

# BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



## MINUTES - ORDINARY MEETING JPC

Here are the Minutes of the Ordinary Meeting of the Joint Parish Council which took place on **Monday the 11th of January 2021**, at 7.00pm, using zoom technology.

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

**Present:** Cllrs Field, Jones, Okey, Easton, Kingsnorth, Woods, Bainbridge, White and Clarke

**In Attendance:** The Parish Clerk, Ray Evans, Cllrs M Jennings, SDC, and J Horner, WCC. One member of the public was present, Mr G Hindley.

### **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 is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \[admissions to meetings\] Act 1960 s1 extended by the LG Act 1972 s100](#).

Mr Hindley addressed the Council, he reminded them that the council had earlier agreed that the information board on the St John's church wall, adjacent to High Street, was to be replaced with an upgraded version and also that the signage should include a tribute to Mr Les Goodman for his work over many years for the good of the town. He recorded that past-Cllr R Hubbocks, had spoken with Mrs Goodman, who was in agreement with this gesture, and asked the Chair if she might reconsider this action. The Chair agreed that it should be provided and appointed Cllr Okey to meet with Mr Hindley so that plans might proceed.

### **Item 1.00**

#### **Acceptance of apologies for absence**

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

**Resolved:** None received.

### **Item 2.00**

#### **Dispensations**

**Resolved:** None received.

### **Item 3.00**

#### **To receive declarations of Interests**

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities ([Disclosable Pecuniary Interests Regulations 2012 \(SI 2012/1464\)](#)) (NB this does not preclude any later declarations).

**Resolved:** None given.

#### **Item 4.00**

##### **County and District Councillors Reports**

The Chair invited District Councillor Matt Jennings, and County Councillor J Horner to present their January reports to Council and the public. A copy of their reports can be found under supporting documents on the website.

#### **Item 5.00**

##### **To receive and sign the Minutes of the last Ordinary Meeting - 14<sup>th</sup> December 2020**

[LGA 1972 Sch 12 para 41\(1\)](#)

**Resolved:** that they were a true record of the decisions made at the meeting on the 14<sup>th</sup> December 2020. Proposed by Councillor Angela Okey, seconded Councillor Kate Easton. The Clerk requested that the hard copy draft be signed by the Chair and returned to him.

#### **Item 6.00**

##### **Matters Arising from the previous minutes.**

**Resolved:** None received.

#### **Item 7.00**

##### **Sub-Committee Chairs Reports**

Reports are posted on the website as supporting documents, headed under appropriate titles. Chair asked Councillors if they had any comments to add to their published reports, which can be found on the website, Cllr Jones raised a point about the PayBack attendance in Henley under the present lockdown, recorded that all members of the JPC had agreed to a reduced service in maintaining the areas within Henley, he confirmed that the PayBack team would observe all necessary precautions and work within the ruling regulations posing no harm to the public. A statement to this affect will be displayed on the JPC website and social media.

Chair then invited Cllr Okey to address members with her report on community grants. Cllr Okey said that her review was available on the website [Supporting Documents] and that her address was to update only, and that she sought agreement on her findings to date, so that a final meeting to resolve the awards might take place. The Chair proposed that an Extraordinary Meeting be convened on the 15<sup>th</sup> of February 2021, where the Council would discuss, and where appropriate, conclude the awards. The **five weeks' notice**, given for the meeting would provide time for all outstanding evidence to be submitted by the applicants. The Clerk will contact those parties in arrears, stating that the closing date will be three clear working days before the meeting on the 11<sup>th</sup> of February.

**Resolved:** That the JPC convene an extraordinary meeting on the 15<sup>th</sup> of February for this purpose, Proposed by Councillor Elaine Field, seconded by Councillor Angela Okey, carried unanimously by all members present.

Cllr Clarke asked Cllr Okey to provide further information in her report, in readiness for the extraordinary meeting, concerning the nature of the applications, Cllr Okey said she would amend the document accordingly.

#### **Item 8.00**

##### **Chair's Announcements**

**Resolved:** Noted that the Chair had no announcements to give, save that she had been appointed Covid Community Champion by WCC and would hereafter be provided with important updates on the campaign to beat Covid.

