



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

Dear Councillor,

You are summoned to a meeting of your Joint Parish Council, on **Monday the 10<sup>th</sup> of January 2022 at 7.00 pm** at the Memorial Hall, Station Road, Henley. The meeting will consider the items set out in the agenda following. Please observe Covid restrictions imposed by the hall management.

Signed 

**Ray Evans** – Clerk

Date of Summons: **05.01.2022**

## **Public Question Time**

This session (at the Chair's discretion, may last up to 15 minutes overall, 3 minutes per speaker) **is not part of the formal meeting of the Council** and no decisions will be made. It may be regarded as a forum for open discussion after which, members of the public will not have any further opportunities to speak. Limited minutes may be recorded if there is need for such matter to be included on a future agenda.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

## **AGENDA**

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Acceptance of Minutes of the last Meeting**
- 4. District & County Councillor's Reports**
- 5. Creditors Payments**
- 6. Banking**
- 7. Chair's Report [AED Jacksons Garage, Croft ExM date]**
- 8. Clerk's Report [New Councillor]**
- 9. Expenditure [Budget & Precept]**
- 10. Councillor's Matters**
- 11. Planning**
- 12. Items for next Agenda**

A copy of the full agenda can be found on the JPC website  
[www.henley-in-arden-pc.gov.uk](http://www.henley-in-arden-pc.gov.uk)



## 1.

<p><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.</p>	
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## 2.

<p><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).</p>	
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## 3.

<p><b>To Receive &amp; Sign Minutes of Last Meeting</b> LGA 1972 Sch 12 para 41(1)</p>	<p>Minutes of the Ordinary Meeting, 13<sup>th</sup> of December 2021.</p>
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## 4.

<p><b>Reports from District &amp; County Councillors</b></p>	<p>Cllrs Reports posted under supporting documents on the JPC website. <b>Presentation limited to 5 minutes.</b></p>
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## 5. CREDITORS PAYMENTS

### Payments made since last meeting

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

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
DM Payroll	16.11.21	16.12.21	£60.00	£00.00	£60.00	Payroll services
Focus	23.11.21	23.12.21	£100.00	£00.00	£100.00	2-page insert [Dec]
Focus	23.11.21	23.12.21	£150.00	£00.00	£150.00	Speed Campaign Poll
R Adams	30.10.21	30.12.21	£133.88	£26.78	£160.66	Brook End Pathway Postcrete and gravel
RTA Peter Lowe	24.11.21	24.12.21	£1,476.96	£295.39	£1,772.35	Consultancy Fees for Car Park Planning
SLCC	02.11.21	02.12.21	£20.00	£5.00	£25.00	Final closing tutorial fee CiLCA.
<b>Totals</b>			<b>£1,940.84</b>	<b>£327.17</b>	<b>£2,268.01</b>	



### Payments for consideration by Council for payment

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

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
Avon Planning	09.12.21	09.01.22	500.00	100.00	600.00	Consulting on NDP
Colin Harrison	28.12.21	10.01.22	1,120.00	00.00	1,120.00	December labour charges.
Colin Harrison	28.12.21	10.01.21	1,100.00	00.00	1,100.00	Riverlands and rear of Fieldhouse Close. 15m larch fencing, fencing posts etc. PayBack assisted.
DM Payroll Services	16.11.21	16.12.21	60.00	00.00	60.00	Salary and taxation preparation.
Henley Focus Magazine	23.11.21	23.12.21	100.00	00.00	100.00	2-page spread
Henley Focus Magazine	23.11.21	23.12.21	150.00	00.00	150.00	5000 leaflet printing and distribution [Speed Management Petition]
Henley Focus Magazine	22.12.21	22.01.22	120.00	00.00	120.00	2-page spread plus 10 x A4 posters [Speed Management Publicity]
M Truslove	06.12.21	06.01.22	100.00	00.00	100.00	Removal of dead tree rear of 35 Riverside Gardens
R Adams	30.10.21	10.01.22	133.88	26.78	160.66	Brook End railway bridge hardcore
R Adams	15.12.21	10.01.22	126.00	25.20	151.20	Postcrete for Fieldhouse Close fencing.
R Adams	15.12.21	10.01.22	52.50	10.50	63.00	St Nicholas footpath through copse, hardcore.
RTA	24.11.21	10.01.22	1,476.96	295.39	1,772.35	Car park consultancy work
SLCC	02.11.21	10.01.22	25.00	5.00	30.00	Closing notes and sign off tutoring. [CiLCA]
T Mousley	03.12.21	10.01.22	560.00	112.00	672.00	G2 tree felling as per survey.
Secure Parking	01.01.22	01.01.22	42.79	8.56	51.35	Whitley Road storage facility
<b>Totals</b>			<b>5,667.13</b>	<b>583.43</b>	<b>6,250.56</b>	

