**Here are the Minutes of the Ordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Monday, 6 October, at 7.00pm in the Baptist Church Hall, Henley-in-Arden.**

 **Present:** Cllrs Okey [Chair], Andrews [Vice-Chair], Norris, Tomlinson, Broadbent,

**In Attendance:** There were 23 members of the public in attendance.

**Introduction to Beaudesert & Henley-in-Arden Founding members of the Youth Council**

Cllr Okey was delighted to introduce five of the founding members of the Beaudesert & Henley-in-Arden Youth Council. The JPC warmly welcomes this new initiative and is excited to be working alongside the students as they begin shaping their vision for the town. Members expressed enthusiasm for the energy, creativity, and insight the Youth Council brings, and confirmed their commitment to listening to young voices and incorporating their ideas into future planning and community engagement.

The JPC looks forward to supporting the Youth Council as it develops its priorities and projects, and recognises the importance of fostering active citizenship and intergenerational collaboration within Henley.

**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.

**CLERK’S NOTE**

**Planning Committee considered applications listed herein.** Outcomes of these applications can be viewed on the **Stratford on Avon Planning Portal** click on - <https://apps.stratford.gov.uk/eplanning/>

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| 1 | **Apologies for absence** |
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|  | Apologies were received from Cllrs McCaskie, Rouse, Rice and Crocker |
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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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|  | Cllrs Broadbent and Tomlinson declared an interest in Henley Tennis Club (planning item 11). |
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| 3 | **Acceptance of minutes** of the last Ordinary Meeting held 01.09.25  |
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|  | This motion was proposed by the Chair and carried unanimously by all those present at the meeting. It was **RESOLVED** that the minutes of the meeting held on 01.09.25 were confirmed as a true record and signed by the Chair.  |
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| 4 | **District and County Reports** |
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|  | Cllr Rice, Stratford District Councillor, and Cllr Crocker, Warwickshire County Council, both sent their apologies. Both Councillor’s reports are available on the JPC website.Cllr Andrews advised that both Councillors will be holding surgeries as follows: |
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|  | Cllr Crocker, 9 October, Memorial Hall 5pm – 7pm |
|  | Cllr Rice, 18 October, Community Library 10am – 12pm |
| 5 | **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. |
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| **Creditor** |  **Net**  | **Provision** |
| SDC |  £ 164.52  | Annual emptying of new Riverlands litter bin (PO #32 ) |
| SDC |  £ 400.00  |  New bin at Riverlands (PO #32) |
| ShredPro - (approved under Clerk's delegated authority expenditure under £500) |  £ 60.00  |  Confidential waste shredding (PO #19)  |
| i-Connect (WCC Pension Scheme) |  £ 4,193.28  |  Pension payments (backdated to Jan)  |
| i-Connect (WCC Pension Scheme) |  £ 1,297.92  |  Pension payments (backdated to Jan)  |
| Playsafety Limited |  £ 280.00  |  Annual inspection of play equipment (PO #30)  |
| Clerk Expenses |  £ 29.00  |  Clerk Expenses (phone)  |
| Clerk Salary |  £ 1,964.33  |  September Salary  |
| Orbit - Garage |  £ 51.31  |  Storage rental  |
| Scribe |  £ 64.00  | Monthly Finance Software payment (Sept) |
| Creative Touch |  £ 120.00  |  Clerk stationery (PO #14)  |
| HortiHenley  |  £ 150.00  | Green space maintenance (PO #18) |
| William Davies |  £ 40.00  | Removal of broken branch (PO #11) |
| William Davies |  £ 250.00  |  Removal of two willow trees and one ash (PO #12)  |
| Microsoft |  £ 8.49  | Monthly payment for Office365 |
| Fasthosts |  £ 18.42  |  Internet/website  |
| Slack |  £ 8.40  |  Single membership  |
| HortiHenley  |  £ 550.00  |  Jubilee park gate post repair (PO #21)  |
| GS Adams Limited |  £ 120.00  |  Replacement light Croft Car Park (PO #27)  |
| WALC |  £ 42.00  |  Clerk training (pre-CiLCA)  |
| HortiHenley  |  £ 1,765.00  |  Grass Cutting and ground maintenance August (PO #1)  |
| Lloyds service charge |  £ 4.25  |  Business account service charge  |
| Fastholst |  £ 3.17  | Visit Henley website/internet |
| Amazon |  £ 28.32  |  Notebooks for Youth Councillors  |
| Scribe |  £ 64.00  | Monthly Finance Software payment (Oct) |
| Allotment Holder |  £ 141.00  |  New lock for Allotment gates due to fire service having to break lock to attend to fire  |
| Orbit -Garage  |  £ 44.46  |  New Arden Road garage instead of Whitley Road (Oct)  |
| Fasthosts |  £ 12.83  |  Internet/website  |
| GOV.UK Pay |  £ 21.50  | DBS check |
| **Totals** |  **£ 11,911.57**  |   |

