



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR THE ORDINARY JOINT PARISH COUNCIL MEETING
APRIL 3RD 2023

A PUBLIC SESSION: The public were given an opportunity to speak by the Chair before the business meeting.

Best practice for the publication of Minutes taken at Parish Meetings, as recommended by the Society of Local Council Clerks, and conforming fully with The Local Government Act 1972 sch. 12 para. 41.

Parishioners are not normally named in minutes as attendees or in terms of representations made unless necessary for the performance of a council's statutory duties, functions, and contracts. Doing so creates the potential for Data Protection issues and as parishioners are not formally part of a parish council meeting doing so serves no purpose. Minutes are normally a record of decisions made and little else. It is not necessary to produce a verbatim record of what individual Councillors have said, unless they specifically ask for their comments to be recorded. It is rarely necessary to record details of debate (examples of when it would be material to do so would be in evidencing that appropriate advice had been considered, or risks assessed in relation to decisions). Decisions made in council meetings are immediate and do not need the minutes to be approved before they are enacted.

In Attendance: Cllr Okey [Voted by all members to act as Chair in Cllr Andrews' absence], Cllrs Bainbridge, Turner, Clark, Tomlinson, and Brady.

Present: The Clerk, Cllr Matt Jennings, SDC, Shenton, WCC, Mr. Peter Glaze and Mr. Stephen Lister, there were 17 members of the public present.

1. Apologies for Absence

M1

Apologies received and accepted by full Council for the absence of Cllr Andrews, the Clerk was informed that Cllr. Broadbent would attend later.

2. Declarations of Interest

M2

Cllr Bainbridge declared an interest in Item 5. Planning, 23/00834/TREE and 23/00765/FUL.

3. Acceptance of Minutes of the last Meeting [20.03.2023]

M3

Chair asked if all members present at the previous meeting [20.03.2023] approved the minutes.

RESOLVED: All members present at the meeting confirmed they had read and agreed with the content of the minutes.

M8 [Brought Forward]

Acting Chair asked that Item 8, under Chair's Report be brought forward, all members present agreed unanimously to doing so. The Chair introduce Mr. Peter Glaze and Mr. Stephen Lister who updated the assembly on the speed management project [Twenties Plenty Campaign]. A comprehensive report by both highlighting the need for 'joined-up' cooperation with Wootton and Claverdon. CRO expected imminently. More information on this campaign can be obtained by contacting the speakers.

4. District and County Councillor's Reports

M4.1

Cllr Jennings gave his report for the District, a copy can be found under supporting documents on the JPC website, [DOCM4.1]. He advised the assembly that this would be his final address to the JPC and residents as he would not be standing for election in May.

M4.2

Cllr Shenton gave his report from the County, a copy of his report can be found under supporting documents on the JPC website, [DOCM4.2]. He reported that the damaged tree on the A3400 close to the ARC had been removed following a request from Cllr D Broadbent. He reminded all that they should take photo ID to polling stations.



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Finally, he reported that the JPC had attended a crucial meeting with Daren Pemberton and John Careford, SDC, and that a full and amicable understanding of Henley's needs had been conveyed by the JPC members at the meeting and a summary was being prepared for publication on the JPC website.

5. Planning Applications*

22/01873/FUL	Woods Farm Henley	RESOLVED: No action required [Appeal]
23/00834/TREE	263 High Street Henley	UNRESOLVED: Insufficient information
23/00732/FUL	30 Cherry Orchard, Henley	RESOLVED: NO OBJECTION
23/00788/DDT	Rear east of High Street Henley	RESOLVED: Matter dealt with by Mousley
23/00690/FUL	64 High Street [Cheals] Henley	RESOLVED: OBJECT [Cllr Tomlinson to provide reasoning]
23/00603/FUL	40 Brook End Drive Henley	RESOLVED: Clerk asked to record NO COMMENT
23/00765/FUL	2 Brook End Close Henley	RESOLVED: NO OBJECTION

*Applications received from SDC after the publication of this agenda may be added to the meeting at the discretion of the Chair.