### Income since last meeting.

Payee	Remittance Date	Amount	Description
Lloyds	31.12.2021	£0.99	Interest paid – December 2021



## 6. BANKING

<p><b>Banking [Account Balances]</b> [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balances of accounts at <b>31.12.2021</b> are Deposit Account <b>£115,000.00</b> Current Account <b>£3,976.12</b> <b>Total £118,976.12</b> A copy of the bank statement for December is posted on the JPC website.</p>
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## 7. CHAIR'S REPORT

<p><b>7.1</b> The matter of the AED at Jackson's Warwick Road – attendant maintenance costs to be considered.</p> <p><b>7.2</b> The matter of an Extraordinary Meeting to discuss and if appropriate, set out plans for the car park. Clerk to be advised on date for meeting.</p> <p><b>7.3</b> The Town Action Plan. Chair to discuss aspects to be updated or actioned.</p> <p><b>7.4</b> Chair will present the matter of a proposal from the Henley Speed Management Group, '20's Plenty Campaign' for consideration by full council and if appropriate, she will ask that the Clerk forward said proposal to the relevant authorities in WCC.</p> <p><b>7.5</b> Chair to advise members and public on the matter of resident ticket allocation for WASPS matches during 2022. Please refer to supporting document on the JPC website.</p> <p><b>7.6</b> Chair to advise members of the proposed Contract of Employment for the Clerk and, if appropriate seek adoption as a policy document template. [Limited previously circulated document]</p>	<p><b>7.4</b> A copy of the JPC proposal can be found on the JPC website under supporting documents</p>
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## 8. CLERK'S REPORT

<p><b>8.1</b> <b>NEW MEMBER</b> The Clerk [Proper Officer] will present Mr. Bryn Turner, Henley resident, recently elected unopposed, as a Councillor to members and the public. Mr. Turner will be invited to sign his acceptance of office, witnessed, and signed by the Clerk. He will then be asked to complete and sign a declaration of interests form for onward dissemination and recording with Stratford District Council. Will all members please show their welcome to the new member. Said Councillor Bryn Thomas may then join the bench.</p> <p><b>8.2</b> <b>8.2.1</b> The matter of bicycle racks sited outside the old Barclays Bank, High Street. Matter raised by a resident.</p> <p><b>8.2.2</b> Grit bins shortfall, WCC filling policy.</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><b>9.1</b> <b>Grant Funding 2022-23</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Society</th> <th style="text-align: right;">Requested Amount</th> <th style="text-align: right;">Grant Awarded</th> </tr> </thead> <tbody> <tr><td>Arts4All</td><td style="text-align: right;">1,750.00</td><td style="text-align: right;">1,750.00</td></tr> <tr><td>ARC [Sports Fields]</td><td style="text-align: right;">9,482.00</td><td style="text-align: right;">4,000.00</td></tr> <tr><td>Christmas Lights</td><td style="text-align: right;">4,000.00</td><td style="text-align: right;">4,000.00</td></tr> <tr><td>Henley Churches</td><td style="text-align: right;">700.00</td><td style="text-align: right;">700.00</td></tr> <tr><td>Henley Court Leet</td><td style="text-align: right;">1,850.00</td><td style="text-align: right;">500.00</td></tr> <tr><td>Dementia Café</td><td style="text-align: right;">250.00</td><td style="text-align: right;">250.00</td></tr> <tr><td>Friends of Henley Station</td><td style="text-align: right;">5,000.00</td><td style="text-align: right;">5,000.00</td></tr> <tr><td>Guild Hall Gardens</td><td style="text-align: right;">4,959.00</td><td style="text-align: right;">2,000.00</td></tr> <tr><td>Henley Hot Wheels</td><td style="text-align: right;">1,500.00</td><td style="text-align: right;">1,500.00</td></tr> <tr><td>WW &amp; Henley Scouts</td><td style="text-align: right;">8,000.00</td><td style="text-align: right;">4,000.00</td></tr> <tr><td>St Mary's PTA</td><td style="text-align: right;">2,000.00</td><td style="text-align: right;">00.00</td></tr> </tbody> </table>	Society	Requested Amount	Grant Awarded	Arts4All	1,750.00	1,750.00	ARC [Sports Fields]	9,482.00	4,000.00	Christmas Lights	4,000.00	4,000.00	Henley Churches	700.00	700.00	Henley Court Leet	1,850.00	500.00	Dementia Café	250.00	250.00	Friends of Henley Station	5,000.00	5,000.00	Guild Hall Gardens	4,959.00	2,000.00	Henley Hot Wheels	1,500.00	1,500.00	WW & Henley Scouts	8,000.00	4,000.00	St Mary's PTA	2,000.00	00.00	<p>Notes:</p> <p><b>9.1</b> Chair of Finance Committee to address the members and public on the matter of the proposed grants awards for 22-23. Members, please refer to notes provided by Cllr Kingsnorth for this debate. [Previously circulated]</p>
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Heritage Centre	5,000.00	00.00
Heritage Centre Pt. II	5,000.00	5,000.00
Library	7,000.00	7,000.00
Mini Grants		5,000.00
<b>Totals</b>	<b>56,491.00</b>	<b>40,700.00</b>

## 9.2

### Proposed Budget 22-23

Members will give consideration to the following proposed budget, and if appropriate, agree to the JPC spending for the period 2022-2023, thus setting the value for the precept for said period to ensure that the application is lodged with SDC before 31<sup>st</sup> January 2022.

