



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING  
JUNE 3RD 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 [Items 1 to 12]

**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.

**CLERK'S NOTES:**

There will be **no separate Planning Meeting** tonight, assessments of all applications received have been conducted by discussion and, where appropriate, site visits. Outcomes of these applications can be viewed on the Stratford on Avon Planning Portal click on - <https://apps.stratford.gov.uk/eplanning/>

**MAIN TOPICS:**

**4. The NDP REFERENDUM 30.05.2024**

**Expenditure Listings**

10.1 Riverlands Portaloo

10.2 NDP Consultant Retainer Fees

10.3 Arden Road Notice Board

10.4 Compensation Costs for Damage to Property of a Henley Resident

10.5 Castle Close Flooding Review and Engaging a Consultant Debate

**Other Business**

11.1 Proposed Delegated Responsibilities for Members

11.2 Road Closure Order [Remembrance Sunday 2024]

11.3 The Annual Governance and Accountability Return [AGAR]

11.4 Trough Planter – Entrance to Old Golf Club A3400 Debate

11.5 Capital Expenditure Planning Update

11.6 Overgrown and Dangerous Public Footpaths in Henley

11.7 Report from HCE on Heat Loss Survey

Supporting documents relating to the foregoing subjects can be found on the JPC website:

<https://www.henley-in-arden-pc.gov.uk/agendas-minutes-2024/>

Signed  **Ray Evans** – Parish Clerk Date Issued: **25.05.2024**

1. Apologies for Absence
2. Declarations of Interest
3. Acceptance of Minutes of the last Ordinary Meeting [22.04.2024] **[DR]**
4. **The Chair of the JPC will Address the Meeting on the Outcome of the NDP Referendum**
5. **County Reports [SD]** The Chair will invite Cllr Ian Shenton to report to all assembled on matters of interest to residents. Cllr Rice will not be in attendance.



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6. Payments made since the last Ordinary Meeting which, as there was no convenient public meeting were agreed on Slack with members, on the 28<sup>th</sup> of March last. Direct debit payments are also included.

Creditor	Gross	Net	Provision
Orbit Housing	59.95	49.96	Rental charges garage.[DD]
Gary Power	100.00	100.00	Paving slabs boundary gates
EH Smith [Gary Power]	74.93	62.44	Sundry materials for above.
Henley Focus	69.00	69.00	May single page insert
WS Gardens	1,440.00	1,200.00	Contractual monthly charges mowing
Coiln Harrison	175.00	175.00	One days labour concludes contract
Slack Communications	75.60	63.00	Contractual monthly charges
Gary Nicklin	75.00	75.00	Artwork for publicity campaign
Wickes Building Co	213.00	192.50	Compost for planters at Gateways

7. Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
SDC	159.60	133.00	Additional bin collection
YourLocale	900.00	750.00	NDP Review support
ECS	1,320.00	1,100.00	Contractual knotweed control
Henley Focus	69.00	69.00	June one page insert

8. Income received since last meeting

Debtor	Gross	Net	Provision
Napier Parking	234.52	234.52	Parking fees
Napier Parking	365.95	365.95	Parking fees
Napier Parking	660.73	660.73	Parking and permit fees
Napier Parking	175.50	175.50	Parking fees
HMRC VAT Claim	8,243.30	8,243.30	Year 23-24 claim
Allotments	25.00	25.00	Fees for plot
Lloyds Deposit Account	101.00	101.00	Interest for May
Lloyds Reserve Account	66.32	66.32	Interest for May

9. Banking

Lloyds Bank Deposit Account Balance at 28.05.2024	£5,828.20
Lloyds Bank Reserves Account Balance at 28.05.2024	£62,131.37
Lloyds Bank Current Account Balance at 28.05.24	£122,101.00
<b>Totals</b>	<b>£190,060.57</b>

10. MEMBERS PROPOSALS & NOTES TO COUNCIL

**Matters Requiring Expenditure [EA]**

**10.1**

**Portaloo in Riverlands [Chair]**

Chair will propose that there is a need for providing a one or two portaloo units adjacent to the play area in Riverlands for the use of families visiting the facility. Units would be provided and serviced by Andy Loos as in previous summer seasons', their costs are posted on supporting documents for inspection and if appropriate, the Clerk will be directed to raise the necessary purchase order.

[Expenditure per unit for a period running from June to September 2024 not exceeding **£1,700.00 +VAT [SD] [DR] [EA]**



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**10.2**

**NDP Consultant – Retainer Fees [Clerk]**

Based on the recommendation made by the Chair of the JPC, Members will be asked to vote on the retention of Mr. Gary Kirk, YourLocale, who will provide professional support during the early stages of NDP review following the General Election. The Clerk will highlight the first of these payments, invoice number 8, for **£1,500.00 plus VAT**, shown in supporting documents on the website and will ask that members support this role and associated costs by a show of hands.

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

**10.3**

**Arden Road Notice Board [Chair]**

The JPC Notice Board sited on the corner of Arden Road and Whitley Road is a very poor state and no longer fit for purpose. The Chair will ask Members to support her motion to replace the dilapidated unit with a new hardwood design by selecting one of the units shown under Supporting Documents on the website at a cost of no more than **£2,500.00 plus VAT** for the unit and its installation.