#### **Item 9.00**

##### **Clerk's Announcements**

###### **9.01**

The Clerk reported that he had been in contact with Monica Fogarty, Chief Executive, WCC in connection with the speed calming issue in Henley and that she had arranged for the head of their Transport Planning Team to contact him so that the JPC were aware of any plans to introduce new measures. The Clerk said he would keep the JPC fully updated on this matter of great importance to residents, he welcomed the support of Cllr Clarke, who would be the task leader in all matters of road safety on the JPC.

The Clerk further reported that he had been in contact with car park contractors who specialised in the 'smart' parking technology, which the Croft may benefit from. The JPC were now seriously considering an upgrade for parking permit and short-term shoppers parking. He welcomed the support of Cllr White, who would be the task leader in all matters of car parking facilities on the JPC.

#### **9.02**

The Clerk reminded the members that there were two vacancies on council and that they should actively investigate if any residents may be disposed to join the JPC as co-opted members should an election not be called.

#### **9.03**

The Clerk announced that he would be joining Wootton Wawen Parish Council, as Clerk, on the 1<sup>st</sup> of February 2021, working compatible hours with his duties for the JPC. That this was perfectly legitimate and would lead to a greater working relationship between the two councils, with a view to changes that might be brought about by devolved powers expected in a new Gov consultation document shortly.

### **Item 10.00**

#### **To approve the current Finance Report and Payments to creditors.**

LGA 1972 s150 (5)

These documents are posted on the website as supporting documents, references 'creditors\_05.01.2020v1' and 'FISCAL REPORT JANUARY 2021' which can be downloaded and printed.

**Resolved:** That the creditors listed on the supporting documents be paid, and that late additions to the payment list, namely T Mousley & Sons, charges for emergency tree work at the rear of the CE School, amounting to £1,295.00, should be added, along with a payment of £9,250.00 plus VAT, as a 50% down payment for the play towers suppliers, namely, Adventure Timber, all as noted in the following Minute. Proposed by Cllr Field, seconded by Cllr Jones and carried unanimously by all members present.

*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. Ordinary Meeting 19<sup>th</sup> October 2020 Item 5.00.*

### **Item 11.00**

#### **The Mount**

The Clerk reported that the Mount grasslands had been mowed which he found a little puzzling as earlier he had been advised that the area was to be subject to a grazing policy using some form of livestock. He said he would seek clarification from the land managers. He further reported that he and Cllr Jones had been invited to join a meeting with the land managers and Heritage England when safe to do so, and that this would be part of the Clerk's strategy in improving communication between the landowners and the JPC. Cllr Bainbridge reminded all that it was private land and that it should not be treated as common land that respect must be given to the use of the prescribed public pathways and that it was a right for people to roam across the area straying from the designated pathways, that they were in a very poor condition. Cllr Jones remarked that it was the responsibility of the landowners to maintain such pathways. The issue of brash deposits on Mount land, following urgent works on the ditch works above the school was raised by Cllr Bainbridge and a suggestion that the JPC obtain a

chipper and remove this spoil at an appointed time when allowed under Covid restrictions, be considered.

#### **Item 12.00**

##### **Litter Picking**

Cllr Bainbridge reiterated on her great concerns that Henley was subject to an increase in littering, particularly an abundance of Costa coffee containers. A robust discussion took place.

**Resolved:** That the Clerk mounts an initiative, which includes:-

##### **12.01**

Contact food and drink outlets in town asking that the staff remind folk of their responsibilities about placing their waste into receptacles provided. And that the shop managers monitor the capacity of their bins.

##### **12.02**

That the Clerk contacts streetscene SDC, to ask about the possibility of larger bins, or tandem bins or refuse collection bags as most weekends the existing bins are always overflowing.

##### **12.03**

That the JPC now consider employing a local person who would be given the responsibility of town litter collection and disposal.

##### **12.04**

That the Clerk organises a poster led campaign to highlight the problem.

