



# Beaudesert & Henley in Arden Joint Parish Council Ordinary Parish Meeting **MINUTES**

Here are the Minutes of the Ordinary Parish Meeting, held on Monday the **21<sup>st</sup> of June 2021** at 7.00pm at the Memorial Hall, Station Road, Henley.

**Present:** Chair, Cllr E Field, Cllrs, Okey, Kingsnorth, G Easton. K Easton, G White, J Clarke, W Andrews, K Rouse, and J Brady

**In Attendance:** Cllrs M Jennings [District] and J Horner [County] and the Clerk, Ray Evans. There were TEN members of the public in attendance.

Representations were made by three members of the public in the matter of dangerous pavements in Henley, the possibility of providing bicycle ranks for tourists and grass cutting issues. All of these matters were noted by the Clerk and Chair.

## 1.

<b>Acceptance of Apologies for Absence</b> Schedule 12 of the Local Government Act 1972. 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.	<b>Resolved:</b> None, all present.
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## 2.

<b>To Receive Declarations of Interest and Dispensations</b> Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	<b>Resolved:</b> No declarations were handed to the Clerk.
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## 3.

<b>To Receive &amp; Sign Minutes of Last Meeting</b> LGA 1972 Sch 12 para 41(1)	<b>Resolved:</b> The Chair reported that the minutes were a true and accurate report of the Finance Committee Meeting on the <b>7th of June 2021</b> , and proposed that they be accepted by the members, seconded by Cllr Easton, and carried in favour by all members present.
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## 4.

<p><b>Reports from District &amp; County Councillors</b></p>	<p>Cllrs Horner and Jennings reported on county and district matters, their summaries can be found under supporting documents on the JPC website. Click on <a href="https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2021/">https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2021/</a> for more details.</p>
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## 5.

<p><b>PAYMENTS</b> Local Government Finance Act 1992 <b>Payments Made Since Last Meeting</b></p>					
Entry	Debtor	Gross	VAT	Net	Decision
536	Everley, Tom	15.00	0.00	15.00	Pond survey
537	Kompan Limited	234.00	38.00	196.00	Play area survey
538	Play Smart Ltd	2,543.60	590.60	1,953.00	Outdoor gym Jubilee
<p><b>Payments for Consideration on 21<sup>st</sup> June 2021</b></p>					
547	Art Attack	300.00	00.00	300.00	Pond signage artwork

### Resolved:

Cllr Kingsnorth proposed that the invoice for Art Attack fulfilled the requirements of the JPC and was as planned for this project, seconded by Cllr Okey, and carried in favour by all members present.

**Clerk's Note:** Chair of Finance in the earlier meeting, asked the Clerk to provide date of invoice and due date for payment on future payment reports on the agenda.[Carried over from Finance Meeting]

## 6.

<p><b>Banking [Account Balances]</b> [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The current account statement to the 15<sup>th</sup> of June follows. The balance of the deposit account amounting to <b>£100,001.45</b> as at 15.06.2021 Interest amounting to <b>£0.82</b> had been credited for the month of June. Current account balance was <b>£1,249.77</b>. <b>A copy of the bank statement for June will be posted on the JPC website when available.</b></p>
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### Resolved:

Cllr Kingsnorth noted the bank balances and proposed that they be approved by the committee as a true record, seconded by Cllr Easton and carried in favour by all members present.



## 7. EXPENDITURE

To consider, and if appropriate approve payment for the following capital/service items of expenditure.

[Considered in earlier Finance Meeting and agreed by full council]

<p><b>7.1</b> <b>Dog Poo Bins</b></p>	<p>Refer to Expenditure Trail posted on JPC website – no greater than <b>£419.01 + VAT</b></p> <p><b>Resolved:</b> Cllr Kingsnorth proposed that the committee agree to purchase the said dog poo bins, she instructed the Clerk to raise a purchase order, motion seconded by Cllr Andrews and carried in favour by all members present.</p>
<p><b>7.2</b> <b>Grant Award to Henley Bowls Club</b></p>	<p>Henley Bowls club presented a full set of documentation meeting the JPC criteria for small grants and this application is now presented for approval of payment. Grant Value <b>£400.00</b></p> <p><b>Resolved:</b> Cllr Okey was satisfied that all the criteria requested by the JPC had been met in this application and proposed the committee agree to grant the award, seconded by Cllr Kingsnorth, carried in favour by all members present.</p>
<p><b>7.3</b> <b>Pond Signage</b></p>	<p>Please refer to Expenditure Trail posted on JPC website – total expenditure <b>£900.00 + VAT</b></p> <p><b>Resolved:</b> Cllr Kingsnorth reiterated that in the Finance Meeting, they had considered and agreed to the payment of <b>£300.00 to Art Attack</b> earlier in their meeting, which was part of the overall cost of this project, thus leaving a balance of <b>£600.00</b> plus VAT to be considered, she then went on to ask the full council to approve the payments making up the balance of £600.00, her proposal was seconded by Cllr Brady and carried in favour by all members present.</p>
<p><b>7.4</b> <b>Stickers promoting new website and shop local campaign.</b></p>	<p>Please refer to Expenditure Trail posted on JPC website – total expenditure <b>£245.00 + VAT</b></p> <p>Chair advised the full council that Chair of Finance needed more information about this item. She went on to say that more information on the project would be presented by members of the JPC, under</p>