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| 6 | **Creditors payments for consideration by Members** |
|  | NB: Any payment requests received by the Clerk after publication of this agenda MAY be presented at the meeting for consideration. |
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| **Creditor** |  **Net**  | **Provision** |
| Creative Touch Design |  £ 360.00  | JPC office rent August 25 (PO #25 |
| Creative Touch Design |  £ 450.00  | JPC office rent July 25 (PO #15) |
| Creative Touch Design |  £ 385.00  | JPC office rent Sept 25 (PO # 34) |
| Advantedge Finance Read Only |  £ 138.00  | Read only access 9.10.25 8.10.26 |
| Hire of Memorial Hall May - August 2025 |  £ 151.20  | Hire for Ordinary meetings (PO #29)  |
| WD's Trees |  £ 900.00  | Urgent tree maintenance in Riverside gardens (fallen alder tree) (PO #33)  |
| Henley Focus |  £ 138.00  | Full page ad regarding Unitary Council and what it means (PO # 35) |
| **Totals** |  **£ 2,522.20**  |   |

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| 7 | **Income received since last meeting** |
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| **Debtor** |  **Net**  | **Provision** |
| Napier |  £ 155.03  | The Croft |
| Napier |  £ 235.70  | The Croft SP |
| Napier |  £ 139.69  | The Croft |
| Napier |  £ 816.25  | The Croft Ringo |
| Allotment tennants |  £ 50.00  | Allotment rent |
| Allotment tennants |  £ 25.00  | Allotment rent |
| Allotment tennants |  £ 50.00  | Allotment rent |
| Allotment tenants |  £ 50.00  | Allotment rent |
| SDC |  £ 65,497.50  | Precept (2nd tranche) |
| **Totals** |  **£ 67,019.17**  |   |