#### **Item 13.00**

##### **Tree Survey**

**Resolved:** The Clerk will provide three estimates on a per-tree-basis, for a survey of all trees on JPC green spaces, that the survey will not cost more than £1,500.00 and should be actioned as quickly as possible, and if appropriate, by an email poll of all members. The motion to go forward on this action was proposed by Cllr Bainbridge, seconded by Cllr Jones, and carried unanimously by all members present.

#### **Item 14.00**

##### **The Asset Register**

**Resolved:** That the asset register published on the website, under supporting documents, is adopted by the JPC and placed within their policy and protocols handbook as an amendment. The motion was proposed by Cllr Kingsnorth, seconded by Cllr Jones and carried unanimously by the members present.

#### **Item 15.00**

##### **The Risk Assessment Register**

**Resolved:** Notwithstanding the expiry date of the 27<sup>th</sup> of this month for this document, it is proposed by the Clerk, that the register update/revision, be held in abeyance until the Riverlands, Phase II, play equipment is installed and operational, the risks identified by the manufacturer of the play equipment, can them be included. The Clerk noted that the weekly inspection of the Croft car park was the responsibility of all Councillors and the Clerk. The motion that the register be updated on this basis, was proposed by Cllr Kingsnorth, seconded by Cllr Bainbridge, the motion carried unanimously by all members present.

#### **Item 16.00**

##### **Heads of Tasks Formation**

Under the sub-committees presently designated and regulated under the current SUB-COMMITTEE TERMS OF REFERENCE, SECTION Q of the JPC Handbook. It was **resolved** that these now be organised in their frameworks by enlisting subject leaders, designated 'Heads of Tasks' so that the Clerk can identify and direct both public and other third party authority enquiries specifically to these groups for expert advice and/or action.

These are as follows:-

**EMERGENCY & MAINTENANCE SC**

- 1. Improvements & Projects **Head of Tasks** – Cllr J Jones
- 2. Flood Prevention - TBA
- 3. Green Spaces – **Head of Tasks** - Cllr M Bainbridge

**TOWN WELFARE**

- 1. Parking - **Head of Tasks** – Cllr G White
- 1A Traffic Calming - **Head of Tasks** – Cllr J Clarke
- 2. Children’s Play Areas - **Head of Tasks** – Cllr M Bainbridge
- 3. Sports & Social Facility - Working Party – Cllrs Jones, Okey, White & Clarke.  
**The Clerk will advise further on the third party membership of the working party in due course.**
- 4. Allotments - **Head of Tasks** – Cllr A Okey

**PLANNING**

- 1. Planning Applications - **Head of Tasks** – Cllr M Bainbridge [She is assisted in Planning Applications by Cllrs Kingsnorth, Field & White [Advisor Mr D Tomlinson]
- 2. Investments and Acquisitions - **Head of Tasks** – Cllr A Okey

**FINANCE**

- 1. Fiscal Budget Control - **Head of Tasks** – Cllr J Kingsnorth
- 2. Grants, Funding & Town Support Financing - **Head of Tasks** – Cllrs A Okey and J Kingsnorth

**COMMUNICATIONS**

- 3. Commercial Website Management, Emergency Helpline and General Publicity & Media - **Head of Tasks** – Cllr T Woods

The Clerk commented that the groups were fluid and that members could be part of any or all of the categories. As and when these groups meet and debate, that their notes be then presented to full council for further debate and resolution if appropriate. Further investigation on flooding prevention is required including looking at the Snitterfield initiative.

**Item 17.00**

**Notice of items to be taken into consideration at the next meeting.**

**Neighbourhood Development Plan:** The Clerk reminded all that Robin Rumbles is in need of a resolution to include in their next submission on car parks. It is therefore imperative that plans for the Croft are now hastened. Cllr Okey reminded all that a resolution on the siting of the outdoor gym equipment was becoming imperative and should be entered on the next agenda.

**Date of next meeting: Monday 25<sup>th</sup> January 2021 at 7.00pm**

**CLERK’S FOOTNOTE:** Can all members take the time to read the latest submission for the agenda and all supporting documents during the weekend preceding the JPC meetings.

Signed .....

Date.....