<p><b>7.5</b> <b>Expenditure to cover the cost for Speed Camera Training for the Henley</b></p> <p><b>7.6</b> <b>Town clock servicing costs</b></p>	<p>Item 8.00 of the agenda, and that a decision should be deferred until after that item.</p> <p><b>Resolved:</b> Following a full appraisal of the matter under Item 8.00, Cllr Kingsnorth proposed that the members agree to the expenditure for this campaign as it was timed to coincide with the launch of the website, seconded by Cllr Okey and carried unanimously by all members present. The Clerk was instructed to raise a purchase order.</p> <p><b>1.</b> <b>£519.94 + VAT</b> Cost of a speed survey and the selection of radar placements on the High Street.</p> <p><b>2.</b> <b>£500.00</b> Charges from WCC Highways to visit the town and assess the needs. To be considered.</p> <p><b>3.</b> <b>£500.00</b> Charges from WCC for the design and consultancy reports etc.</p> <p><b>Resolved:</b> Cllr Kingsnorth proposed that provision for the payment of these <b>three sums of money</b> be agreed by the committee as part of this important campaign to manage traffic in Henley. Her motion was seconded by Cllr White and carried unanimously by all members present.</p> <p>The Clerk has been advised by Mr. Graham Hindley [Henley Churches] that the contractor, Messrs. <b>John Taylor &amp; Co</b>, has confirmed that the service charge would be <b>£540.00 plus VAT</b> as charged in 2019. As the servicing was not carried out last year, Council are recommended to grant this expenditure.</p> <p><b>Resolved:</b> Cllr Gig Easton accepted that this was a unique and highly specialised process, and that this particular contractor was a trusted party who had long experience of the servicing of the town clock. That the Chair of Finance had accepted that seeking competitive tenders was not necessary, and recommended that the committee agree with her judgement, his request was seconded by Cllr Kingsnorth and carried in favour by all members present.</p> <p>The Clerk was instructed to raise a purchase order</p>
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## 8. COUNCILLORS MATTERS

Members of the council address the meeting [5 MINUTES MAX]

<p>All present in the meeting were provided with a PowerPoint presentation by Cllrs Okey, Andrews, Rouse, and Brady, detailing their aspirations for the new website, shop local and bringing back a market to Henley. The summary of this bold initiative can be sourced opposite.</p>	<p>This presentation is available on the JPC website, <a href="https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2021/">https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2021/</a></p> <p>Then click on <b>JPC TOURISM PRESENTATION</b></p>
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## 9. CHAIR'S REPORT

<p><b>9.1</b> <b>Frequency of Meetings</b></p>	<p><b>Resolved:</b> Ordinary Meetings will take place ONLY on the first Monday of the month –</p> <p><b>Monday 5<sup>th</sup> July</b> <b>Monday 2<sup>nd</sup> August</b> <b>Monday 6<sup>th</sup> September</b> <b>Monday 4<sup>th</sup> October</b> <b>Monday 8<sup>th</sup> November</b> <b>&amp; Monday 13<sup>th</sup> December.</b></p>
<p><b>9.2</b> <b>Coordinated plans between the JPC and PayBack. Potential for grass cutting services.</b></p>	<p>The Clerk was instructed to publish new timetable on the JPC website.</p> <p>Chair updated all assembled on the progress being made with PayBack on a growing number of plans for improvement around Henley, these included works to the pathway under the railway bridge at Brook End Drive entrances. She asked the Cllr Greg White to provide the Council with a schedule of works for debate on Monday 5<sup>th</sup> July next.</p>
<p><b>9.3</b> <b>Thanks to Cllr Jem Jones.</b></p>	<p>The Chair spoke on behalf of the JPC in thanking ex councillor Jem Jones for his invaluable work and support over the last 2 years.</p>
<p><b>9.4</b> <b>Repairs and maintenance of Henley's children's play areas.</b></p>	<p>Chair again referred to the possibilities of PayBack being employed in the repairs and upgrades needed for children's play equipment and asked that Cllr Greg White prepare a statement based on such cooperation in readiness for the next JPC meeting on the 5<sup>th</sup> of July.</p>



