**Here are the Minutes of the Extraordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Wednesday, 23 July, at 6.00pm in the private room at the Station Bar, Henley in Arden.**

**Present:** Cllrs Okey [Chair], Andrews [Vice-Chair], Norris, Rouse, McCaskie

**In Attendance:** There was 1 member of the public in attendance.

**Public Session**: Open Forum to provide an opportunity for members of the public to raise questions and to comment on any other items that are on the current agenda.

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| 1 | **Apologies for absence** |
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|  | Cllr Tomlinson |
|  | Cllr Broadbent was absent |
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| 2 | **Declarations of Interest**  *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.* |
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|  | There were no declarations of interest. |
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| 3 | **Payments made since the last Ordinary Meeting.**  *[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, 5.15].*  Wherever possible, all expenditure should be put on the agenda and approved at a JPC meeting. **IF** there is a genuine requirement for an urgentpayment/purchase, individual purchases within an agreed discretionary budget for that type of expenditure may be authorised by:   * the Clerk, under delegated authority, for any items below £500 excluding VAT. * the Clerk, in consultation with the Chair of the Council for any items below £1,000 excluding VAT. * in respect of mini grants, all to be approved of by full council * the council for all items over £1,000   Such authorisation will have a maximum total limit of £1,500 in a month and must be supported by a minute in the case of council or committee decisions or other auditable evidence trail. |
|  | |  |  |  | | --- | --- | --- | | **Creditor** | **Net** | **Provision** | | WALC/NALC | £ 905.00 | Subscription to both | | Rebound | £ 563.80 | Playsafe rubber chippings for Riverlands | | HortiHenley | £ 100.00 | Spreading of chippings in play area | | Evergreens Grant | £ 500.00 | Payment of agreed grant | | **Totals** | **£ 2,112.87** |  | |
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|  | **Explanation concerning paid expenditure – all agreed by councillors but adding for minuting purposes.** |
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| 3.1 | **WALC/NALC subscription** |
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|  | This invoice, received in April, was mistakenly filed and not presented for ratification. Councillors were emailed on Friday 11 July for their approval, as the amount exceeded £1,000. Payment was subsequently approved. |
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| 3.2 | **Play safe rubber chippings for Riverlands park area** |
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|  | Following a resident’s concern about sparse rubber safety chippings ahead of the school holidays, the clerk began sourcing quotes but found stock was limited. With approval from the Chair, an urgent order was placed. The JPC was informed and authorised payment to ensure delivery by Friday 11 July. |
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| 3.3 | **Distribution of rubber chippings around play area**  HortiHenley agreed to spread the safety chippings around the play area on Saturday 12 July. They requested prompt payment, which was made by the Clerk in accordance with JPC Financial Regulation 5.15. |
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| 3.4 | **Evergreens Grant**  Payment of this grant was ratified on 3/3/25 #10.3, however, due to an error with the Evergreens bank account, the payment was paid twice and rejected by Barclays twice. The issue was dealt with last week and so the amount was re-paid. |
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| 4 | **Councillors’ proposals and notes to Council –** to be proposed, seconded and voted on |
|  | **Matters concerning expenditure/income** |
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| 4.1 | **Memorial Hall hire Sept ’23 – June ’24 and July ’24 – April ‘25**  Cllr Okey proposed payment of two invoices from the Memorial Hall for JPC meeting hire: £396 (23/24) and £415.80 (24/25). The Chair confirmed both payments should be made. For the period April 2025 – January 2026, the Clerk will issue a Purchase Order. Seconded by Cllr McCaskie. Approved by a show of hands. **RESOLVED**. |
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| 4.2 | **Skip Hire – Whitley Road Garage** |
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|  | Cllr McCaskie proposed hiring a builder’s skip to clear out the Whitley Road garage at a cost of £360. The decision to hire a skip was ratified on 7/7/25 #9.8. The motion **to issue a** PO for the skip was seconded by Cllr Rouse and approved by a show of hands. **RESOLVED.** |
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| 4.3 | **Quote from WDS Trees for two trees at the back of the Medical Centre** |
