



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
SEPTEMBER 4TH 2023

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: Cllrs Clark [Acting Chair], Turner, Tomlinson, Brady, Broadbent and McCaskie.

Present: The Clerk, Cllrs Mike Rice, SDC, and Ian Shenton, WCC there were 10 members of the public present.

1. Apologies for Absence

M1.

Apologies received and accepted unanimously by full Council for the absence of Cllrs Andrews and Okey

2. Declarations of Interest

M2

None were handed to the Clerk or requested at the offset of the meeting.

3. Acceptance of Minutes of the last Meeting

M3

RESOLVED: All members present at the meeting on the 7th of August 2023, confirmed they had read the content and found it to be a true and accurate record of the proceedings. They were signed off by Acting Chair, Cllr Clark.

4. District and County Councillor's Reports [SD]

M4

Please visit website to view District and County Reports

<https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2023/>

5. Finance and Banking

M5

The acting Chair asked that the assembled be aware of the following financial transactions and asked if anyone had reason to comment on any of the items listed hereunder



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

Creditor	Gross	Net	Provision
HMRC [PAYE & NIC]	819.40	819.40	July salary
Fasthosts	13.96	11.64	DD
Orbit Housing	56.03	46.70	Rental on garage Whitley Road
Vonage	17.40	14.50	Emergency telephone service

5.2 Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
Henley Focus	350.00	350.00	First quarterly newsletter 2023
Network Rail [Annually]	308.96	257.47	Rental charges allotment water supply
Colin Harrison	64.00	64.00	Materials purchased for Croft project
Colin Harrison	700.00	700.00	August grass cutting schedule
Colin Harrison [11 days at £175.00]	1,925.00	1,925.00	Town upkeep days worked in August: 01,03,08,09,10,13,16,17,25,29 & 30 th
Huws Gray	108.68	90.57	Timber for Croft project
Huws Gray	103.73	86.44	Timber for Croft project
R Adams	378.00	315.00	Allotment path stone project

M5.1, 5.2

Cllr McCaskie asked if the Clerk might breakdown certain of the expenditure into component parts rather than group them together to provide more clarity for the residents. The Clerk agreed to provide this information at the end of September and onwards. All assembled at the meeting raised no objections or made comments on the foregoing transactions and the items were duly accepted and noted unanimously.

5.3 Income received since last meeting

Debtor	Amount	Provision
Napier Parking [Zero VAT]	1,287.63	Parking fee collection [Croft]
Interest [Zero VAT]	108.60	Interest on Deposit Account July 23
Total	1,396.23	

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 29.08.2023

£140,108.60

Lloyds Bank Current Account Balance at 29.08.2023

£3,804.80

M5.3 & M6

Members noted the reports on finance.



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SEPTEMBER 4TH 2023

7. Members Items of Interest 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 Okey	<p>7.1 Update on Play Equipment Accessibility, Henley Signage, Bins, Grant Funding, High Street Frontages and Safety Railings and Weed Killer Licence for Handyman. Cllr Okey requested Cllr Andrews to make this presentation in her absence. A copy of the report is posted on website.</p> <p>M7.1 General: The acting Chair reported to all on the forgoing items, using notes passed to him by the Chair in her absence.</p> <p>M7.1.1 The matter of accessibility to the children's play areas had been raised by a resident and Cllr Okey has since engaged with them and others to discuss and outline arrangements for improvement, talks taking place during September, Cllr Okey will then report back to all at the October meeting.</p> <p>M7.1.2 A 'Welcome to Henley' sign will be erected on the A3400 northern approach to Henley, using an existing stanchion. More details will be posted on the JPC website.</p> <p>M7.1.3 Due to technicalities, the acting Chair was unable to use the visuals provided by Cllr Okey, which pinpoint a number of bins around the town which are to be renovated. It was noted that two bins were beyond repair and Cllr Okey proposed that the JPC purchase two new bins at no more than £600.00 total</p> <p>RESOLVED: All members voted in favour of this expenditure and instructed the Clerk to clarify exact specification so that they can be placed on order as soon as possible.</p> <p>M7.1.4 Acting Chair reminded all that the closing date for grants was fast approaching and requested that the Clerk send a reminder to all potential applicants.</p>



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
SEPTEMBER 4TH 2023

M7.1.5

Acting Chair advised all that approaches had been made to the Coop and One Stop management, seeking their agreement in principle to safety railings. The Clerk will advise all members on receipt of the responses from both stakeholders as they occur.