<p><b>9.5 Council achievement and aspirational plans.</b></p>	<p>Chair reported that the Action Plan up to May 2021 had been published on the website, click on the following for full details</p> <p><a href="https://www.henley-in-arden-pc.gov.uk/jpc-town-action-plan-to-may-2020/">https://www.henley-in-arden-pc.gov.uk/jpc-town-action-plan-to-may-2020/</a></p> <p>She stated that a new action plan would be presented at the next meeting on the <b>5<sup>th</sup> of July</b> and invited members to add their plans and aspirations. She congratulated Cllr John Clarke on his efforts to bring about changes in traffic management in Henley and asked that he prepare a report for the <b>5<sup>th</sup> of July</b> next.</p> <p>She then spoke of the need for there to be a liaison between councillors and town societies and that she would canvas members with her initial thoughts on who might be best suited to each society from a summary debate on the 5<sup>th</sup> of July.</p>
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## 10. CLERK'S REPORT

<p><b>10.1 Councillor training [Planning] good Councillor guide and interests.</b></p> <p><b>10.2 Vacancy for a Councillor on the JPC</b></p> <p><b>10.3 Update on Riverlands Pond survey and grass cutting services. Water supply to Prince Harry Road gardens.</b></p>	<p>The Clerk spoke of the need for <i>all</i> councillors, not just newly inducted members to take advantage of the number of training courses available through WALC on such matters as planning and said he would be publishing a timetable for all events for all to think about.</p> <p>Cllr Matt Jennings promised to provide a SDC publication explain the scope of material consideration in dealing specifically with planning applications. He has since handed this to the Clerk, and you can read the content by clicking on:</p> <p><a href="https://www.henley-in-arden-pc.gov.uk/planning/">https://www.henley-in-arden-pc.gov.uk/planning/</a></p> <p>Please click on <a href="https://www.henley-in-arden-pc.gov.uk/vacancy-in-the-office-of-parish-councillor-henley-in-arden-parish/">https://www.henley-in-arden-pc.gov.uk/vacancy-in-the-office-of-parish-councillor-henley-in-arden-parish/</a> for full details:</p> <p>The Clerk reported that clearing of nettles had been carried out by PayBack and that the site was now ready for the installation of new signage [covered under Item 7.3 above]. He also mentioned that he would approach the Medical Centre who it is thought, have an</p>
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	external water tap to ascertain whether a spur may be taken for watering the Prince Harry Road flower beds. <b>The matter of green spaces and roadside verges is under urgent discussion due to the withdrawal of grass cutting services by the present contractor.</b>
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## 11. PLANNING

Chair and members of the JPC Planning Committee consider the following applications and if appropriate instruct the Clerk to use his delegated powers to post a response on the Stratford District Council planning portal.

JPC members not engaged with planning were allowed to leave the meeting.

### The following applications were debated and ratified:

**21/01668/FUL Mount Lodge, Barley Close DUE: 01.07.21**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QTB06ZPMGH300>

**Resolved:**

The Chair proposed that the Clerk use his delegated powers to lodge a response of **No Objection** on the SDC portal, seconded by Cllr Kingsnorth and carried unanimously by the members present.

**21/01673/FUL Little Nutkins DUE: 30.06.21**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QTB5SGPMGJE00>

**Resolved:**

The Chair proposed that the Clerk use his delegated powers to lodge a response of **Support** on the SDC portal, saying that committee felt that every consideration had been given by the developer to accommodate a good and attractive design in such a restricted area of land. This was seconded by Cllr Kingsnorth and carried unanimously by all members present.

**21/01551/LBC 81 High Street DUE: 29.06.21**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QSVQAZPMLJK00>

**Resolved:**

The Chair proposed that the Clerk use his delegated powers to lodge a response of **No Objection** on the SDC portal, seconded by Cllr Kingsnorth and carried unanimously by the members present.

**21/1550/FUL 81 High Street DUE: 28.06.21**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QSVQAXPMLJJ00>

**Resolved:**

The Chair proposed that the Clerk use his delegated powers to lodge a response of **No Objection** on the SDC portal, seconded by Cllr Kingsnorth and carried unanimously by the members present.

**21/01508/FUL Mount View, Barley Close DUE: 28.06.21**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QSMGYZPMJZN00>

**Resolved:**

The Chair proposed that the Clerk use his delegated powers to lodge a response of **No Objection** on the SDC portal, seconded by Cllr Kingsnorth and carried unanimously by the members present.



12.

Items for Next Agenda	See Items 9.2, 9.4 and 9.5 above.
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Meeting ended at 9.03pm

Date of Next Meeting: Monday the 5<sup>th</sup> of July at the Memorial Hall at 7.00pm.

Signed.....

Date.....

**STRICT PROTOCOLS ARE IN PLACE FOR THE USE OF PUBLIC HALLS, DESIGNED TO LIMIT THE SPREAD OF COVID. A COPY OF THE RISK ASSESSMENT FOR THE MEMORIAL HALL, CAN BE FOUND ON THE JPC WEBSITE ADJACENT TO THE AGENDA. PLEASE BE SURE TO READ THESE INSTRUCTIONS BEFORE ATTENDING THE MEETING.**

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