



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

Here are the MINUTES for the Ordinary Meeting, held at the Memorial Hall, on **Monday the 5th of July 2021.**

Present: Chair, Cllr E Field, Cllrs K Easton, G Easton, J Kingsnorth, K Rouse, & Cllr W Andrews.

In Attendance: District Councillor Matt Jennings, Parish Clerk, Ray Evans. There were four members of the public present.

1.

Acceptance of Apologies for Absence 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.	Resolved: Apologies were received and accepted from Cllrs G White, J Brady, J Clarke & A Okey.
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2.

To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	Resolved: Cllr E Field expressed an interest in Item 9.1 of the agenda.
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3.

To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)	Minutes of the Ordinary Meeting 21 st of June 2021. Resolved: Chair said she had read the said minutes and proposed that they were a true and accurate record of the session, her motion was seconded by Cllr J Kingsnorth and carried unanimously by all members present.
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4.

Reports from District & County Councillors	Report from District Councillor Matt Jennings, a copy can be found on the website in supporting documents.
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5.

Payments made since last meeting

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Amount	Paid Date	Description
Art Attack	£300.00	21.06.2021	Artwork for pond signage

Payments to be considered by council members

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
Earlwood Gardens	27.02.21 28.05.21	30.06.21	£586.65	£117.33	£703.98	Note 1.
RCW	18.06.21	18.07.21	£50.00	£0.00	£50.00	Bus shelter cleaning

Note 1.

This invoice refers to bark chippings supplied in February 2021 for children's play area in Riverlands and compost supplied in May for Prince Harry flowerbeds. Invoiced to wrong address. Refer to Clerks letter sent to Earlwood dated 30.06.21 circulated to all.

Resolved:

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

Cllr K Easton proposed that the invoice from RCW fulfilled the requirements of the JPC and was as planned for this project, seconded by Cllr Andrews, and carried in favour by all members present.

6.

Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]	The current account statement to the 15 th of June follows. The balance of the deposit account amounting to £99,000.00 as at 30.06.2021 Interest amounting to £0.82 had been credited for the month of June. Current account balance was £999.97 . A copy of the bank statement for June is posted on the JPC website.
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Resolved:

Chair 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

<p>7.1 JPC to consider the appointment of a 'Town Handyman' and if appropriate, provide a contract for exchange and signing, committing the JPC to a 2021-22 expenditure of no more than £10,800.00.</p>	<p>Cllr Kingsnorth brought into question whether simply agreeing a contract for 15 hours per week would contain risk in that:</p> <ul style="list-style-type: none">a] it was placing great trust in someone unfamiliar to the JPC, andb] checks should be made on the person in terms of liability insurance etc. <p>Further, she asked that a motion for trialing the person on a small number of tasks before entertaining a contract should be conducted by the Clerk, and his work then inspected by councillors. Her motion was seconded by Cllr G Easton and carried in favour by all members present.</p> <p>Clerk's Note: A member of the public who said this person [handyman] had worked in Henley under instruction for the last 2 years and a person he was certain had an exemplary work skills record, he was trustworthy and hard working.</p>
<p>7.2 Contract Award for Grass Cutting. To consider the appointment of a new green spaces grass cutting contractor, WS Gardens Limited, and if appropriate, provide a contract for exchange and signing, committing the JPC to a 2021-22 expenditure of no more than £4,000.00 for the upkeep of Riverlands, Riverside Gardens, Jubilee Park and Littleworth.</p>	<p>The Clerk reported that WS Gardens had completed the trialing mowing duties at Riverlands, Riverside Gardens, Jubilee and Littleworth and that he had walked all three sites and found the workmanship to be of a high standard. He invited all councillors to inspect the work done.</p> <p>Cllr Kingsnorth proposed that the members enlist the services of WS Gardens, in a formal contract, in accordance with the costs indicated [£4,000.00 maximum for the 21/22 season – approximately 50% of the budgeted amount for the period] this motion was seconded by Cllr G Easton and carried in favour by all members present.</p> <p>The Clerk was instructed to seek a contract agreement between the JPC and WS Gardens, based on DOCUMENT 1 'GRASS CUTTING TENDERING SCHEDULE' contained in the Councillors Handbook, available for downloading on the JPC website.</p>
<p>7.3 Contract Award for town grass cutting road/street verges. To consider the appointment of SDC for grass cutting of roadside verges, and if appropriate,</p>	<p>The Clerk reported that SDC had confirmed that it was in their remit to care for grass verges in Henley at no direct cost to the JPC, as this was collected from the electorate in council tax. He went on to say</p>



<p>provide a contract for exchange and signing, committing the JPC to a 2021-22 expenditure of no more than £2,205.00.</p>	<p>that SDC's policy for this service did not include collection of cuttings and suggested that this might be done by PayBack, who would also tend to borders and edging care in the manner in which they had at St Nicholas' churchyard.</p> <p>Cllr Kingsnorth proposed that the members accept the services offered by SDC, at no direct cost to the JPC and that an approach to the PayBack team be made by the Clerk. This motion was seconded by Cllr K Easton and carried in favour by all members present.</p> <p>The Clerk said he would confirm this decision with SDC in due course.</p>
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8. COUNCILLORS MATTERS