6. Creditors Payments for Consideration

Tn no	Gross	Vat	Net Cttee	Invoiced Date	Details	
941	£237.41	£39.57	£197.84 CNCL	01/02/23	Huws Gray Buildbase	Various items of timber
942	£247.20	£41.20	£206.00 CNCL	09/03/23	Kompan Limited	Quarterly inspection charges
943	£275.00	£0.00	£275.00 CNCL	13/03/23	Colin Fisher Art Attack	Riverlands signage
944	£36.72	£6.12	£30.60 CNCL	16/03/23	R Adams & Sons Limited	Postorete collected by CH
945	£2,000.00	£0.00	£2,000.00 CNCL	20/03/23	Guild Hall Trust	Contribution to Coronation costs
946	£89.38	£14.90	£74.48 CNCL	20/03/23	R Adams & Sons Limited	postorete and gravel
947	£89.38	£14.90	£74.48 CNCL	21/03/23	R Adams & Sons Limited	Postorete and gravel for William James Way
948	£403.91	£67.31	£336.60 CNCL	22/03/23	The Tree Shop	Range of trees to replace lost items
949	£100.00	£0.00	£100.00 CNCL	23/03/23	Henley Focus Magazine	2 pages spread
950	£288.00	£48.00	£240.00 CNCL	24/03/23	Henley In Arden School	Hire of hall for 15th April NDP
Total	£3,767.00	£232.00	£3,535.00			

Income Received since last meeting.

Debtor	Amount	Provision
Lloyds Bank [Deposit Account]	66.01	Interest paid 28.03.2023
Napier Parking Services	1,576.02	Croft Car Park receipts to 28.03.2023
Henley Medical Centre	1,000.00	Annual Rent

M6

Members agreed unanimously to payments being made to all outstanding creditors above.



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7. Banking & Accounts

Full details of banking can be found on the website under the heading **FISCAL**.

Lloyds Bank Deposit Account Balance at 28.03.2023	£140,140.97
Lloyds Bank Current Account Balance at 28.02.2023	£10,998.03

NB: A summary of year-end accounts will be displayed on the JPC website under the tab 'FISCAL' in time for this meeting.

M7

Members noted account details.

8. Chair's Report

Brought forward

9. Clerk's Report

9.1

Mugs

The Coronation of King Charles III

M9.1

Following an open debate, the matter of the purchase of the mugs was in favour of the best quotation from Creative Touch Design **PENDING** any issue that may be raised following an enquiry with the JPC Internal Auditor. It has since been **RESOLVED**: that the order will be placed with said supplier, a copy of the quotation is on supporting documents along with competitive offers on the JPC website. **MAXIMUM EXPENDITURE £2,527.00 + VAT.**

9.2

Croft Wall

The Clerk will seek tenders for this work.

9.3

Request for Funding – The HUB in Henley

The HUB have requested a grant of £275.00 towards their Thursday Club Coronation Lunch to be held on Thursday the 4th of May. The Clerk will propose that the JPC commit to this support and seek approval from all members.

M9.3

RESOLVED: Award for a grant of £275.00 unanimously agreed by all members present.



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10. Councillor's Reports

Cllr.	Subject	Actions
A. Okey	<p>10.1 Junior JPC M10.1 Cllr Okey advised the assembly that she and Cllr Andrews attended a meeting at Henley High School, proposing that children take a more active role in local governance, the response, she said, was very enthusiastic and her report can be found under supporting documents [DOCM10.1]. Cllr Okey proposed that she and Cllr Andrews make a full presentation at HHS on the 26th of April next. Members gave unanimous support to this proposal.</p> <p>10.2 M10.2 Grants Cllr Okey expressed her disappointment at the lack of response from recipients of last year's awards in advising how the funds were used. The Clerk said he had only one response from the ARC. Cllr Okey asked that this be emphasised more robustly as it was a core issue in the granting process. Further data will be sought and published in time for the next round of grants awards during April.</p> <p>10.3 Coronation Celebration Update M10.3 Cllr Okey advised the assembly that the JPC were very much involved in the celebrations which included a festive presentation by the Henley Royal British on Saturday the 6th of May, and on Sunday the 7th, working in conjunction with the Henley Court Leet, a service of celebration at St Johns, will be held, where refreshments will be provided by the JPC at a reception following the service. The JPC, in league with the Guildhall Trust, will include the opening of the gardens on the 7th</p>	