M7.1.6

Chair asked Clerk for an update on repairs to the northern footbridge in Riverlands. The Clerk advised that the contractor was having difficulties in providing a safe on-site power supply and that he had asked that any works planned be delayed pending an approach to two other companies who are capable of providing the necessary utilities, on a safe and secure basis, and are fully covered for the liabilities associated with such works. The Clerk will provide two quotations urgently.

M7.1.7

High street frontages clean-up has had a good response, acting Chair reported that Cllr Okey was pleased. Clerk advised all that a meeting with the owners of the old 'Finest Catch' would take place during this week to resolve the issue of the untidy state of the curtilage to this building.

M7.1.8

Acting Chair advised all that Cllr Okey's request for the JPC to fund the cost of a training and qualification for Colin Harrison to obtain a license to use chemical preparations **was challenged by the Internal Auditor**, as "Colin is an individual, not an employee, and therefore the payment doesn't meet the 'for the benefit of Henley community criteria'." Cllr Clark concluded that based on the guidance provided by the IA, the matter be *suspended*, Cllr Okey will be consulted about the next steps going forward on her return from holiday.

7.2

NDP Update

Cllr Clark reports on plans for a public consultation on the potential changes likely from the perspective of residents and landowners. Tentatively set for Saturday the 14th of October at the High School. To be confirmed.

M7.2.1

The acting Chair, asked Cllr Tomlinson to update the full council on the actions recommended by the Planning and Development Committee.

App. Ref	Address	Works to Carried Out
23/01587/FUL	14 Fieldhouse Close	OBJECTION
23/02138/AMD	221 High Street	OBJECTION
23/01544/FUL	Old Station Road ***	NO OBJECTION



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
SEPTEMBER 4TH 2023

	<p>RESOLVED: The full council were acquainted with the full outcomes which can be found on the minutes for the Planning & Development Committee meeting held earlier, and voted unanimously in favour of the decisions reached by the P&D Committee.</p> <p>M7.2.2 Cllr Clark said that a NDP consultation was planned for the 14th of October. He reminded all of the earlier successful consultation and declared that the JPC were most mindful of keeping residents fully informed and it was most important to keep up the enthusiasm in preparation for the referendum to be held later in the year. That the JPC wished to share developments on SWLP and SWES, that meetings with SDC are going to occur in the coming months, in order that all were aware of any movement in the strategy of the proposals. He reiterated that the event would be held at the Henley High School, more a surgery than consultation, between the hours, 10.00 and 12.00, would have a limited amount of display boards but that residents would be most welcome to meet with the JPC and their consultant, Gary Kirk, along with representatives of the <i>'Twenties Plenty'</i> initiative to talk over any issues they felt were relevant. He further said that more information on the population demography in Henley may aid discussions in such one to one discussions. Arrangements will be firmed up in the next 3 weeks.</p>
Cllr McCaskie	<p>7.3 Town Upkeep Setting up of a small working Party to investigate and put forward recommendations for corrective action, plans to move forward and process to put in place to monitor and record progress for the following.</p> <p>7.3.1. Ground Maintenance (grass cutting, pruning and footpath maintenance) A plan for the future management of town spaces between the JPC, SDC and WCC.</p> <p>Discussion only.</p> <p>7.3.2. Parish Tree Maintenance Cllr McCaskie to make a presentation on the plans for updating tree maintenance.</p> <p>Discussion only.</p> <p>7.3.3. Cutting of wilding area at Littleworth, quote from Jon Vale £75.00 plus VAT</p> <p>[DR] Decision Required by JPC [EA] Jon Vale £75.00 plus VAT</p>



