



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

Here are the MINUTES of the Joint Parish Council meeting which was convened on **Monday the 2nd of August** at the Memorial Hall, Station Road, Henley.

Present:

Chair - Cllr Field, Cllrs Okey, Rouse, Andrews, Brady, White, G Easton, K Easton

In Attendance:

The Parish Clerk, Ray Evans, Cllr Matt Jennings SDC. There were three members of the public present at the meeting.

Public Session Notes:

Mr Robin Rumbles, a Henley resident, reported that the finalised version of the NDP had been received and that it would be forwarded to the JPC for inspection and then made available for the next stage in the adoption process. Other matters were raised, such as bicycle racks in town spaces, new queuing arrangements for *Henley Ice Cream* customers. The Clerk was requested to contact WCC in connection with the frequency of crossing opportunities to be increased in favour of pedestrians at the crossings on the High Street. Chair mentioned that Electric Vehicle charging terminals will be arriving in Henley shortly. These matters will be placed on future agendas when thought to be appropriate.

1.

<p>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.</p>	<p>Resolved: Cllr Clarke, Cllr Kingsnorth passed their apologies to the Clerk. Chair proposed that members accept the said apologies, seconded by Cllr K Easton, and carried unanimously by all members present.</p>
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2.

<p>To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	<p>Cllr Andrews declared an interest in Item 9.3 and would not take part in any vote.</p>
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3.

<p>To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)</p>	<p>Resolved: Chair asked if all members has inspected the Minutes of the Ordinary Meeting 5th of July 2021 and proposed that they were a true and accurate record of the proceedings, her motion seconded by Cllr K Easton, and carried unanimously by all members present.</p>
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4.

<p>Reports from District & County Councillors</p>	<p>Cllr Jennings reported to the JPC on the activities at SDC during July, a copy of his report can be found posted under supporting documents on the JPC website.</p>
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5.

Payments made since last meeting

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

Creditor	Invoice Date	Due Date	Net	VAT	Gross	Description
Henley Focus	01.07.21	31.07.21	£100.00	0.00	£100.00	2-page JPC insert
WJ Robinson	06.07.21	31.07.21	£195.00	0.00	£195.00	Training Session JPC
SLCC Note 1.	12.05.21	31.07.21	£143.75	£28.75	£172.50	Mentoring & Support, Clerk's CiLCA Training.
SDC	01.07.21	31.07.21	£1,985.00	0.00	£1,985.00	CCTV cameras in Henley, yearly subscription.
WS Gardens Note 2.	05.07.21	31.07.21	£425.00	£85.00	£510.00	Grass cutting Riverside, Jubilee & Littleworth parks.
Creative Touch Design Note 3.	30.06.21	31.07.21	£430.00	£86.00	£516.00	Riverlands Pond Nature Signage

Notes

1. Society of Local Councils [Training Budget]
2. Trialling new grass cutting contractor, WS Gardens, ratified at the Ordinary Meeting on the 5th of July 2021, Item 7.2. Subject to contractual agreement to be tabled at the JPC Ordinary Meeting, 2nd August next for debate and if appropriate, agree to going forward to a seasonal agreement.
3. Pond signage costs ratified Finance & Ordinary Meetings 21st June 2021, Item 7.3.



Payments to be considered by council members

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
SLCC	26.07.21	31.08.21	£143.75	£28.75	£172.50	Mentoring & Support, Clerk's CiLCA Training.
Glasdon	21.07.21	31.08.21	£321.78	£64.36	£386.14	2 - Litter Bins [additional needs] Riverlands. Resolved: Item 12.2 Minutes dated 07.06.21
NALC	11.07.21	11.08.21	£50.00	£10.00	£60.00	Local Councils Award Scheme. Entry fee.
T Mousley	07.07.21	07.08.21	£185.00	£37.00	£222.00	Clerk's Delegated Powers [Urgent work]
Tom Everley	15.07.21	15.08.21	£30.00	£00.00	£30.00	Riverlands Pond Survey Contractual half-year fee

Resolved:

Cllr Okey proposed that the FIVE invoices listed above, all fulfilled the requirements of the JPC and were within the scope of the annual budget provisions, her motion was seconded by Cllr Easton, and carried in favour by all members present.

6.

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balance of the deposit account amounts to £90,000.00 as at 28.07.2021. Interest earned for July, amounting to £0.81. Current account balance was £3,780.61 as at the 28th of July 2021 A copy of the bank statement for July has been posted on the JPC website.</p>
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7. CHAIR'S REPORT

<p>7.1 Annual Meeting</p>	<p>The Chair addressed members on the possibility of holding a <i>second</i> Annual Parish Assembly in September providing an opportunity for all sectors of Henley to <i>come together</i>, maybe in the Guild Hall gardens. She asked the Clerk to contact the various groups and societies in town to ascertain whether they thought this more public session plan was thought to be beneficial. Clerk will report to all in due course.</p>
<p>7.2 Action Plans</p>	<p>Update of the said action plan to date given by the Chair, she asked the Clerk to email this updated document to all members for completion in their relevant sections and returned to her so that this plan may be published on the JPC website to inform the</p>



7.3 Residents' Complaints

electorate on projects. The Clerk said he would circulate to all.