The Proposed Budget is compared with the previous year in the following:

Cat.	Item	2021-22	2022-23
	<b>Income</b>		
10	Precept	116,600.00	140,000.00
25	Grants & Funding	00.00	00.00
30	Allotment Rents	1,350.00	1,500.00
35	Medical Centre Rent	1,000.00	1,000.00
40	Bank Interest	30.00	12.00
50	Other Income	302.00	00.00
		<b>119,282.00</b>	<b>142,512.00</b>
	<b>Outgoings</b>		
100	Salary	34,000.00	34,000.00
110	Clerks Allow/Exp.	1,500.00	1,500.00
115	Cllrs Expenses		50.00
116	Rented Spaces	4,300.00	1,000.00
120	Contractors	2,500.00	13,440.00
125	Training	2,000.00	1,300.00
130	Publicity	3,650.00	1,200.00
135	Professional Fees	2,040.00	1,500.00
140	Surveys, H&S Mgt	1,200.00	500.00
145	Election Costs	2,000.00	1,500.00
150	Website Costs	2,500.00	2,500.00
155	IT Costs	1,450.00	600.00
160	Purchases [ASSETS]	11,000.00	1,000.00
165	Green Spaces	8,000.00	11,500.00
170	Tree Maintenance	8,000.00	6,000.00
175	CCTV [SDC]	2,000.00	2,000.00
180	Grants	32,000.00	40,700.00
185	Purchases {MATS}	6,000.00	12,000.00
190	Insurance	2,400.00	1,200.00
195	HMRC [See 100]		
i.	Sundries	1,000.00	
ii.	Croft Car Park	2,500.00	7,500.00
iii.	Projects	29,500.00	
iv.	HM Queen Jubilee		10,000.00
v.	Children's Kit, Gym, signage	35,000.00	
	<b>Totals</b>	<b>194,500.00</b>	<b>149,550.00</b>
	<b>Surplus/Deficit</b>	<b>(75,258.00)</b>	<b>(7,038.00)</b>

## 9.2

Chair of Finance Committee to address the members and public on the matter of the proposed budget for 22-23.

Can members please refer to notes provided by Cllr Kingsnorth for this debate.

[Previously circulated]



	<b>Bank</b>	<b>75,260.00</b>	
<p><b>9.3</b>  <b>Knotweed Eradication</b>  <b>Councillors to consider two offers made for this work at Riverlands, namely Environet and Eco Controls and if appropriate direct the Clerk to raise a purchase order for the work to be carried out. Cost no more than £7,000.00.</b></p>			

## 10. COUNCILLORS MATTERS

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

<p><b>10.1</b>  <b>Brief Update on Jubilee Tree Planting</b>  <b>CLr Bainbridge to update members on progress to date.</b></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

Reference	Date Valid ▼	Status	Address	Proposal
<a href="#">21/04001/TPO</a>	20/12/2021	Pending Consideration	Hurst House Stratford Road Henley-in-Arden B95 6AB	-T1 chestnut - Remove. -T2 lime - Remove. -T3 lime - Remove. -T7 lime - Remove. -T4 Leyland cypress hedge and sycamore within - Permission not required for proposed works. -T5 and T6 sycamore - Remove low limbs to 8metres above ground level, where overhanging neighbouring properties.
<a href="#">21/04004/TREE</a>	11/12/2021	Pending Consideration	Field At Littleworth Henley-in-Arden	-T12 (Tag No 547) willow - Pollard at 2metres.
<a href="#">21/03987/FUL</a>	09/12/2021	Pending Consideration	15 The Yew Trees Henley-in-Arden B95 5BQ	The demolition of a conservatory and to replace it with a brick and tile roof structure of the same floor area. All materials to match existing
<a href="#">21/01701/FUL</a>	07/12/2021	Pending Consideration	WASPs RFC Training Centre Stratford Road Henley-In-Arden B95 6AB	Proposed New Grass Pitch for Rugby. (Part retrospective)

## 12. NEXT AGENDA

<b>Items for Next Agenda</b>	Clerk to note.
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**Date of Next Meeting: Monday the 7th of February 2022**

**Signed..... Date.....**