



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ANNUAL PARISH COUNCIL MEETING
MAY 12TH 2025

Dear Councillors

The Annual Parish Council Meeting (APCM) will be held at 7:00 pm at the Memorial Hall, Station Road, Henley-in-Arden. All council members are requested to attend to discuss and resolve the items listed in the agenda.

Election of Chair and to receive the Chair's Declaration of Acceptance of Office.

Election of Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office.

Public Session

Before the council meeting begins, the public will have an opportunity to present their concerns or comments. This session, at the discretion of the Chair, is limited to 3 minutes per speaker and a total of 15 minutes. Any issues not listed in the agenda will be noted by the Clerk for future consideration.

MAIN TOPICS	
1	Apologies for absence and acceptance of apologies.
2	Declarations of interest and dispensations
3	To approve the Minutes of the meeting held on 22 April and 13 May 2024
10.1	Review and Adoption of Governance Documents.
10.3	Renewed JPC Working Parties
10.4	Allotment Association
10.5	Grass Cutting

Supporting documents relating to the following subjects can be found on the JPC website prior to the meeting.

Signed 
Lisa Cromwell – Parish Clerk Date Issued: 07.05.25



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The chair will open the meeting:

1	Apologies for absence																																																																																																
2	Declarations of Interest <i>Councillors are reminded that their actions must always be in the public interest. They must avoid giving any person an improper advantage or disadvantage, and they should not seek financial or other material benefits for themselves, their family, friends, or close associates.</i> To accept any declarations of interest regarding agenda items																																																																																																
3	Acceptance of minutes of the last Ordinary Meeting held 22.04.25 and 14.05.24[DR]																																																																																																
4	District & County Reports There are no reports to present at this meeting																																																																																																
5	Payments made since the last Ordinary Meeting. <i>[Consisting annual charges and subs, DD, delegated payments and/or Member voting at an Ordinary Meeting, by email, or, as determined by the JPC Financial Regulations)</i> <table><tr><th>Creditor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>WCC</td><td>£ 200.00</td><td>£ 160.00</td><td>Skate park rent</td></tr><tr><td>Network Rail</td><td>£ 335.72</td><td>£ 258.58</td><td>Water pipe under Bear Lane</td></tr><tr><td>Scribe</td><td>£ 76.80</td><td>£ 61.44</td><td>Finance software April</td></tr><tr><td>Midland Mole Control</td><td>£ 15.00</td><td>£ 15.00</td><td>2nd visit - an extra three moles</td></tr><tr><td>Clerk Salary</td><td></td><td></td><td>April Salary</td></tr><tr><td>Clerk Expenses April</td><td>£ 125.98</td><td></td><td>Phone and printer</td></tr><tr><td>Clerk Expenses March</td><td>£ 55.39</td><td></td><td>Phone and IT equipment</td></tr><tr><td>Fasthosts</td><td>£ 3.17</td><td>£ 3.17</td><td>IT</td></tr><tr><td>Service Charge</td><td>£ 4.25</td><td>£ 4.25</td><td>Service Charge</td></tr><tr><td>Arts4All</td><td>£ 3,800.00</td><td>£ 3,800.00</td><td>2024/25 Grant</td></tr><tr><td>Court Leet</td><td>£ 250.00</td><td>£ 250.00</td><td>2024/25 Grant</td></tr><tr><td>Evergreens</td><td>£ 500.00</td><td>£ 500.00</td><td>2024/25 Grant</td></tr><tr><td>Henley Hot Wheels</td><td>£ 4,000.00</td><td>£ 4,000.00</td><td>2024/25 Grant</td></tr><tr><td>Christmas lights</td><td>£ 5,000.00</td><td>£ 5,000.00</td><td>2024/25 Grant</td></tr><tr><td>St John's Church (clock)</td><td>£ 300.00</td><td>£ 300.00</td><td>2024/25 Grant</td></tr><tr><td>Memory Café</td><td>£ 500.00</td><td>£ 500.00</td><td>2024/25 Grant</td></tr><tr><td>Henley Library Funding</td><td>£ 2,500.00</td><td>£ 2,500.00</td><td>Funding</td></tr><tr><td>S Westmacott</td><td>£ 34.99</td><td>£ 29.16</td><td>VE Day picnic menu</td></tr><tr><td>Orbit</td><td>£ 61.57</td><td>£ 51.31</td><td>Garage (storage)</td></tr><tr><td>Scribe</td><td>£ 76.80</td><td>£ 76.80</td><td>Monthly finance software May</td></tr><tr><td>Microsoft</td><td>£ 8.49</td><td>£ 7.08</td><td>Microsoft office</td></tr><tr><td>Fasthosts</td><td>£ 18.42</td><td>£ 15.35</td><td>IT</td></tr><tr><td>Totals</td><td>£ 20,290.96</td><td>£ 19,956.52</td><td></td></tr></table>	Creditor	Gross	Net	Provision	WCC	£ 200.00	£ 160.00	Skate park rent	Network Rail	£ 335.72	£ 258.58	Water pipe under Bear Lane	Scribe	£ 76.80	£ 61.44	Finance software April	Midland Mole Control	£ 15.00	£ 15.00	2nd visit - an extra three moles	Clerk Salary			April Salary	Clerk Expenses April	£ 125.98		Phone and printer	Clerk Expenses March	£ 55.39		Phone and IT equipment	Fasthosts	£ 3.17	£ 3.17	IT	Service Charge	£ 4.25	£ 4.25	Service Charge	Arts4All	£ 3,800.00	£ 3,800.00	2024/25 Grant	Court Leet	£ 250.00	£ 250.00	2024/25 Grant	Evergreens	£ 500.00	£ 500.00	2024/25 Grant	Henley Hot Wheels	£ 4,000.00	£ 4,000.00	2024/25 Grant	Christmas lights	£ 5,000.00	£ 5,000.00	2024/25 Grant	St John's Church (clock)	£ 300.00	£ 300.00	2024/25 Grant	Memory Café	£ 500.00	£ 500.00	2024/25 Grant	Henley Library Funding	£ 2,500.00	£ 2,500.00	Funding	S Westmacott	£ 34.99	£ 29.16	VE Day picnic menu	Orbit	£ 61.57	£ 51.31	Garage (storage)	Scribe	£ 76.80	£ 76.80	Monthly finance software May	Microsoft	£ 8.49	£ 7.08	Microsoft office	Fasthosts	£ 18.42	£ 15.35	IT	Totals	£ 20,290.96	£ 19,956.52	
