

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES JPC ORDINARY MEETING

These are the minutes of the JPC Finance SC Meeting, held online using Zoom technology. The Meeting took place at 7.00pm, Monday 15th of June 2020.

Those present were –

Cllrs E Field [Chair] A Okey, T Woods, J Jones, K Easton, J Kingsnorth, R Hubbocks, V Hubbocks, D Broadbent, S Harfield, M Bainbridge,
Minutes taken by the Parish Clerk, Ray Evans.

Public Forum

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public were invited to join in the proceedings by invitation of the Clerk prior to the meeting. Full minutes of all meetings will be published on the JPC website.

No members of the public joined the meeting.

Item 1.00

Apologies

All present.

Item 2.00

Disclosure of Interest or Written Representations

None.

Item 3.00

Approval of Minutes of Last Meetings, namely, the [A] Annual Parish Council Meeting and [B] the Ordinary Parish Council Meeting both of which took place on Zoom on the of the 18th of May 2020.

The motion to agree and sign off the document [A] notwithstanding the amendment under Item 6.00 of these minutes, was **proposed by Cllr Easton, seconded by Cllr Bainbridge, and carried unanimously.** Document [B] **proposed for approval by Cllr Jones, seconded by Cllr Broadbent, and carried unanimously.** Both sets of minutes were duly signed for handing to the Clerk.

Item 4.00

Chairs' Report

Following discussions with WALC concerning the legality of holding a zoom meeting with no members of the public participating, it was suggested by WALC that the Chair address the JPC with the following statement –

"I would suggest that the Council recognises that the public were not invited to the earlier meeting which should not have happened and therefore are repeating those decisions here so that the public can correctly see those decisions being made and can comment on them at the appropriate point of the agenda." The Clerk witnessed this statement and duly recorded it in the minutes.

Item 5.00

A Reiteration of Important Decisions Made at the Annual Meeting

The Clerk requested that the Chair reiterate the important decisions reached in the Annual Meeting [A], which took place on the 18th of May, *'a new Chair and Vice Chair were elected, and the Chairs for each Sub-Committee were reaffirmed. For further details, the public should inspect the minutes on the website'*.

Item 6.00

Amendments to the Minutes of the Annual Meeting of the 18th of May

Requested by Cllr V Hubbocks, amendments as follows, corrections in red.

Item 4.00 of Minutes. The Chair asked if there were any nominations for the role of vice-chair, Cllr ~~S Harfield~~ V Hubbocks proposed A Okey, seconded by Cllr ~~V Hubbocks~~ S Harfield. No others were proposed so a vote was taken by show of hands all in favour of Cllr Okey. The Clerk declared A Okey the Vice-Chair of the JPC, and she was invited to sign the Declaration of Acceptance of Office.

Item 7.00

Sub-Committee Reports

Chair invited heads of SC to speak and if necessary, answer any queries raised by members.

7.01 Chair - Town Welfare [AO]

No questions raised.

7.02 Chair – Comms [TW]

Cllr Okey thanked Cllr Woods for a very comprehensive report. No other questions.

7.03 Chair - E & M [JJ]

Cllr Jones apologised that he had not presented a report, due mainly to his time being spent finalising the newspapers deliveries. That there were no issues raised by the residents, that the SC had met and that tasks had been allocated to all members. He confirmed that work had commenced on Riverlands drainage project and that PayBack would commence works in Henley on the 27th next. Cllr V Hubbocks asked of Cllr Jones had received her message regarding the Mount Road road sign, he confirmed he would address that issue. Cllr Jones confirmed that the tree obscuring the New Road traffic lights had been cut back.

7.04 Chair – Planning [MB]

Cllr Bainbridge reported that they had held their meeting on the 22nd and reported that an application for Greengate's was to be the subject of an appeal at SDC. Cllr Okey enquired whether Goldsmiths had applied again. Finally Cllr Bainbridge said that all tree works on JPC land had now been addressed. No further questions.

Item 8.00

Work Programme

8.01

JPC Standing Orders – to inspect, amend, and if appropriate, approve.

