



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

Here are the Minutes of the Ordinary Council Meeting of the Beaudesert and Henley in Arden JPC, which took place on Monday the 4th of March 2024 at 7.00pm in the Memorial Hall, Henley in Arden.

Present: Cllrs Andrews [Chair], Turner, Tomlinson, Clark, McCaskie, Okey and Rouse

In Attendance: District Councillor Rice, County Councillor Shenton. The Clerk to the Council and 20 members of the public were in attendance.

Clerks Note: Cllr Clark asked the Chair if she was agreeable for him to leave the meeting at 8.00pm, she answered in the affirmative.

Public Session: A small number of residents raised issues, all of which **were noted by the members and Clerk**, and will be **acted upon and reported about at the next ordinary meeting** if appropriate.

MAIN TOPICS:

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

1. Apologies for Absence

M1.

Apologies were received and accepted from Cllr Broadbent

2. Declarations of Interest

M2.

There were no declarations made.

3. Acceptance of Minutes of the last Meeting [05.02.2024]

M3.

It was RESOLVED that the Minutes of the meeting held on the 5th of February 2024, were confirmed as a true record and signed by the Chair. This motion was proposed by the Chair and carried unanimously by all those present at the meeting.

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 7th 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

M4.

Cllr Clark advised all that they should visit the JPC website and download the questionnaire provided by WCC which would need to be lodged online no later than the 7th of April. He



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

further confirmed that the JPC would be completing the return which had to be submitted by the 7th of this month.

Please visit the JPC website for a full account of this issue:

<https://www.henley-in-arden-pc.gov.uk/rights-of-way-wcc-consultation-jpc-report-closing-date-7th-april-2024/>

Though occurring later in the meeting, and in Cllr Clark's absence, Cllr Tomlinson reported that apart for the tree works described above, there were no other applications outstanding. He further advised that demolition work would be commencing in March at the Arden House site [ex Warwickshire Colleges Site] which had been subject to a number of applications dating back to 2015 and that the JPC had consulted with residents and found the last application in 2022 to be acceptable.

5. County & District Reports

M5.

Cllr Rice reiterated in the main items on his report which can be found on the JPC website. Cllr Shenton also ran briefly through the detail in his report which is posted on the JPC website, he also raised the matter of double yellow lines on Brook End Drive/Station Road, saying works were stalled whilst poor weather conditions continue to prevail.

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 platform.

Creditor	Gross	Net	Provision
Orbit Housing	56.03	46.69	Garage rental
YourLocale	1,800.00	1,500.00	Slack 09.02.2024 [NDP]
Slack Comms Platform	74.52	62.10	Monthly service 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 Insurance	335.00	335.00	Tree works claim – see SD

M6, 7 & 8

The Chair asked if all members had inspected the data for finance listed in the agenda and published on the official website. It was **RESOLVED** all of the transactions and data reporting were approved unanimously by members.



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

9. Banking

Lloyds Bank Deposit Account Balance at 28.02.2024	£97,111.04
Lloyds Bank Reserves Account Balance at 28.22.2024	£61,932.63
Lloyds Bank Current Account Balance at 28.02.2024	£2,093.15
Total	£161,136.82

M9.

Chair asked members to take note of the financial status and comment.

RESOLVED there were no issues raised with the banking statements to 28.02.2024.

10. Flood Prevention Working Party

M10.

Cllr Turner updated members and the public on the actions in hand by the group. A copy of his report is posted on the website in supporting documents.

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]**

M11.1

Cllr Okey addressed the meeting and proposed that urgent consideration be given to her request as detailed above. This request follows on from the need to replace Mr. Colin Harrison, who has retired and will be leaving the area. She made recommendations to engage with local resident, Mr. Gary Power, based on his quality of workmanship provided whilst working on the Henley Station project. Cllr Tomlinson asked if Mr. Power carried all of the necessary credentials to obviate any risk to the JPC and the community if they engaged with him, she answered in the affirmative. She proposed that he be contracted on an ad hoc basis, at a day rate not exceeding **£200.00**, free of VAT and at the discretion of the full Council.

RESOLVED: The body Council voted unanimously by a show of hands, in favour of the engagement, subject to the outcome of a meeting to be arranged with Mr. Power, and Cllrs Okey and Andrews, and proof of credentials required. A further update will follow at the next meeting, or an announcement on the JPC website.

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]**

M12.1

The Chair explained to all that when this project was first discussed, an offer was made to provide planters free of charge. Due to difficulties in signage issues, the offer was rescinded and replaced by a very generous offer to supply the planters at cost price. The Chair confirmed that only EIGHT planters were required for the Henley gates at a total cost of **£560.00 + VAT**, she recommended that the body council support her motion.



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

RESOLVED: The body Council voted unanimously by a show of hands, in favour of purchasing said planters and instructed the Clerk to raise a Purchase Order with Earlswood Nurseries, the supplier of the planters.

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]

M12.2

UNRESOLVED: Following a short debate, Council could not agree to go forward with these proposals which were thought to be rather expensive. The Chair said she was happy to investigate such costs in more detail and return to the members with optional offers.

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 6th March at 10.00 hours. Will those members wishing to attend please let the Clerk know.

M13.1

This item was advisory only and a report will be provided at the next meeting following the demonstration seminar mounted by EDGE-IT, to be attended by Cllrs Andrews and Rouse.

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 13th of March 2024. Further training opportunities will be offered making the JPC more effective on decision making for the good of the community.

M13.2

This item was advisory only and serves only to illustrate to the community the importance the JPC places on having a council membership who are well versed in current good practices and legality issues as serving members, thus ensuring the best possible benefit to the community by continuing improvement 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



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

- How long should the information be kept for
The Clerk will briefly describe the JPC process in all of these aspects.

M13.3

Following a short presentation by the Clerk, it was unanimously agreed that members should plan to update the policy on data management - <https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2024/02/DATA-PROTECTION-POLICY-12-19.pdf> in order to safeguard Councillors and the public in meeting current legislation and obviating risk of accidental exposure of confidential data.

13.4 House PA System

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

M13.4

An update which advised the public that improvements in audible presentations during meetings was now fully in hand and would be presented for debate and, if appropriate, adoption by the JPC at the next suitable meeting or, by a vote by all members using the Slack Platform.

14. Members Urgent Business Matters

M14

Though not listed on the Agenda, the Chair took the opportunity [earlier in the meeting] to thank ex-Cllr Brady, for her support and hard work whilst serving on the Council and wished her all good luck in her future in Henley. She further invited the public to step forward, or ask others, to step forward as candidates for election or co-option on to the Council.

15. Next Meeting

M15

The Chair advised all that the next meeting, the Annual Parish Meeting, would take place on Monday the 8th of April and that invites to all societies and groups in Henley would be sent out by the Clerk. The next Ordinary Meeting will be held on Monday the 22nd of April 2024.

Signed

Date