



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
JUNE 5TH 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. The Clerk raised two matters on behalf of residents/traders who were unable to attend, i) The matter of overgrown pathway verges in Barley Close leading to Milking Lane, and ii) T Mousley & Sons request that an invoice dated March 2023, mislaid by them, might be added to the payment list [Value £546.00 for emergency tree works] The Chair noted both items and agreed that they be resolved.

In Attendance: Cllr Andrews [Chair] Cllrs Okey, Turner, Clark, Tomlinson, Brady and McCaskie.

Present: The Clerk, Cllrs Mike Rice, SDC, and Ian Shenton, WCC, there were 5 members of the public present.

1. Apologies for Absence

M1

Apologies received and accepted unanimously by full Council for the absence of Cllr David Broadbent.

2. Declarations of Interest

M2

Cllr Andrews declared an interest in Item 8 and would not take part in the debate.

3. Acceptance of Minutes of the last Meeting [15.05.2023]

M3

Chair asked if all members present at the previous meeting [15.05.2023] approved the minutes.

RESOLVED: All members present at the meeting confirmed they had read the content and found it to be a true and accurate record of the proceedings. RESOLVED, approved unanimously.

4. District and County Councillor's Reports

M4

Copies of both Councillor's Reports can be found on the website.

Cllr Rice apologised for not having prepared a report in time for the agenda publishing date but gave a brief account of his appointments within the SDC. He confirmed to Cllr Clark that he would report back on any aspects of the recent NDP submission by the JPC and movement on the SWLP. He confirmed his appointment as Chair of the Audit & Standards committee and his appointment to serve on the Overview & Scrutiny committee at SDC.

Cllr Shenton reported that he was investigating the need for suspended parking adjacent to 81 High Street and would advise the JPC further. He reminded all members that the Councillor's Grant Fund, and that the funding closes on June 18th next.



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5. Planning Applications* [DR]

23/01187/FUL	20 Brook End Drive	M5.1 SUPPORT with comments
23/01256/FUL	Mulberry House	M5.2 NO OBJECTION

M5.3

Cllr Clark reported that he agreed with the Chair on the matter of separate planning meetings, and that otherwise, time would be set aside prior to Ordinary Meetings [6.30 pm] for a small number of applications. He requested that the scheduled meeting for Monday the 12th of June, should take place as posted on the JPC website and that any further postings be removed and only added in line with the foregoing.

M5.4

Cllr Clark advised all that the NDP for review, had been submitted on time [31.05.2023] and that a wide number of SDC Officers and Councillors had been made aware. He further advised that work on the project will continue between the date of the submission and the expected 'made' date at the end of 2023. He thanked all for their support to date.

6. Finance and Banking

6.1 Payments made since last meeting

Creditor	Gross	Net
M6.. HMRC	1,597.21	1,597.21
Royal British Legion	1,250.00	1,250.00
Vonage	17.40	14.50
Orbit Housing	56.03	46.69
Glasdon	292.63	243.86
Colin Harrison	1,684.32	1,684.32
WCC	200.00	200.00

M6.1 Members Noted

6.2 Creditors payments for consideration by Members

Creditor	Gross	Net
Andy Loos Limited	240.00	200.00
Creative Touch Design	390.00	325.00
Creative Touch Design	3,032.40	2,527.00
ECS Remedial Limited	1,320.00	1,100.00
Henley Focus Magazine	150.00	150.00
HTDL	606.00	505.00
HTDL	912.00	760.00
Huws Gray Buildbase	359.46	299.55
R Adams [3]	1,238.24	1,031.86
Rural Market Town	116.40	97.00
Sue Dalby Catering	480.00	480.00
T Mousley & Sons	240.00	200.00
WALC	916.80	799.00
Colin Harrison	1,050.00	1,050.00
Stratford District Council	159.60	133.00

M6.2

Members voted unanimously in favour of all of the payments being made.



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JUNE 5TH 2023

6.3 Income received since last meeting

Debtor	Amount	Provision
Napier Parking	1,281.74	Parking fee collection [Croft]
Allotment Plot Holder Fees	1,085.00	May 23
Interest	91.95	Interest on Deposit Account May 23
M6.3 Members noted income		

7. Banking & Accounts

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

Lloyds Bank Deposit Account Balance at 26.05.2023	£180,091.95
Lloyds Bank Current Account Balance at 26.05.2023	£3,825.03

M7

Members noted statement of banking accounts

8. Planned Expenditure

The members will be asked to give consideration to, and if appropriate, agree to the following items of expenditure.