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

<p>8.1 Cllr Kate Rouse- JPC Town Website</p> <p>8.2 Cllr John Clarke – Traffic Management</p>	<p>Members of the Town Website team presented a summary of costs for associated publicity and the 'shop local' campaign, a copy of their PowerPoint display can be obtained from the Clerk. Costs for time-sensitive handbills and other sundry items will be circulated to all members and a decision to proceed obtained in accordance with JPC Standing Orders and Financial Regulations.</p> <p>Cllr John Clarke gave prior notice and apologies for being unable to attend the meeting. This item is therefore deferred until the next meeting on the 2nd of August.</p>
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9. CHAIR'S REPORT

<p>9.1 The matter of training.</p> <p>9.2 Report of invasive species from Tom Everley, pond, and river advisor to the JPC.</p>	<p>Chair talked of the importance of training and urged members to take advantage of a number of relevant course and training seminars available from WALC - see Upcoming events - Warwickshire & West Midlands Association of Local Councils (walc.org.uk)</p> <p>The Clerk was asked to speak with PayBack who may be able to assist Mr. Tom Everley in the removal of such items from the Alne banking.</p>
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<p>9.3 PayBack works schedule.</p> <p>9.4 Repairs to play area equipment, refer to Kompan survey documents.</p> <p>9.5 JPC plan of actions for 2021-22</p> <p>9.6 Bus shelter window cleaning service.</p>	<p>Members raised the option that this was more to do with the Environmental Agency. The Clerk confirmed that he had reported both outbreaks to the EA and awaited a response and would report back to all members.</p> <p>Chair deferred discussions to the next meeting on the 2nd as Cllr White was unable to attend the meeting.</p> <p>Chair deferred discussions to the next meeting on the 2nd as Cllr White was unable to attend the meeting.</p> <p>Chair asked for the matrix to be shown on the large screen and ran through the salient points, particularly that of coupling members with various societies in town. Members were invited to comment and where appropriate, make contact in line with the parings suggested. Clerk has now circulated copies of the updated plan to all members by email.</p> <p>The Chair proposed that competitive tenders be sought for this service, this motion was seconded by Cllr Kingsnorth and carried in favour by all members present. The Chair asked the Clerk to invite three tenders for this work to include the existing contractor. Results to be tabled on the agenda for the 2nd of August.</p>
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10. CLERK'S REPORT

<p>10.1 Rural Market Town Group Clerk to enquire if JPC wish to participate.</p> <p>10.2 AGAR submission 2020-21</p>	<p>The Clerk raised this offer by RMTG and said he would pass the information to Cllr K Rouse for action if thought to be appropriate.</p> <p>The Clerk reported that completion and submission of government return to external auditor had been done before the closing date on the 2nd of July, MINUS the Section 3.00, Internal Auditor's Report, which had been delayed and would be sent forward when in the hands of the Clerk. A summary of the documents included in the return can be found on the JPC website, visit:</p>
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<p>10.3 Drainage problem Cherry Orchard.</p> <p>10.4 Car parking update.</p>	<p>https://www.henley-in-arden-pc.gov.uk/agar-audit/</p> <p>The Clerk reported that he now put the resident in Cherry Orchard in direct contact with the WCC Flooding Defence Management Team. He hoped that a resolution to the problem will be found. He said he would update on this matter as matters proceed.</p> <p>The Clerk deferred this matter until the next meeting on the 2nd in the absence of Cllr White</p>
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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 may leave the meeting at this point
Planning Act 2008, The Town and Country Planning (General Permitted Development etc.) (England) (Amendment) Order 2021

Applications considered were as follows:

21/01184/FUL: 11 School Road Henley DUE: 19.07.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QRFVN4PMJ8700>

Resolved:

The Clerk was asked to contact the case officer Lindsey Young, SDC for clearer plans, those posted on the portal did not give a precise illustration of what the application sought to achieve.

21/01344/FUL 9 Mount Road, Henley DUE:07.07.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QRYGZBPMFPR00>

Resolved:

Cllr Kingsnorth proposed that the application was in line with planning criteria and acceptable and asked the council to support a decision of NO OBJECTION, seconded by Cllr Andrews and carried in favour by all members present.

21/01752/LBC Forest Cottage, 20 High Street Henley DUE: 20.07.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QTNTBPPMIGW00>

Resolved:

Cllr Kingsnorth proposed that the application was in line with planning criteria and acceptable and asked the council to support a decision of NO REPRESENTATION, seconded by Cllr Easton and carried in favour by all members present.



Planning contd...

21/01790/FUL 281 High Street Henley DUE: 13.07.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QTT4X1PMJF800>

Resolved:

Cllr Kingsnorth proposed that the application was in line with planning criteria and acceptable and asked the council to support a decision of NO OBJECTION, seconded by Cllr Easton and carried in favour by all members present.

21/01823/FUL 9 Station Road Henley DUE: 13.07.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QU2BI4PMKJ000>

Resolved:

The Clerk was asked to contact the case officer Catherine Gibbons, SDC for clearer plans, those posted on the portal did not give a precise illustration of what the application sought to achieve.

12.

Items for Next Agenda	Payback St Nicholas Church Farmers Market Town Historian Items 8.2, 9.3, 9.4 and 10.4 covered herein.
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Meeting ended at 8.47pm

Date of Next Meeting: 2nd August 2021

Signed.....

Date.....