk circulate to all with a copy of the tender from T Mousley for approval. Cllr Okey raised the point as to whether other quotations would be raised, after further discussion, it was thought prudent to stay with Mousley for this work. Cllr Jones stated that quotes were proposed earlier but to date had not been sort. The Clerk reported that Cllr R Hubbocks had warned that trees may well be underfunded in the budget and could be excessive. Cllr Bainbridge invited all to have a look at the trees, Cllr R Hubbocks asked whether Environmental Agency might get involved, but they would send a bill anyway so Mousley should be given the go ahead. Chair asked that the Clerk circulate Mousley's tender for final approval, the Clerk reminded all that this work would take costs over the budget agreed at the beginning of the year. Cllr Bainbridge advised Council that she would be the speaker at the SDC Planning Cabinet Meeting [20/00066/FUL WASPS-WCG] on the 21st of October. Finally, Cllr Bainbridge appealed for a new member for the Planning team, and Cllr Field volunteered to join them.

5.04

Chair – Finance

Cllr Field summarised the content of Finance SC Meeting held at 6.00pm. She confirmed that approval of finance report and creditors payments [on bulk] had been received by an unanimous vote. She called for all officers to approve, it was **RESOLVED** that payments to all creditors be actioned, the motion proposed by Cllr Field, seconded by Cllr R Hubbocks, carried unanimously by all officers present.

5.05

Chair – Emergencies & Maintenance

i]

Cllr Jones asked for confirmation that contractors had cleared High Street drains. Cllr Horner confirmed that the works had be done. Cllr Jones asked if the JPC may be given notice of when such works were to be carried out, Cllr Horner said that was unlikely and that the arrears still created a problem for forward planning or notice given earlier than the night before [Balfour Beatty] he added he would talk to them about such matters. Cllr Horner suggested the JPC attend C&C Meetings where this issue might be raised with WCC officers. Cllr Jones advised council that a problem with the river at Tanworth Lane and that he and the Clerk would be organising a river-walk with the EA, to see what might be done. He went onto ask whether it made sense to have prescribed times for collection of sand bags from the JPC stores, say three of four times during the day, say 9.00 am, 12.00 noon and 6.00 pm.

ii]

Cllr Jones confirmed that the Helpline was operational. He asked that the JPC establish a rota for taking calls. Cllr Okey asked that Cllr Jones prepare final presentation as to the operation of this service for the next meeting. He promised he would prepare the methodology. Cllr V Hubbocks asked if any progress had been made on missing road signs, the Clerk said he would chase Streetscene at SDC.

Item 6.00

District and County Councillor's Reports

REPORT FROM CLLR M JENNINGS

District Council related matters

Site Allocation Plan – This has come through Council a few hours ago and will be going out to public consultation

High Speed Broadband – The rollout continues, and great progress has been made in this area, but I would be interested in receiving details from those who feel they are missing out. If you get any complaints or reports please pass them on to me.

Effects of Covid – July, August and early September have not been as bad as might have been feared. A good indicator of this is car park numbers which have, at times have been very close to last year's levels. However, winter is coming and this, combined with the new COVID measures, is certain to see a reduction in activity.

It looks like our 'black hole' caused by Covid has risen to around £3.7m and counting.

Even with housing evictions being suspended the amount of homeless has risen from 50 in April to 68 in June.

Foodbank South Warwickshire report the total number of food parcels is 87% higher in 2020 compared to 2019 (at 1322). Worst of all within these totals there was a 130% increase in the number of Children's parcels distributed.

SDC Covid Cases – Last time I reported that we had not seen a significant spike in cases ...but we have now especially the week before last. The figure for the number of cases per 100,000 is at 95 (which is actually slightly down on a fortnight ago but about 4 more than last week) – the England average is around 96.

This brings our cumulative total to 993. I regret to inform you that the most recent figures for cumulative coronavirus deaths in the District are 165. Warwickshire is currently set at the "medium" alert level. This means that the county remains on the same level of alert with minimal restrictions in place, but includes the Rule of Six, which means apart from a set of limited exemptions including work and education - any social gatherings of more than six people will be against the law. All hospitality venues are also required to close at 10pm. The advice is still 'be very cautious'.

Stratford-upon-Avon Mop – this has now been cancelled

Test & Trace Scams – Unfortunately there have been numerous reports of these. The Genuine Contact tracers will NOT ask for Bank details, payments or pin numbers. They will also not ask you to call premium phone numbers starting 09 or 087. If you are unsure hang up your phone - If you want more information go to the NHS website www.nhs.uk .

Be aware and tell your neighbours. If you think you are a victim call Action Fraud on 0300 123 2040.

Venture House

Whilst their hotdesking and meeting facilities remain closed due to Covid-19 their 1st floor serviced offices remain accessible. The VH Team continue to work remotely supporting local businesses in the form of business advice and signposting, start-up support, plus online workshops and networking.