Chair addressed the members on the matter of a complaint from Mrs. S Roy, a Henley resident, who had shown concern about the current state of our green spaces, in particular, debris left in Riverlands and Jubilee.

Chair said that this matter was being addressed and the overall situation would be improved if the appointment of a Town Pride Contractor was ratified by members later in the meeting - [See Item 9.1] The Clerk advised members that work had taken place over the weekend in Riverlands by the **PayBack Team**, and that a large amount of brash had been shredded and laid as mulch in the area behind the children's play area and across to the through-pathway. He reported that it looked very neat and would benefit the trees and shrubs in that patch of ground. Further shredding will take place within Riverlands and Jubilee parks. **PayBack had also carried extensive maintenance at St Nicholas' churchyard.**

7.4 Flooding issues in Henley

Chair advised the members that she, Cllr K Easton, and the Clerk, will be meeting at the request of a resident on the **10th of August** to review the plans for flooding precautions in Henley using survey results based on the last incident in 2007. The Clerk will advise the outcome of the meeting to all.

Clerk reported that *Severn Trent Water* had responded to his request for drain cleaning following a buildup of hay chippings in the High Street gutter ways and drains – SWT email follows –

Good Afternoon Clerk. Thank you for your email received on the 26th of July, I'm sorry for the delay in contacting you. I have arranged for the relevant team to investigate this issue under reference number 2005309537 and the team will check for any blockages on our main sewer network and clear if needed. This will be within 48 hours. If you need any more help you can "chat now" on our website using the WhatsApp messaging service or by using our web chat service – drop us a tweet @stwater or call us on 0800 783 4444. Here's the link to our website: <https://www.stwater.co.uk/> Kind regards Nicola Customer Care ST Water.



<p>7.5 Children's play area maintenance</p>	<p>Chair reported that Kompan have made recommendations for the upkeep and maintenance of these areas. Cllr White said that plans were in hand for the repairs on protective fencing etc would be carried out by PayBack. Clerk reported that he awaits a quotation from Kompan on repairs to the footbridge in the small play area in Riverlands and will present the costs at the next ordinary meeting for approval. The Clerk said that quotes from other contractors would not be requested as Kompan are the JPC's first resort in matters of H&S on children's play equipment.</p>
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8. CLERK'S REPORT

<p>8.1 The Handbook [Powers of the JPC]</p> <p>8.2 Clerk to raise the matter of the outstanding s.106 payment [£50K] levied on Wasps Rugby, in recognition of the loss of the WCG amenity.</p>	<p>The Clerk addressed the newly co-opted members of the JPC on matters of Code of Conduct, Standing Orders, and Financial Regulations which can be found in the JPC HANDBOOK. All were given a copy and asked to scan the contents and use it as a guide on issues they need to be aware of under local government laws. Further training seminars will be arranged by the Clerk using WALC and SLCC. This is in line with JPC policy in terms of achieving a high standard in the Local Councils Awards Scheme to improve the quality of service provided by members for the community.</p> <p>his matter was referred to by Cllr Matt Jennings, who confirmed that SDC were in receipt of the s.106 payment and would now await an approach by the JPC outlining their infrastructure plans for the use of money. The Clerk will begin this process and report back to full council.</p>
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9. 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]

