

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES – ORDINARY MEETING JPC

Here are the Minutes of the Joint Parish Council Ordinary Meeting held on zoom on **Monday the 16th of November 2020**, at 7.00pm.

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.

Two members of the public were present at the start of the meeting joined by a third later in the meeting

Supporting Documents: Residents can read and/or download the Agenda, Minutes and supporting documents on the relevant page of the JPC website.

Public Participation Session:

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

Item 1.00

Acceptance of apologies for absence

All present, no apologies

Item 2.00

Dispensations

None received.

Item 3.00

To receive declarations of Interests Local Authorities

None received.

Item 4.00

To receive and sign the Minutes of Last Ordinary Meeting - 19th October 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 K Easton, seconded by Cllr M Bainbridge, and unanimously approved by those Councillors present at the meeting.

Item 5.00

Matters Arising

5.01

Clerk noted that Cllr R Hubbocks asked that the minutes of the meeting tonight [16th November] show a codicil, saying that interviews with prospective co-opted members should be held at full Council, NOT just the Clerk and two Cllrs. Clerk reported that a prospective member of the public would be attending the next Ordinary meeting for this purpose.

5.02

Chair enquired with Council as to progress with repairs to the play area equipment was progressing, Cllr A Okey reported that work was in hand to fabricate new metal strengthening brackets etc, which would be fitted by a local contractor shortly.

5.03

Chair asked the Clerk for an update on Castle Road signage, he reported that he had raised it with SDC and that a supplementary sign would be produced indicating the direction to Castle Close. The Clerk will update all shortly.

Item 6.00

Sub-Committee Reports

Updates on planning, play area, Croft car park, adoption of phone boxes, SUPPORTED by documents available on the website - <https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2020/>

6.01

Cllr T Woods, [Communications] briefly summarised, work with HTDL had virtually reached completion on the 'corporate' site, and that it was now a more efficient system. Also, the 'commercial' site was progressing well. Ongoing publicity through the medium of Instagram and Facebook were working well. Reported that the WCC, A- Z 'buy local - eat local, initiative was to be publicised further, following the ending of the present lockdown. She reported that the JPC HELPLINE was now in operation, Cllr R Hubbocks reported on a snag, along with Cllr Bainbridge, which Cllrs Jones and Woods would assist them with. She further explained that she was looking at Google Suite with Cllr Jones, to ascertain whether they might establish same-title email addresses for all Councillors, i.e. someone@henley-in-arden-pc.gov.uk, and business management services, more to follow in time for agenda on the 30th next.

6.02

Cllr Bainbridge, [Planning] briefly outlined upcoming applications [Planning Meeting, Monday 23rd at 7.00pm] particularly, **Nutkins** old site for six dwellings and **Henley Golf Club**, three dwellings.

20/02945/FUL

Nutkins development, 6 dwellings.

Response by 03.12.2020

20/03072/COUO

Henley Golf Club, three dwellings, change of use.

Response by 02.12.2020

6.03

Cllr J Jones [E&H] briefly reported on work with the Pay Back Team, notably, the path at the rear of the schools, [Drainage] and the new pathway at St Nicholas churchyard, he praised the efforts of the team and said there would be continued and growing participation by them in the coming months. The Clerk reminded Cllr Jones about meeting with Mr Terry Ford, Environment Agency, to walk the Alne in order to report on potential flooding at *pinch points* from the south to the north of town. This meeting/walk, will take place on Friday 27th next, with two representatives of the EA.

6.04

Cllr A Okey [Town Welfare] reported that permission from SDC was awaited for just the Riverlands play area, also a new site to be found for the outdoor gym. She reported that her attention was now focused on the Jubilee park, which has been overlooked for a long time. Good progress was evident on signage, that the Heritage Centre Trust had awarded the JPC with funds amounting to £2.5K, £1.0K to be paid directly to the signage artists, and £1.5K to be used on Phase 2. The Shakespeare garden at Henley station, now run under the management of a charity 'Friends of Henley Station' had received donations, totalling £14K, and reiterated that there have been **no costs incurred by the JPC**. She reported that her discussions with rail authorities continued [Second Clearance for Adoption] and that she hoped they might reach a conclusion in the next 5/6 weeks or so. Cllr Jones asked her about permissions to upgrade the rail line tunnel footpath which she said she would chase up. She updated on phone boxes, the modern one at the Fire Station will be fitted with a defibrillator, installed, and managed by Henley First Responders, the red box final resting place yet to be agree at full Council.

6.05

The Clerk updated Council on Croft car park, that the JPC website now included a disclaimer but that clear signage was needed, the quotes for lining were now being vetted and would soon be implemented. Cllr Bainbridge requested that the Clerk make provision for litter bins at the car park.