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6	<div>Creditors payments for consideration by Members</div> <div>NB: Any payment requests received by the Clerk after publication of this agenda MAY be presented at the meeting for consideration.</div> <table><tr><th>Creditor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>Art Attack</td><td>£ 50.00</td><td>£ 50.00</td><td>Café 86b, supply of new line illustration</td></tr><tr><td>WALC/NALC subscription</td><td>£ 1,032.60</td><td>£ 905.00</td><td>Membership of WALC/NALC</td></tr><tr><td>Rural Market Town Group</td><td>£ 126.00</td><td>£ 105.00</td><td>Membership fees 25/26</td></tr><tr><td>Totals</td><td>£ 1,208.60</td><td>£ 1,060.00</td><td></td></tr></table>	Creditor	Gross	Net	Provision	Art Attack	£ 50.00	£ 50.00	Café 86b, supply of new line illustration	WALC/NALC subscription	£ 1,032.60	£ 905.00	Membership of WALC/NALC	Rural Market Town Group	£ 126.00	£ 105.00	Membership fees 25/26	Totals	£ 1,208.60	£ 1,060.00	
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7	<div>Income received since last meeting</div> <table><tr><th>Debtor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>Stratford District Council</td><td>£ 65,497.50</td><td>£ 65,497.50</td><td>Part pre-cept payment</td></tr><tr><td>Totals</td><td>£ 65,497.50</td><td>£ 65,497.50</td><td></td></tr></table>	Debtor	Gross	Net	Provision	Stratford District Council	£ 65,497.50	£ 65,497.50	Part pre-cept payment	Totals	£ 65,497.50	£ 65,497.50									
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8	<div>Banking at 07.05.25</div> <div><div><div>COMMUNITY ACCOUNT</div><div>30-98-26 00335801</div><div>£ 55,461.04</div></div><div><div>Commercial Instant Access Account</div><div>30-98-26 00336107</div><div>£ 118,033.45</div></div><div><div>Commercial Instant Access Account</div><div>30-99-50 87527768</div><div>£ 76,660.26</div></div></div>																				
9	<div>Councillors’ proposals and notes to Council – to be proposed, seconded and voted on</div> <div>Matters concerning expenditure/income</div>																				
9.1	<div>Midland Mole Control</div> <div>Moles are still invading Riverlands. The Chair proposes that Midland Mole Control is re-hired under the previous terms and conditions - £65 trap set fee and £5/mole caught. [DR][EA]</div>																				
10	<div>Councillors’ proposals and notes to Council – to be proposed, seconded and voted on</div> <div>Business matters – updates only – no financial decisions listed</div> <div>Adoption of Governance Documents</div>																				
10.1	<div>The Chair will propose that the JPC formally adopts the reviewed and updated Standing Orders and Financial Regulations, both of which have been updated as per NALC’s updated models dated March and April 2025. [DR]</div>																				
10.2	<div>Council meeting dates for 2026</div> <div>Proposed dates for the Council meetings for 2026 have been sent to the JPC to review. Cllr Norris proposes that these dates be formally approved and adopted by the Council. . [DR]</div>																				



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10.3	<p>JPC's Working Parties</p> <p>The Chair will propose that the new working parties within the JPC, as discussed by the JPC, be ratified. Details are available on the website. [DR] [SD]</p>
10.4	<p>Allotment Association</p> <p>Further to item 9.1 of the minutes from the ordinary meeting held on 7 October 2024, in which Cllr McCaskie proposed the formation of an Allotment Association to manage the allotments on behalf of the JPC, three plot holders have now come forward. Cllr McCaskie therefore proposes that the Association be formally ratified, with terms of reference to follow. [DR]</p>
10.5	<p>Grass Cutting</p> <p>WS Gardens has withdrawn from its grass-cutting contract for this season. Cllr Andrews proposes that the Clerk urgently obtains three quotes for the service and explores the possibility of securing a two- or three-year contract. [DR]</p>
11	<p>NDP</p> <p>Cllr Andrews - Chair of the NDP - will update on progress.</p>
12	<p>Members Urgent Business Matters</p> <p>The Chair will enquire whether Councillors have any urgent business to bring to the attention of the assembly</p>
13	<p>Next Meeting</p> <p>Annual Parish Assembly: Monday 19 May 2025 – Memorial Hall at 6:00pm</p>