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

<p>9.1 <i>[Debated at the Ordinary Meeting on the 5th of July]</i> JPC to consider the appointment of a 'Town Pride 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>9.2 <i>[Debated at the Ordinary Meeting on the 5th of July]</i> 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 the remainder of the 2021-22 season attracting expenditure of no more than £4,000.00 for the upkeep of Riverlands, Riverside Gardens, Jubilee Park and Littleworth.</p> <p>9.3 Expenditure set against new Town Welcome Signage, Riverlands Banner and 6-page brochures. Spend limited to a maximum of £2,135.00 + VAT.</p> <p>Clerk's Note: A contribution of 50% towards the town welcome signage sited at the Golf Club entrance on the north side of town, [£787.50] will be made by Forward House, the Clerk thanks the company on behalf of the members and residents of Henley for this kind and helpful gesture.</p>	<p>Resolved: The members debated this appointment and were in favour of the contract being awarded. Cllr White proposed Mr. Colin Harrison be contracted to be the Town Pride Handyman, and that he, of his own effort, and on appropriate occasions, he will engage in partnership with the PayBack Team, in taking on the responsibility of a number of tasks to improve and enhance the town's amenities. The motion was seconded by Cllr Brady and carried unanimously in favour by all members present. A typical work schedule has been posted on the JPC website. The JPC hope that this contractual engagement will see great improvements in the amenities around town and our green spaces. A copy of the Contract is available on request from the Clerk.</p> <p>Resolved: Cllr G Easton proposed that this contract be awarded to WS Gardens, seconded by Cllr Rouse, and carried unanimously in favour by all members present. The Clerk will confirm this appointment along with the appointment under 9.1 above with both parties. A copy of the Grass Cutting Contract is available on request from the Clerk.</p> <p>Resolved: A presentation was made by Cllr Okey, the content can be found under supporting documents on the JPC website. Cllr Okey proposed that members find the costs for this project acceptable and move to have the materials produced and implemented around the town as part of the JPC tourism drive. The motion was seconded by Cllr Rouse and carried in favour by all members with the <i>exception of Cllr Andrews</i>, who declared an interest in the matter.</p>
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<p>9.4 Green Spaces New Locking Devices for Littleworth, Jubilee and Riverlands embankment barrier.</p>	<p>Resolved: The Clerk asked the members to consider purchasing new padlocks [Yale Combination type] a total of THREE off, at £12.83 each + VAT, and braided steel cable ties, ONE off at £5.83 each + VAT. TOTAL £50.15 + VAT. Cllr White suggested that a better and more secure option would be combined chain and combination lock for the <i>same value</i>. The Clerk noted his comments and would purchase the latter using his delegated powers.</p>
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10. COUNCILLORS MATTERS

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

<p>10.1 Cllr Okey to propose changing the title of the Town Welfare Sub-Committee to The Business & Tourism Group.</p> <p>10.2 Cllrs Okey & Andrews to present a proposal for new signage at the North Car Park, Riverlands and leaflet distribution on 6-page DL leaflets.</p> <p>10.3 Cllrs Okey to propose updating of Facebook, Instagram & Website.</p>	<p>Power: Local Government Act 1972, Part VI, s.102. JPC Handbook, SECTION P, Sub-Committees Terms of Reference.</p> <p>Resolved: The JPC are permitted to change the title of this section of administration PROVIDED the newly named committee 'Business & Tourism Group' act within the <i>existing</i> Terms of Reference for the Town Welfare Committee. Cllr Okey proposed that Council accept this name change and said terms of reference, seconded by Cllr K Easton, carried unanimously in favour by all members present.</p> <p>Resolved: The matter of signage and leaflet printing under Item 9.3 [Maximum Spend £2,135.00 + VAT] and this motion [Item 10.2] be accepted by full council, motion proposed by Cllr Okey, seconded by Cllr K Easton, and carried in favour unanimously by all members present with the exception of Cllr Andrews who did not vote.</p> <p>Cllr Rouse asked that further time be allowed for this matter [10.3] to be resolved. She used the opportunity to speak [off-agenda] about an urgent matter concerning a proposition for mounting a Breast Cancer Charitable event in Henley. Costs for the campaign were thought to be of the order of £1,500.00. The Clerk reminded Cllr Rouse that whilst the event was a most worthwhile</p>
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<p>10.4 Presentation by Cllr White on the matter of upkeep and maintenance utilising proposed new Handyman and PayBack Team.</p>	<p>and commendable request, the JPC must consider all of the other societies in Henley, who annually approach the council for fund raising and grants and, are asked to meet stringent conditions, before awards are made. Cllr G Easton felt that other town causes must be considered before agreeing to any new funding for this charitable event. The members all agreed that the project was worthwhile and that it should be presented at a later date for consideration with all other funding requests. Cllr Okey said that funding for the Breast Cancer project might best be sought from local businesses and that she would make appropriate enquiries. Cllr Matt Jennings reiterated on the scheme being launched by SDC for funding a business <i>welcome back campaign</i> may also be an area which might be investigated.</p> <p>Cllr White thanked all members for their unanimous support in engaging the <i>Town Pride Handyman</i> and promised that he would liaise with the contractor thereafter in terms of work schedules and securing appropriate materials to complete the various tasks.</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

No applications have been received by the JPC Planning Committee.

12.

<p>Items for Next Agenda</p>	<p>Cycle Racks for town Clerk to report back to members on all actions he had been given by the JPC to execute. [Items 7.1, 7.2, 7.4, 7.5, 8.1, 8.2, 9.1 & 9.2. Discussions use of land with Forward House Group. Cllr Andrews the matter of the Visit Henley website.</p>
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Meeting ended at 9.12 pm

Date of Next Meeting: Monday 6th September 2021

Signed..... Date.....

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