If you are considering starting a business, want help to grow your business or are experiencing challenges within your business, please get in touch with them on **07583 100488** or email : info@venturehoustratford.co.uk

There is often a movement into self-employment after redundancies. Venture House should be the first port of call for those people as they can be guided to the right place for potential grants, free training and free advice.

I continue to push their Business Events & Networking Opportunities which are all online - a list will be sent to the Clerk for distribution for the remaining October events -

Online Start up Masterclass - Accountancy made easy - Chamber of Commerce
Online Retail Skills Training- Online tools to sell & attract more customers - Digital Town Centres -
Webinar - Developing competitive advantage - Business Ready
Take Action Tuesday - Business Helpline

STAY SAFE

REPORT FROM CLLR J HORNER

Cllr Horner spoke briefly about the recent Warwickshire Clerks and Chair meeting held on zoom and said that there had been a good turnout with adequate representations from senior WCC Officers and the police. He confirmed that Balfour Beatty, contractors to the WCC, had carried out drain clearance on Henley High Street and was asked by several Councillors why no warning of this event had been given. Cllr Horner said that he would enquire on this matter. Cllr Horner's October report will be posted on the JPC website.

Item 7.00

Chair's Report.

Cllr Field did not add much to her report except to say that points needed to be raised with the Chemist and Surgery. The Clerk added that he would be including Cllr Field's summary in the Focus 4 pager.

Item 8.00

Clerk's Report.

i]

The Clerk reported that only one member of the public had registered an interest in one of the vacancies created by the resignations of Cllrs Broadbent and Harfield. Mr Greg White who had kindly agreed to join the meeting. He asked for permission to set up a meeting with Greg with two JPC Officers.

ii]

The Clerk raised the Croft car park, and the flagrant behaviour of one user having parked their vehicle and covered it in a dust cover which flies in the face of the intentions of the JPC that this should be a shoppers car park and be used for temporary parking purposes. However, there are no signs present to indicate this. He went on to say that he had sought FOUR quotations for the urgent works to update the lining on the site, and after some discussion, a member of the public offered his help by looking at the offers and using his experience of having employed such contractors, to assist in the decision-making process. All agreed that the Clerk would send the tenders to him and await his advice.

The Clerk stressed that signage was now urgent and asked the JPC for guidance. Cllr Jones reported that he and the Clerk would be conferring with Wychavon CC and that may provide suitable wording. Cllr Jones promised to set up an urgent meeting.

iii]

The Clerk made a short presentation of procurement and cost evaluation process. He reminded all that it was the Clerk's responsibility to raise enquiries and source tenders and that officers should refer to him at all times. Stating that future purchases by Councillors must be via a JPC debit card that reimbursement of private spending was outside the JPC Financial Regulations.

Item 9.00

Training Budget 2020-2021

Chair requested that this item be postponed to the agenda in November. All officers agreed.

Item 10.00

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

The Clerk reported that he had two new contractors who were interested in taking this work on. That it was his intention, if asked by the Council to ask for tenders from both, as well as the current contractor. The outcome will be placed on the November agenda.

[Item 11.00 moved forward]

Item 12.00

Internal Auditor Report & Update on Finance Software [Clerk]

The Clerk outlined a number of issues that had been raised in the IA's reports which are posted on the website as supporting documents under this item number. He reported that all comments had been noted and resolved by changes in methodology. He further reported that finance software had been investigated and amendments made to provide much more clear reporting.

Item 13.00

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

It was **RESOLVED** that the Clerk proceed with the **publication of both**, the motion proposed by Cllr Easton, seconded by Cllr R Hubbocks, the motion carried unanimously by all officers present.

Item 15.00

Royal British Legion Henley – Remembrance Sunday Arrangements [EF]

Chair reiterated the plans in place by Rev John Ganjavi, briefly that a remembrance service will take place in Jubilee Gardens [closed to the public] Sunday 8th of November at 10.45 am, the public will be allowed to observe from Beaudesert Lane at their own risk. All enquiries about the content and nature of the service should be directed to Rev Ganjavi.

Item 16.00

Co-option of TWO Councillors [Clerk]

The Chair acknowledged Greg Whites presence at the meeting and hoped that more residents might apply to come on to the Council.

Item 17.00

Need for Two Meetings per Month [VH]

Chair picked up this issue and proposed that the JPC go forward on TWO meetings per month. It was **RESOLVED** that the JPC would utilise TWO timed agendas, starting in November, proposed by Cllr V Hubbocks, seconded by Cllr Jones, and carried unanimously by all officers present.

Chair received a note from Cllr V Hubbocks regarding the need to follow up issues about the Post Office reduced hours of trading. Chair received a further note from Cllr Okey that station talks were looking very positive.

PRIVATE SESSION [Not listed on Agenda]

The Chair proposed that the JPC go to private session. Members of the public were asked to leave the meeting.

Date of next meeting: The Clerk to put forward two dates in November and seek ratification by email votes.

Signed

Date.....