



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING  
MARCH 4TH 2024

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. A written application has been received from Mr. Michael Cookson to speak in the public session.

**CLERK'S NOTES:**

There will be **no separate Planning Meeting** tonight, but updates on the NDP will be provided by the Chair of the Planning Committee, along with an appeal to respond to a survey on Rights of Way, under **Item 4** on this agenda.

**MAIN TOPICS:**

- Warwickshire Rights of Way Survey**
- High Street Entrance Gate Planters**
- Town Handyman**
- Improvements to JPC website**
- Councillor Training**

Signed  **Ray Evans** – Parish Clerk Date Issued: **28.02.2024**

1. Apologies for Absence
2. Declarations of Interest
3. Acceptance of Minutes of the last Meeting [05.02.2024] **[DR]**
4. **The Survey of Warwickshire's Rights of Way/Planning & Development Update [Cllr Clark]**  
Cllr Clark will make a short presentation on the importance of responding to this survey which will close on the 7<sup>th</sup> of April 2024. He will call on Cllr Tomlinson to comment on current planning applications as listed below.

App Ref	Address	Works
24/00491/TREE	Alne House, Henley	Tree works NO OBJECTION
24/00484/TREE	66 High Street, Henley	Tree works NO OBJECTION
24/00441/TPO	72 High Street, Henley	Tree works NO OBJECTION

5. **County & District Reports [SD]** The Chair will invite Cllrs Shenton and Rice, to report to all assembled on matters of interest to residents.

**6. Payments made since last meeting which were NOT listed for consideration**

*NB: All items are either ongoing direct debits agreed by full Council or, payments made, following a majority vote by balloted members on the JPC Slack comms platform.*

Creditor	Gross	Net	Provision
Orbit Housing	56.03	46.69	Garage rental



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YourLocale	1,800.00	1,500.00	Slack 09.02.2024 [NDP]
Slack Comms Platform	74.52	62.10	Monthly fee
HMRC	1,343.04	1,343.04	PAYE & NIC [Dec – Jan]
Simon Woods	120.00	120.00	Mini Grant Slack 19.01.2024
Xero	9.00	7.50	Accountancy Software trial [DD]
R Adams & Sons	192.20	166.00	Sand, cement and top soil [Late receipt]

**7. Creditors payments for consideration by Members [None Outstanding]**

Creditor	Gross	Net	Provision
Creative Touch Design	414.00	345.00	Boundary signage [Slack 28.11.2024]
T Mousley & Sons	240.00	200.00	Urgent tree works [Slack 23.02.2024]

**8. Income received since last meeting**

Debtor	Gross	Net	Provision
Lloyds Bank	111.04	111.04	Interest on Deposit Account
Lloyds Bank	68.31	68.31	Interest on Reserves Account
Napier Parking	2,448.65	2,448.65	Croft Tariff Charges & Permits
Aviva	335.00	335.00	Tree works claim – see SD

**9. Banking**

Lloyds Bank Deposit Account Balance at 28.02.2024	£97,111.04
Lloyds Bank Reserves Account Balance at 28.02.2024	£61,932.63
Lloyds Bank Current Account Balance at 28.02.2024	£2,093.15
<b>Total</b>	<b>£161,136.82</b>

**10. Flood Prevention Working Party**

Cllr Turner will update members and the public on the actions in hand by the group. He will also inform all on the on the free heat loss survey project that took place by Henley Climate Action, in January

**11. Members Proposals & Notes to Council:**

**11.1 Town Handyman [Cllr Okey]**

Cllr Okey will propose the engagement of local resident, Mr. Gary Power, as the Town Handyman, following the retirement of Mr. Colin Harrison. She will ask members if they accept retaining Mr. Power on a selective ad hoc 8 hour day according to demand at a rate per day not exceeding £200.00 [Free of VAT]. **[DR] [EA]**

**12. Chairs Report**

**12.1 Boundary Gates and Planters**

The Chair will update all on the acquisition of wooden planters, eight in number, destined to be sited in front of the new entry gates. These are now offered cost price by Earlswood Nurseries at £70.00 EACH, excluding VAT, total expenditure **£700.00. [DR] [EA]**

**12.2 Improvements to JPC website**

The Chair will propose improvements to the website to make it more easily accessible to members and residents, these enhancements are:

**A. Website search facility with plug-in facility - £660.00 ex VAT**

**B. Website display page showing thumbnail documents for viewing and downloading - £440.00 ex-VAT**

**[SD] [DR] [EA]**



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**13. Clerk's Report**

**13.1 Accountancy Software**

The Clerk will advise members that EDGE-IT [Software used by JPC for the last 10 years] to attend a presentation of the platform by a specialist from the company on Teams, Wednesday 6<sup>th</sup> March at 10.00 hours. Will those members wishing to attend please let the Clerk know.

**13.2 Training**

The Clerk will advise all that all councillors are being encouraged to engage with specialised training programmes organised by WALC. To date Cllrs Turner and Rouse will join a webinar on the 13<sup>th</sup> of March 2024. Further training opportunities will be offered making the JPC more effective on decision making for the good of the community.

**13.3 The Use of the Slack Communication Platform**

The JPC take the collection and processing of personal data in their daily business activities extremely seriously. They are mindful of the need to consider such aspects as:

- Why is it being processed
- What data is being processed
- How is it being processed
- Who is it being shared with
- How long should the information be kept for

The Clerk will briefly describe the JPC process in all of these aspects.

**13.4 House PA System**

The Clerk will advise members on the adoption of microphones at meetings.

**14. Members Urgent Business Matters**

Chair will enquire whether members have any urgent business to bring to the attention of the assembly.

**15. Next Meeting**