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|  | **Nos. 5, 6, 7 and 8**The Chair enquired whether all members had reviewed the data for payments, receipts, and bank balances. It was **RESOLVED** that all members confirmed they had inspected the data and unanimously approved the content. |
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| 9 | **Councillors’ proposals and notes to Council –** to be proposed, seconded and voted on |
|  | **Matters concerning expenditure/income** |
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| 9.1 | **Clerk’s contractual correction**Cllr Okey proposed a contractual amendment to the Clerk/RFO’s initial grading in line with NALC job evaluation guidance. This was seconded by Cllr Andrews and agreed unanimously by a show of hands. **RESOLVED.** |
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| 9.2 | **Skip for Allotments** Cllr Norris proposed booking a skip for Bear Lane to assist allotment holders with site clearance at a cost of up to £300.00 for one day. This was seconded by Cllr Broadbent and approved by a show of hands. **RESOLVED.**  |
| 9.3 | **Mini-Grant Applications**  |
|  | Two mini-grant applications were received this month and processed by the Grant working party: |
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| 9.3.1 | Cllr Andrews proposed ratifying a grant application from the Bowls Club for accessibility improvements. The application for £380 to be approved awarded for raised toilet and grab rail was seconded by Cllr Broadbent and approved by a show of hands. **RESOLVED.** |
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| 9.3.2 | Cllr Andrews proposed ratifying a grant application from Henley Lights for event signage. The application for £500 to be approved and awarded for Switch On night signage was seconded by Cllr Broadbent and approved by a show of hands**. RESOLVED.** |
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| 9.4 | **Handyman** |
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|  | Cllr Andrews proposed issuing a PO to a handyman for town and park maintenance. The motion to approve and the clerk to raise a PO for three days work at £450 was seconded by Cllr Okey and approved by a show of hands. **RESOLVED.** |
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| 9.5 | **Council Insurance** |
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|  | Cllr Okey proposed renewing with the current insurers and the motion  |
|  | to instruct the Clerk to issue a PO in the sum of £1,750.54 to Clear CouncilInsurance Management Ltdwas seconded by Cllr Tomlinsonand approved by a show of hands. **RESOLVED.** |
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| 9.6 | **St John The Baptist Church Clock - Service** |
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|  | Cllr Okey proposed a biennial service of the St John the Baptist Church clock and that a PO be issued for £366 + VAT to John Taylor Foundry, with servicing every two years from 2025. This was seconded by Cllr Andrews and approved by all by a show of hands. **RESOLVED.**  |
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| 9.7 | **New Website Provider – Assertion 10 Compliance** |
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|  | **Cllr Andrews** proposed that the JPC appoint a website provider to deliver a new, compliant council website in line with Assertion 10: Digital and Data Compliance within the Annual Governance Statement, which mandates the JPC must operate from a council-owned domain, maintain an IT policy, and ensure all digital communications meet accessibility and data protection standards. £5,000 has previously been budgeted and ratified for this purpose. At the time of the meeting, the third quote was still pending and so Cllr Andrews requested that this item be deferred from the meeting held on 6 October and re-presented for consideration on 3 November. **[CF]** |
| 10 | **Councillors’ proposals and notes to Council –** to be proposed, seconded and voted on |
|  | **Business matters – updates only – no financial decisions listed** |
| 10.1 | Cllr Andrews proposed formal recognition of the Henley Allotment Association as the representative body for plot holders. The Management Agreement and Association Constitution documents as presented were signed by the AA at the meeting. The motion to formally recognise Henley Allotment Association was seconded by Cllr Okey and approved by all by a show of hands**. RESOLVED.**  |
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| 10.2 | **Standing Orders and Financial Regulations Updates** |
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|  | Cllr Andrews proposed adoption of the updated Standing Orders and Financial Regulations, aligned with NALC’s model documents and reviewed by members. The motion to formally approve and adopt both documents was seconded by Cllr Broadbent and approved by all by a show of hands**. RESOLVED.** |
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| 10.3 | **Grant and Funding Policy - adoption** |
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|  | Cllr Okey proposed adoption of the new Grants and Funding Policy, reviewed by members and scheduled for review in 2027. The motion to approve and adopt the policy was seconded by Cllr Tomlinson and approved by all by a show of hands.  **RESOLVED.** |
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| 10.4 | **Planning comments – delegated authority** |
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|  | **Cllr Broadbent** proposed that the Clerk be authorised to submit planning comments between meetings when deadlines fall before the next full council, based on Planning Working Group recommendations reviewed by councillors**.** Two councillors expressed uncertainty regarding the legal basis for this proposal and requested that the item be carried forward. A reminder was subsequently issued to the members confirming that such delegation is permitted under Section 101 of the Local Government Act 1972. The item will be re-presented for decision at the meeting scheduled for 3 November**. [CF]** |
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| 11 | **Planning applications** |
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| 12 | **Members Urgent Business Matters** |
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| 12.1 | Cllr Okey proposed that £187.50 be ratified for a skip for the Brook Lookers (Court Leet) to assist with the clearing of the pond on Riverlands. Motion seconded by Cllr Andrews and approved by a show of hands**. RESOLVED.** |
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| 12.2 | **2025/2026 Grant Application Process** |
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|  | Cllr Okey announced that the 2025/2026 Grant application process is now open and will close on 14 November (for the larger grant). Mini-grants are available all year. |
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Signed ………………………………………………………………………………….

Date……………………………………………………….