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

**10.4**

**Compensation Payment for a Henley Resident [Clerk]**

On the 5<sup>th</sup> of February this year, the Clerk reported to the Council concerning damage suffered to a resident's fence and shed in the December 2023 storms:

*“15.2 The Clerk will advise members of a claim for costs accrued from a resident concerning damage caused by a tree on JPC land which fell in high winds in late December causing damage to the neighbouring fence and shed within the residents gardens. Documentation covering this event can be found in supporting documents on the website. Subject to acceptable insurance underwriting or otherwise, the cost limited to ££860.00 excluding VAT [DR] [EA]*

*M15.2 The Clerk advised all that he had received a claim for damages from a Henley resident following the accidental felling on a tree on JPC land which damaged a fence and garden shed. The JPC had, under emergency measures, contracted T Mousley to attend the scene and make safe the tree which had collapsed in the December storm. The insurers will meet this cost and have since confirmed that the net of VAT charge of £460.00, is subject to an excess charge of £125.00, but the insurers would not pay the claimant [third parties' claim] for £400.00, stipulating that this must be the liability of the householder to settle through their own insurance cover.”*

Following several attempts to reach a settlement with the insurers without success, TWO members of the JPC have asked the Clerk to contact the resident and as a gesture of goodwill, offer compensation to the tune of £400.00, given written evidence of costs by the resident.

The Clerk will ask the Members to support this gesture by a show of hands at a cost of no more than **£400.00**.

**[DR] [EA]**

**10.5**

**Castle Close Flooding – Options for Remedial Work [Clerk]**

Following the last flooding event in this area of the neighbourhood, Cllr McCaskie carried out a survey which highlighted possible remedies, [see supporting documents] which was then forwarded to a consultant. The JPC now have two options,

**a)** To engage with a contractor tasked with clearing out the gully and soakaway which may be creating the problem or,

**b)** Enlist the Consultant at a cost of **£350.00 plus VAT**.

**[DR] [EA]**



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**11. MEMBERS PROPOSALS & NOTES TO COUNCIL**

**Matters Not Requiring Expenditure, Requests for Approval to Proceed Only [SD] [DR]**

**11.1**

**Proposed Delegated Responsibilities for Members [Clerk]  
[SD] [DR]**

The Clerk will propose that members take on delegated duties under specific headings in order to clarify their role in the body council for other members and residents. Namely:

**Cllr Andrews – Co-ordinating all roles and assisting where necessary**

**Cllr Okey – Capital Projects, Town Upkeep and Granting Awards**

**Cllr McCaskie – Allotments, Green Spaces and Tree Care**

**Cllr Clark – NDP and Speeding Issues**

**Cllr Tomlinson – Planning and SWLP**

**Cllr Turner – Environmental Issues**

**Cllr Broadbent – Sports and Leisure, Town Societies**

**Cllr Rouse – Communications & Employment Issues**

It should be noted that no decisions can be reached by individuals or indeed any committee set up to enact these duties and that in all cases, opinions and outcomes will need to be referred to full council for debate and conclusions at public meetings.

**11.2**

**Road Closure Order – Remembrance Sunday 2024 [Chair]**

The Chair will ask members to support her proposal that the JPC organise and manage a one-way only, Remembrance Sunday procession. **Commencing at the Memorial Hall and proceeding down Station Road on to the High Street, ending at St John's Church.** That the JPC take out appropriate insurance if not included in their general liability cover and that they field signage and marshalling of the event to ensure the safety of all taking part.

**[DR]**

**11.3**

**The Annual Governance and Accountability Return [AGAR] [Clerk]**

A brief explanation by the Clerk on the annual return. The Clerk will then seek approval from the Members by a show of hands, to submit the return to the External Auditors whilst posting the **Notice of Public Rights** [See supporting documents] on the website]

Other documents posted on the website are:

**11.3.1**

**Annual Governance Statement 2023-2024 [Vote]**

**11.3.2**

**Accountancy Statement 2023-2024 [Vote]**

**[SD] [DR]**

**11.4**

**Trough Planter – Entrance to Old Golf Club A3400 [Chair]**

The Chair will briefly address all on the issue WCC Highways have raised about the siting of this item which will be subject **to a removal order and costs**, instructing the parties that arranged for its installation to select a more appropriate location.

**[SD]**



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**11.5**

**Capital Expenditure Planning Update [Cllr Okey]**

Cllr Okey will make a brief presentation updating all on plans, following the General Election, leading to the design and costing of safeguarding improvements to the children's play areas and provision for permanent toilet facilities at Riverlands.

**11.6**

**Overgrown and Dangerous Public Footpaths in Henley [Cllr McCaskie]**

Cllr McCaskie will update all on actions being taken to clear overgrown areas on public footpaths and to proving a clear and definitive map showing the responsibilities for upkeep of such areas by the JPC, SDC, WCC and private landowners.

[SD]

**11.7**

**Meeting to be addressed by John & Penny Stott [HCE] providing feedback from recent heat loss survey.**

**12. Members Urgent Business Matters**

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

**13. Next Meeting**

NOT FOR PUBLICATION