Item 7.00

District and County Councillor's Reports

Cllr M Jennings, SDC District, attended, see report

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/11/Cllr-Jennings-REport-Nov-2020.pdf>

Cllr Bainbridge raised a query about the new and revised SDC refuse collection system, particularly waste food, ref '123', this can be found in the above report.

Cllr J Horner, WCC, did not attend, his November Report can be found –

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/11/J-Horner-WCC-November-Report-2020.pdf>

Item 8.00

Chair's Report.

The Chair's report is posted on JPC website –

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/11/CHAIRS-REPORT-16.11.2020.pdf>

She briefly updated all:-

8.01

Chair reported that she needed a further two volunteers for her list in order to cover all of roads in the area.

8.02

That she had provided Councillors with a Q&A sheet to help with their responses to calls on the helpline which she hoped would help.

8.03

That she had given all members the HELPLINE number to pass on to those shielding who may need emergency food parcel support.

8.04

That she and the Clerk had attended meetings with Stratford Food Bank and that the JPC had volunteered to establish a foodbank referral agency in Henley.

Item 9.00

Clerk's Report.

9.01

Clerk reported that the following items had been discussed in the Finance Meeting earlier and were brought forward to full council for consideration and comment.

CiLCA training costs, cost **£410.00** VAT free, email ballot, carried in favour, document available on the website - *CiLCA FEES 27.10.20*

The Clerk thanked the JPC for supporting the fees for CiLCA training agreed by email ballot, see-

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/11/CiLCA-FEES-27.10.20.pdf>

9.02

The Clerk reminded the JPC that the budget should now be set, and that accurate costs for a variety of expenditure must be fixed and tied down. Aspects for review:-

9.02.1

Allotments fees, to be considered and ratified at the Ordinary Meeting on the 30th next.

9.02.2

Engaging Grass Cutting Contractor. Three quotations to be considered and ratified at the Ordinary Meeting on the 30th next.

9.02.3

Tree maintenance where costs are rising, need for a tree survey to be conducted and other contractors selected to provide random quotations in order to monitor charges made by T Mousley. Clerk and Cllr Bainbridge to pursue matter.

9.03

Co-option update, the Clerk advised that a candidate for membership in the JPC will be summoned to the Ordinary Meeting on the 30th next as an opportunity to ascertain their background and their aspirations for joining.

9.04

Emergency & Maintenance SC - responsibilities and management.

Brief discussions around the revision of Councillors responsibilities in the sub-committee, see – https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2020/11/CR-NO.-2020-034_EM_11.11.2020.pdf

9.05

AGAR – to receive and review the external audit report for 2019-2020.

The Council agreed with the Clerk that the transition from the previous Clerk to the new Clerk was not without its difficulties, in particular the accounting recorded for 2019-2020 which were operated using QuickBooks, a software product not entirely suited to Council business. He reported that 95% of the previous records were salvaged and re-entered on Edge IT software and that the THREE issues under Section 3, reported by JKF Littlejohn, **WOULD NOT** occur for the year 2020-2021.

The Chair highlighted the three issues under **Section 3**.

1. Precept income was adjusted from the QuickBooks spurious report to actual figures.
2. Failure in publicity date range for public scrutiny, and
3. Inadequate explanation for variation in income, again due to lack of reporting in QuickBooks software.

No penalties were incurred by the JPC in support of these issues and in the *opinion* of JKF Littlejohn, the accountancy was otherwise passed as fit.

Cllr R Hubbocks thanked the Clerk for his efforts to keep the financial return in the best of order under the circumstances.

Item 10.00

Finance Report & Creditors

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

Item 11.00

Arden Road JPC Public Notice Board

To approve the installation of a new notice board at this location, at a cost of no more than **£750.00**.

<https://www.parishnoticeboards.co.uk/shop/poster-cases/>

Cllr Field asked that the Council consider the cost of replacing this Notice Board and moved that the JPC instruct the Clerk to obtain THREE appropriate quotations so that the work can be ratified at the next Ordinary Meeting. It was **RESOLVED** that the Clerk obtain said costs and place before the JPC at the next meeting, the motion proposed by Cllr A Okey, seconded by Cllr K Easton, carried unanimously by all members present. Cllr Jones asked if the quotations be based on double access doors.

Appendages:

The Clerk was asked to explain these new notes to the agenda. He reported that going forward, Councillors would be required to be fully updated with all background supporting information in readiness for meetings by visiting a new 'drop box', encrypted page on the JPC website. This would obviate misunderstandings about the proceedings and lead to more efficient and timely public meetings.

Date of next meeting: Monday 30th November 2020

Signed.....

Date.....

Draft