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|  | Cllr McCaskie proposed seeking planning permission for the reduction of two trees at the rear of the Medical Centre, within the conservation area. WDS Trees has assessed the site and provided a quote of £850. Upon receipt of planning permission, a Purchase Order will be issued. Motion seconded by Cllr Rouse and approved by a show of hands. **RESOLVED**. |
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| 4.4 | **Quote from WDS Trees for broken branch in Riverlands** |
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|  | Cllr McCaskie proposed the issue of a Purchase Order for £40 and the prompt payment of the invoice following the work to remove the broken branch. This was seconded by Cllr Okey and approved by a show of hands. **RESOLVED.** |
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| 4.5 | **Quote from WDS Trees for rear of 37 Chingley Bank, in Jubilee Park** |
|  | Cllr McCaskie proposed provision of a Purchase Order for this urgent tree work. A quote will be provided on Thursday 24/7 and emailed to the Councillors for approval. This was seconded by Cllr Okey and approved by a show of hands. **RESOLVED.** |
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| 4.6 | **New bike racks for Riverlands in Portacabin space**  Cllr Okey proposed that the Council approve the installation of bike racks on JPC-owned land at Riverlands (former portacabin site) to encourage active travel. It was agreed that the Council will utilise the three existing racks, held in storage, and should demand warrant it, further units will be purchased. It was also proposed that the broken fence panels currently in situ be removed. This was seconded by Cllr Andrews and approved by a show of hands. **RESOLVED.** |
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| 4.7 | **WALC Courses for Clerk (required prior to studying for CiLCA)** |
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|  | Cllr Andrews proposed that the Council approve payment of £105 (net) for the Clerk to attend WALC’s three “Clerking 1-2-3” training sessions, required prior to undertaking the Certificate in Local Council Administration (CiLCA). Motion seconded by Cllr Rouse and approved by all with a show of hands. RESOLVED. |
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| 4.8 | **Scribe – Restate last year’s figures from Edge IT** |
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|  | Cllr Andrews proposed that a PO for £300 be sent to Scribe Finance software system to import transactions from Edge for financial year 24/25 now that the clerk has completed the full set up.This was seconded by Cllr Okey and approved by a show of hands. **RESOVLED.** |
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| 4.9 | **Invoice from DM Payroll Services Ltd** |
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|  | Cllr Okey proposed that the invoice for DM Payroll Services for £157.50 for services provided 1 April to 30 September 2025 be paid. Seconded by Cllr Rouse and approved by a show of hands. **RESOLVED**. |
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| 4.10 | **Payment of Councillor’s expenses** |
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|  | Cllr Broadbent submitted an expenses claim for fuel expenses, along with a receipt and explanation of journeys made, in the sum of £44.10. This was for the increased mileage incurred while undertaking multiple tasks and site visits on behalf of the Council. Cllr Okey proposed these be paid. Cllr Andrews seconded the motion and it was approved by all with a show of hands**. RESOLVED.** |
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| 5 | **Business matters – updates only – no financial decisions listed** |
| 5.1 | **New bin for Riverlands** |
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|  | Cllr Okey proposed that the Council explore the potential purchase of a larger waste bin for Riverlands Park. It was agreed that the Clerk would make enquiries with SDC regarding the potential placement of a recycling bin adjacent to the existing litter bin. Motion seconded by Cllr McCaskie and approved by a show of hands**. RESOLVED.** |
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| 6 | **Members Urgent Business Matters** |
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| 6.1  6.2  6.3 | Cllr Okey advised that an urgent payment of £1,971 was made to SDC for Croft Car Park non-domestic rates. The bill had been posted to The Heritage Centre and therefore missed. A DD has been set up with SDC for future payments to prevent this re-occurring.  Cllr Okey proposed that new signs be produced for Riverlands at a cost of £200 for 10 signs, requesting that the public use the public toilets on Station Road, near the fire station, B95 5JQ, and refrain from using the park area as a WC. This was seconded by Cllr McCaskie and approved by all with a show of hands.  Cllr Okey proposed that the invoice for membership of the Rural Market Town Group at £105 per annum be paid. Seconded by Cllr Andrews and approved by all by a show of hands. |
| 7 | **Next Meeting** |
|  | **The next Ordinary Meeting will be on Monday 1 September at The Memorial Hall, at 7pm.** |
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Signed ………………………………………………………………………………….

Date……………………………………………………….