Chair asked if there were any comments on this publication which had been circulated to all. Cllr Broadbent confirmed his point about public display cabinets, Chair asked that the word Chairman be removed where appropriate. A deadline for comments was set for the 19th of June. **The motion in favour of amendments lodged no later than the 19th proposed by Cllr Broadbent, seconded by Cllr Harfield, carried in favour unanimously.**

8.02

Proposed Action Plan – to discuss and if appropriate approve.[EF & TW]

Chair described the action plan as being in two parts, one a driving document for overall actions and the other based on communication plans. Thanks for these plans were extended by Cllrs Okey and Jones. There were no comments, and all were encouraged to read and advise any changes, Cllr Hubbocks commented that there was a lot to absorb. The Chair went on to talk about her assigning members to various tasks.

The motion in favour of both action plans being adopted and implemented, proposed by Cllr Easton, seconded by Cllr Woods, carried in favour unanimously.

8.03

Proposed Community Emergency Plan – Clerk advised it was work in process and only an idea of the cover had been submitted to all. This will be completed and sent to all in pdf format for final publication, pending agreement at the next Ordinary Meeting on the 20th of July.

8.04

Proposed Councillors' Handbook – All were invited to comment as this had been previously circulated, the only outstanding section was the **Grant Application Form**, Cllr Okey asked that the Grants Working Party meet in order to provide details no later than the **26th of June**. The Clerk will book the Baptist Church Hall for this purpose and advise all interested members. The Handbook will be on the agenda for the **July Ordinary Meeting on the 20th**.

8.05

Vouchers for Henley businesses who opened during lock-down [£2,000.00 budget] – to discuss and if appropriate approve. Lively debate with a dual consensus between vouchers and commendations. A vote was proposed on the principle of [A] Vouchers, [B] Commendation, **unresolved**. Cllr Okey proposed the Cllr Jones presents a costing on Vouchers and how it might work, and that Cllr R Hubbocks presents more on a commendation document, both to be presented at the next meeting in July.

8.06

Community Helpline – Chair noted that Claverdon had been successful in setting up such a device, David Markham, advised Chair that it was simple to operate. The Chair explained that her home number could not be used for the longer term. Chair felt it would be a great comfort to residents who are not on SM. The whole issue was discussed in some detail. Cllr Kingsnorth offered an old mobile phone, where incoming calls could be diverted to all at agreed intervals. All agreed this should be adopted. Cllr Bainbridge warned of possible abuse [nuisance calls]. Cllr Field reported that there had been no such problems with Claverdon. Chair asked who might set this up and that it should be contained to calls between 10.00am to 5.00pm weekdays. Cllrs Jones and Kingsnorth to consult and present for the next meeting in July.

8.07

Budget spending for each Sub-Committee – Discussed earlier at FSC meeting. Cllr Jones reiterated existing terms of reference for emergency spend. Chair confirmed that TWSC would have a budget allocated to a maximum of £5K. Management of spend as for E&M. This would work in tandem as both E&M and TW can crossover on needs. **The motion to award TW with a budget of up to £5K, proposed by Cllr Jones and seconded by Cllr Kingsnorth, motion carried in favour unanimously.**

8.08

Terms of Reference for each Sub-Committee – all to submit comments/amendments by Friday 19th latest.

Item 9.00

Presentation of Annual Accounts and signing off AGAR return.

Cllr Kingsnorth raised her concerns about accountancy reports, stating that there was a need to present a coherent account. Collating the previous years' accounts had proved extremely difficult as they were left in a poor state. Cllr Kingsnorth and the Clerk will consult together with Chris Edge, and report back to all.

Item 10.00

Discuss using Google Documents as a platform for meeting document storage and access by all.

Agreed in principle, Chair requested that Cllr Jones update all on how this might operate.

Item 11.00

Cllr Okey, mentioned grant available from the Coop for outdoor gym, kit cost around £10K, funding is also in motion with Calor, potentially £5K. Greenspace and crowd funding is also in the equation. Cllr Okey promised to send out donation link to all. Chair advised that the JPC should convene a meeting dealing specifically with the Croft car park in Autumn. Also as soon as we have contact with WCC safety engineers, arrange a meeting to hasten plans for High Street calming measures and safety outside Coop and One Stop.

Date of next meeting – 20th July 2020 at 7.00pm.

Meeting ended 8.35pm.

Signed

Date.....

DRAFT