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SEPTEMBER 4TH 2023

	<p>M7.3.1 & 7.3.2 Cllr McCaskie, made a comprehensive presentation using a slide show [Posted on JPC website] outlining the split responsibilities for groundworks between the JPC, SDC and WCC. He suggested that a small working party might be organised to cover groundworks and tree maintenance, that the JPC engage with the other stakeholders using the geophysical data now in place. Cllr McCaskie asked that the working party be formed urgently as a short term project in order to action much of the needed maintenance. Cllr Clark asked him how many members did he want for the working party and was advised maybe three plus the Clerk. Cllr Clark said that without the JPC Chair and VC being present, he would ask members for an agreement in principle only which may then be taken forward for urgent consideration and that although quite separate in significance, the same procedure must apply to the formation of a Finance Management Committee.</p> <p>RESOLVED: Cllr McCaskie accepted that the issue should first be discussed with the Chair and Vice Chair on their return and that a proposition be tabled using the communication platform and disseminated amongst the members so that they may reach a proper resolution.</p> <p>M7.3.3 RESOLVED: Members voted unanimously for the works to be done at Littleworth at a maximum cost of £75.00. The Clerk will engage with Jon Vale on the matter.</p> <p>Acting Chair thanked Cllr McCaskie for his presentation,</p> <p>7.4 Formation of Finance Working Party Cllr McCaskie to propose the formation of a working party for monitoring financial matters, including grant awards and payment of contractors.</p> <p>M7.4 See notes above.</p>
Cllr Broadbent	<p>7.5 Debris on New Road Henley Cllr Broadbent to raise the matter of Trees & debris felled about 3 months ago are still on the side of the road 50yds from the Lights on New Road</p> <p>M7.5 Cllr Ian Shenton, WCC, to assist the JPC in resolving this matter.</p>



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SEPTEMBER 4TH 2023

8. Chair's Report

8.1

Report on Meeting with Birmingham City Football Club

Chair to update all on the meeting with her and the Clerk at the invitation of BCFC on the matter of community outreaching as new tenants of the old Warwickshire Colleges grounds in south of town.

M8.1

The acting Chair raised this matter, using Cllr Andrews' notes. The Clerk and Cllr Andrews met with an executive of BCFC, and the tone of the meeting was very encouraging. The 'Blues' want to engage with the community in making provision for certain events to be staged at the centre which they have occupied on the ex-WASPS site south of the town. There is a need to move quickly in order to facilitate discussions arranged through the JPC, with relevant groups within Henley. The Clerk is charged with this task and will report back to the body membership as events unfold.

Cllr Clark urged the public present at the meeting to watch this space!

8.2

Remembrance Sunday Commitment by JPC

Chair to report on the conditions passed to the JPC for the Remembrance Day Celebrations on Sunday the 11th** of November 2023. Members should read these conditions which were circulated to all members on the 19th of August last.

***Amended should read 12th.*

M8.2

Henley Royal British Legion are unable to involve themselves in any arrangements for the Remembrance Sunday celebrations in November this year. The acting Chair advised all that Cllr Andrews wished to record that she was personally very concerned that the matter be resolved amicably. A very lively debate followed, and views from members and presidents were noted. Cllr Clark urged all that the needs should be recognised but that a decision **should not be made** at this meeting. Cllr Tomlinson made the point that a *military* showing was felt to be appropriate at such events and that may only be achieved by a procession. Cllr Clarke again said it was matter of principle as to whether the JPC should be involved but maybe there was a possibility of using a less risky way of processing rather than the existing use of the A3400. He further suggested that the JPC engage with the RBL in order to reach a quick agreement based on a resolution that **all needs** be recognised.

Cllr Clark summarised by saying JPC this must be reviewed again. He proposed that a vote by members should take place in support of further discussions to be convened and that it was the **will of the members** to agree with such actions.

RESOLVED : Cllr Clark abstained from the vote, members were otherwise in favour of the motion to arrange further discussions on a very urgent basis. The Clerk agreed to speak with the Chair of the JPC on this matter.



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AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
SEPTEMBER 4TH 2023

9. Clerk's Report

9.1

Urgent Repairs to wall in Croft Car Park

Clerk to update all on this project.

M9.1

Very successful outcome, debris to be removed by the JPC shortly.

9.2

Completion of the Transfer of the Lease for the Croft Car Park.

The Clerk will seek final approval from members on the transfer of the lease which now includes the sliver of land in the central area of the car park

M9.2

The Clerk confirmed that the final transfer would take place during this week.

9.3

Shakespeare's England [Renewal of Agreement 2023]

Clerk to raise with members concerning the benefits or otherwise of this agreement going forward.

M9.3

RESOLVED: The members agreed unanimously to undertake publicity support using the BRONZE level of engagement offered by SE. The Clerk will raise the appropriate paperwork.

10. 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.

11. Next Meeting

Monday 2nd of October, 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]

Signed

Date.....