



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
OCTOBER 2ND 2023

Dear Councillor,

I HEREBY GIVE NOTICE that an Ordinary Meeting of the above parish council, will take place at **7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden**. All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder.

Public Session.

At the discretion of the Chair and prior to the commencement of council business, the public will be given an opportunity to make representations which, if not listed herein, will be noted by the Clerk for future meetings or actions. This session is limited to **3 minutes per speaker** and **15 minutes maximum** for the session.

Signed  **Ray Evans** – Parish Clerk Date Issued: **27.09.2023**

1. Apologies for Absence
2. Declarations of Interest
3. Acceptance of Minutes of the last Meeting [04.09.2023] **[DR]**
4. District and County Councillor's Reports **[SD]**
 - 4.1 Chair will introduce Ms. Sharon Storrie, Community PayBack Operations Manager, along with Ms. Claire Lowe and Mr Colin Harrison, who will provide all assembled with details of the scope under which they are helping keep Henley in good repair.

5. Finance and Banking

5.1 Payments made since last meeting which were NOT listed for consideration

Creditor	Gross	Net	Provision
Redditch Skip Hire	295.00	245.83	Proforma payment
Fasthosts	13.96	11.64	DD
Orbit Housing	56.03	46.70	Rental on garage Whitley Road
Vonage	4.64	3.87	Last payment
HMRC	939.20	939.20	PAYE & NIC August 23

5.2 Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
HWMT	504.00	504.00	MemHall rent 09.01.23 – 07.08.2023
Edge IT	470.40	392.00	Hosting services & annual fee
YourLocale **	3,000.00	2,500.00	Fees for finalizing NP [5 days at £500.00]
Creative Touch Design	3,000.00	2,500.00	Design & build new website
Creative Touch Design	288.00	240.00	Hosting the new site [12 months]
Creative Touch Design	216.00	180.00	Community Events Feature [12 months]
Henley Focus	200.00	200.00	4PP Magazine October Issue
Colin Harrison			

** Groundworks funding - £2,500.00 zero cost to JPC

SD = Supporting Document. **DR** = Decision Required **EA** = Expenditure Action



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5.3 Income received since last meeting

Debtor	Amount	Provision
Napier Parking [Zero VAT]	1,450.65	Parking fee collection [Croft]
Interest [Zero VAT]	129.82	Interest on Deposit Account July 23
Allotments	225.00	Cash refusal settlement by cheque
SDC	61,750.00	Precept 22-23 Second Tranche
Groundworks	2,500.00	Funding for NDP costs
Total	66,055.47	

6. Banking, Accounts and Budget Tracking

The Clerk will display a simple chart illustrating how the budget is being expended and ask for any questions from the members and public.

Lloyds Bank Deposit Account Balance at 26.09.2023	£181,500.00
Lloyds Bank Current Account Balance at 26.09.2023	£4,889.56

7. Members Items and **Planned Expenditure**

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

Proposer	Provision
Cllr McCaskie	7.1 Grass Cutting Season 2024 Cllr McCaskie will propose that the full Council consider three bids and if appropriated select one contractor to provide mowing services for the plots indicated on the JPC-MS-2024 document. [SD] [DR] Decision Required by JPC [EA] Extent of expenditure dependent on choice of contractor.
	7.2 Allotment Terms and Conditions [Rules] Cllr McCaskie to propose that the full Council consider the revised rules and regulations applicable to the allotments as shown in supporting documents and, if appropriate, said regulations be adopted and made part of the agreement reached between plot holders and the JPC in time for the 2024 season. [SD] [DR] Decision Required by JPC



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Cllr Clark	<p>7.3 NDP Update Cllr Clark reports on the postponement of the public consultation on Saturday the 14th of October at the High School. Further reports on the meetings with SDC on the 18th of September last.</p>
Cllr B Turner	<p>7.4 Cllr Turner will propose that full Council consider a need for a volunteer-run project for Henley residents to survey their homes with a thermal imaging/heat loss camera and, if appropriate, provide funding for this project.</p> <p>[SD] [DR] Decision Required by JPC [EA] Funding limited to £500.00 maximum.</p>

8. Chair's Report

8.1

Report on Design and Implementation of the new 'Visit Henley' website.

Chair to update all on the launch of this new communication and publicity service and describe, using a visual display, its properties for welcoming visitors and updating residents on current and forthcoming activity within the town.

8.2

Remembrance Sunday Commitment by JPC

Chair to address all on the matter of this annual celebration and make reference to the letter sent by the Clerk to the Chair of the Henley Royal British Legion, on behalf of the full Council stating their position and recommendations.

8.3

D-Day 2024

Normandy will forever be marked by the D-Day Landings and the Battle of Normandy that led to the liberation of France and Europe. 2024 will mark the 80th Anniversary of this historic event, and the Chair will outline proposals for the lighting of a beacon on the Mount on June 6th, 2024.

8.4

Raising the Flag at the Market Cross

The Chair will invite comments from the full Council on the matter of the raising of the town flag on ceremonial occasions.



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8.5

Bridges on the Riverlands

The Chair will raise the matter of repairs to the northern footbridge [metal works] by a contractor suited to the task by providing adequate equipment and exercising their own H&S and risk assessment on site. The JPC have not gone out to tender on this but costs, likely to be no more than **£650.00**, are a huge saving over the previous contract price AND, the work is deemed to be urgent. Her proposal will be to engage with the contractor and instruct the Clerk to raise a formal purchase order.

The Chair will also advise exact remedial work to be carried out by CH on the southern footbridge.

9. Clerk's Report

9.1

The Renewal of the Contract for Accountancy Software with Edge IT

The Clerk will propose to the full council that they continue engaging Edge IT as providers of accountancy software for the new financial year 2024-25.

9.2

Update on Banking Services

The Clerk will update all on the banking arrangements in place with Lloyds and in particular the addition of a new account titled 'Reserves' and the adoption of a Debit card for certain payments. Further, he will describe additional and more detailed fiscal reporting to add more clarity and transparency for residents to observe.

9.3

JPC Support for 20MPH Initiative

The Clerk will update new members on the commitment made by the JPC to this initiative.
[SD]

10. Current Planning Applications

Cllr Clark to lead on this item.

App. Ref	Address	Works to Carried Out
23/02542/TREE	241 High Street	T1 copper beech crown reduction

NB: The Chair of the Planning and Development Committee may at his discretion add any applications received in the period from the date of issue of this agenda and the meeting date.

11. Any Other Councillor's Reports

The 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.



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12. Next Meeting

Monday 6th November, 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]