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	<p>and 8th of May, for family entertainment funded by the JPC with a grant to the GHG Trust. Entertainment to include a children's entertainer, and songs performed by Frank Power of White Swan fame, karaoke provided by Jacko, ex Black Swan manager, and much more. It is hoped that families and those who may be alone that weekend will come along. The JPC will arrange for the presentation of the Coronation mugs at the GH gardens to children and volunteering supporters in the town. In all, the JPC will have contributed in excess of £5,000.00, towards the events in Henley. Further consideration will be given to bunting decorations on the High Street. Cllr Okey also thanked Sue Westmacott who had offered to provide refreshments for the children's party free of charge.</p>	
B. Turner	<p>10.4 Footpaths in Henley M10.4 Cllr Turner updated members on the progress being made on a number of popular footpaths around town. Cllr Turner then proposed that the JPC agree to the funding of three further projects, namely:</p> <p>1) Allotments foot path, full path up to field - timber edging and stone [£2500.00 max]</p> <p>2) Buckley Green farmers Field public footpath - Timber and stone [£1500.00 max] NOW £600.00.</p> <p>3) William James Way - retaining wall where the path bends and falls away with stone [£500.00m max]</p> <p>Questions were raised about public liability and possible infringement of public rights of way conditions. Cllr Shenton asked that the JPC provide him with more information which he would present to Richard Barnard at RoW, at WCC.</p>	



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	<p>Clerk to inspect terms of public liability under present insurance cover. The Clerk summarised the costs as £3,600.00, a saving of £900.00 having been established by the use of second-hand materials at the Buckley Green site. The Clerk stressed that it was not good practice to vote on expenditure until all mitigating conditions had been resolved but was happy to take the Chair's opinion that this work was needed to safeguard pedestrians as had been the case in the Bear Lane steps etc. The Clerk asked the members to vote for the total expenditure of £3,600.00. This was supported unanimously by the members present. A full report on this campaign can be found on the JPC website [DOCM10.4].</p>	
R. Clark	<p>10.5 SWES & Henley NDP Update M10.5 Cllr Clark agreed with Cllr Shenton that the meeting at Stratford on the SWLP and SWES had been very constructive and that he hoped Daren Pemberton may attend the NDP Public Consultation Day on Saturday the 15th of April next at Henley High School from 10.00 hours onwards. He confirmed that a leafletting campaign would take place in the following days. Cllr Clark suggested that Cllr Okey asked if children from the school might be asked to attend? Cllr Okey asked for help in delivering the leaflets to all households in Henley.</p>	<p>A copy of the summary letter to SDC following this meeting can be found on the JPC website</p>
M. Bainbridge	<p>10.6 M10.6 Tree Works M10.6.1 Station Road Henley M10.6.2 Milking Lane Henley Cllr Bainbridge presented tenders from T Mousley on these two projects which in the former case, involves pruning back and in the latter case, pruning or felling.</p>	[



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	<p>She proposed that urgent work be undertaken, and this was challenged by Cllr Okey who said she would be happier if other tenders were obtained whilst she understood that the reluctance to quote by competitors if they were not awarded the work regularly. A short debate followed, and reached a summary from the Clerk who reminded the Chair that they had already undertaken to use Mousley as the permanent tree practitioner at an earlier meeting. Cllr Clark asked that the matter of this urgent work be treated separately from seeking competitive tenders, which may be discussed at a further meeting. The Clerk asked what decision he should take. Cllr Bainbridge, proposed that the JPC support the works, BUT, that the Milking Lane, Leylandii, be reduced and not felled at a cost of £680.00 plus VAT, RESOLVED: all members voted in favour of the amended works at a total expenditure of £2,270.00 total.</p> <p>10.7 Japanese Knotweed Cllr Bainbridge presented a proposal for the continuation of treatment of this invasive weed by way of an inspection by the contractors engaged last year by the JPC, namely Eco Control Limited. As no costs were put forward, the Clerk only sought approval for he and Cllr Bainbridge to engage with the second part of the treatment which had been agreed at an earlier meeting of the JPC.</p>	
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11. Finance Reports

M11.1

Full end of year performance data will be published during April..

12. Next Meeting

To be debated and agreed

Hard copies in large print are available from the Clerk. Supporting documents for this specific session are posted on the JPC website as listed [SD]