Proposer	Maximum Expenditure	Provision
Cllr Angela Okey	5,000.00	<p>Cllr Okey will propose that the existing site is proving to be inadequate for purpose and provide an explanation as to why an updated version would be beneficial to the town. Tenders for this project are posted on the website under supporting documents.</p> <p>[DR] Decision Required by JPC [EA] Expenditure Action</p> <p>M8 Cllr Okey responded to a note handed to the Clerk by Cllr Clark prior to the meeting. A brief debate took place. Cllr Okey proposed that the project to upgrade/replace the existing Town Website proceed [Maximum Spend £5,000.00] subject to all members being satisfied that all those tendering were presented with an identical brief for the work required. RESOLVED, the full Council unanimously agreed to this proposal going forward, subject to such conditions and now await a summary report from Cllr Okey.</p>



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9. Chair's Report

9.1

SLACK COMMUNICATIONS [FORMAL ADOPTION]

Chair to address members of the importance of responding to alerts of postings on the Slack Portal, particularly decisions on expenditure and policy matters.

M9.1

Chair proposed that the JPC formally adopt the communication platform but took due notice from Cllr McCaskie that based on his knowledge on the subject, 'Slack' may present certain security risks, as it was left to the users to provide their own 'bolt-on' software to achieve such. He asked why the JPC had not considered other platforms such as 'Microsoft Teams', which are offered with inbuilt security etc., the Clerk requested that Cllr McCaskie present further data on the matter of such platforms at the next convenient meeting. The Chair agreed.

9.2

FINANCE REGULATIONS

The Chair will call on two Councillors to review and make recommendations on the existing Financial Regulations, which have proved to conflict with practices found necessary by the JPC in managing and safeguarding expenditure.

M9.2

The Chair appointed Cllrs Okey and McCaskie to revisit the Financial Regulations and review the parameters therein in particular respect to payments, grants and allotments fees. They agreed to take on the task and will report back to the full Council with their findings.

10. Clerk's Report

10.1

20'S PLENTY PROJECT - HENLEY

The Clerk will update Members and residents on the matter of this important project which has been the subject of a recent WCC Highways Consultation

M10.1

The Clerk confirmed to all that the JPC had responded to the WCC Highways Consultation on the matter of 20MPH on the High Street and that the Henley Speed Management Group, were concerned that the response raised aspects which had not been agreed with the WCC and their concern that these additions may place the project in jeopardy. An urgent meeting was convened between the JPC and Mr. John Clarke and Mr. Peter Glaze, along with Cllr Rice, and a solution was quickly reached which was for the JPC to send out a second letter to WCC, clearly stating that *the additional needs* expressed in their original letter, be considered separately and at a later date, following the adoption of the agreed 20MPH initiative. The Clerk confirmed that Mr. George Westbury had received this second letter and agreed entirely with the sentiments expressed therein. The JPC wish to thank all parties who took part in this action, and they await a successful outcome to the project.



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11. Councillor's Reports

Chair will invite Members to speak on any subject they wish to bring to the attention of the Council and residents of Beaudesert & Henley in Arden which are deemed to be of interest and benefit to the community. All comments will be minuted by the Clerk and supported by documents if required.

M11.1

Cllr Bryn Turner reminded the JPC that a pop-up presentation, namely the South Warks Climate Event, would be mounted in the area fronting John Cranmer's offices and the old bank on High Street, commencing 9.00 am on Saturday the 17th of June next.

M11.2

Cllr Sandy McCaskie, advised the Members that he had completed a comprehensive plan of both the South and North placements for the allotments and gave examples of the disparity in the charges levied across the whole range of plots. As this may prove unfair for some of the plot holders, he requested that the Chair allow him to investigate further, the Chair agreed, and he will report on this matter in due course. He further reported on the very poor state of the west side wooded area which was in need of upgrading.

M11.3

Cllr David Tomlinson raised two matters:

- A. He urged Members to take note of the initiative recently announced by SDC, namely the Shared Prosperity Fund and suggested that this may be an opportunity to raise necessary funding for a permanent toilet facility at Riverlands.
- B. He advised Members that he had received a request from a resident who had asked for an explanation as to why the area adjacent to the Market Cross had recently been used as an 'overflow' seating area for a local café business. He asked that the Chair or Vice Chair take the matter directly to the business owner and that Cllr McCaskie advise whether this area may be deemed the Lord's Waste' and therefore a matter for the Court Leet to consider. [Ongoing]

M11.4

Cllr Okey reported that she had been approached by a resident asking if there would be a new allocation of resident parking permits, and that she understood that a further TEN permits may be available from Napier, she would prepare a report to present for Members to review.

12. Next Meeting

The Planning Meeting, 7.00 pm Monday 12th and the Ordinary Meeting on Monday 3rd of July, 7.00 pm at the Memorial Hall, Station Road, Henley.

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]



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AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
JUNE 5TH 2023

Signed

Date.....

DRAFT