

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



AGENDA – ORDINARY MEETING JPC

I hereby give notice that an Ordinary Meeting of the Joint Parish Council will take place on **Monday the 30th of November 2020**, at 7.00pm, using zoom technology. All members of the Beautesert & Henley in Arden Joint Parish Council are hereby summoned to attend for the purpose of considering and resolving the following business.

Signed - 

Parish Clerk & Proper Officer

Date: 24.11.2020

Covid-19 Restrictions

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public are invited to join in the proceedings using zoom interactive conferencing, simply by contacting the Clerk by email – clerk@henley-in-arden-pc.gov.uk - telephone - **01564 637 607** - or in writing at **179 High Street**. Full minutes of all meetings will be published on the JPC website.

NB: If HM Gov restrictions ease sufficiently, this meeting may be reconvened as a public meeting at a venue to be selected which will meet SD policies.

Supporting Documents: Residents can read and/or download the Agenda, Minutes and supporting documents on the relevant page of the JPC website.

Public Participation Session:

During the pandemic crisis, meetings although convened using zoom technology, are fully accessible to the public. If you wish to participate, simply email the Clerk and an invitation link will be sent to you **five minutes prior to the meeting** commencing. The Chair will invite you to speak provided the subject is listed on the agenda, the public session will be limited to **fifteen minutes**. This is not part of the formal meeting of the Council and minutes will not be produced. [Public Bodies \[admissions to meetings\] Act 1960 s1 extended by the LG Act 1972 s100](#).

This meeting is supported by documentation which should be read in conjunction with the items listed on this agenda – available on the website for download or by request to the Clerk –

clerk@henley-in-arden-pc.gov.uk

AGENDA

Item 1.00

Acceptance of apologies for absence

Schedule 12 of the Local Government Act 1972 requires a record to be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.

Item 2.00

Dispensations

Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.

Item 3.00

To receive declarations of Interests Local Authorities

Declarations of Interest members to declare any interest they may have in agenda items that accord with the requirements of the relevant authorities (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).

Item 4.00

To receive and sign the Minutes of Last Ordinary Meeting - 16th November 2020

LGA 1972 Sch 12 para 41(1)

Item 5.00

Matters Arising

Item 6.00

Chair's Announcements

Item 7.00

Clerk's Announcements

Item 8.00

To approve the current Finance Report and Payments to creditors [Appended Documents]

LGA 1972 s150 (5)]

Both reports are appended.

Item 9.00

Grass Cutting Contract Award

To evaluate, and if appropriate, award the contract for **Grass Cutting Services**, season 2021-2022, in accordance with the parameters set out in the JPC procurement form [grasscut_schedule_jpc-handbook2020-app], for full details go to <https://www.henley-in-arden-pc.gov.uk/councillors-handbook/> page 132, JPC Handbook on website.

This form was sent to all interested parties and those who have responded used **sealed bids**, these will be opened at this juncture in the meeting, and the details therein relayed to all assembled. **Though the full scope of works is shown in the Schedule Document**, due to the complexity of the various groundworks sites, only **TWO, well defined** plots were chosen for commercial comparison purposes, they are **1. Riverlands** [including the margin at Riverside Gardens and embankments south of the foot bridge and running parallel with Prince Harry Road] and **2. Jubilee Park** Chingley Bank. The decision will therefore be based on this reduced format.

Item 10.00

The BUDGET for 2020-2021

Council are requested to discuss and lay down plans for a framework of estimated income and expenditure for the 2021-2022, i.e. **A Budget Proposal** which will be placed before the full Council and residents at the December 14th Ordinary Meeting, and, if adopted, will form the foundation for the 2021-2022 precept payment request from SDC.

Item 11.00

Red Phone Box

To discuss and if appropriate, select the site for the Red Phone Box, due to be de-commissioned shortly and moved from its present site at Littleworth.

Item 12.00

Jubilee Park Upgrade and Placement of Outdoor Gym

Cllr Angela Okey to make a presentation intended to update the Council and prepare for further discussions and if appropriate, adoption of plans subject to full JPC approval early in the New Year. Her report is appended.

Item 13.00

Select Members of Emergency & Maintenance SC for Specific Duties

To discuss and if appropriate select Members to fill roles within the Emergency and Maintenance Sub-Committee. Full details - Clerk's Report, 2020-034 appended.

Item 14.00

Replacement Notice Board – Arden Road

To select and if appropriate, approve cost of new Notice Board, from THREE tenders, at no more than £750.00 Three selected, please refer to appended documents for details.

Item 15.00

HELPLINE

Snagging list.

Operational difficulties to be discussed and solutions offered.

Item 16.00

Private Session

Date of next meeting: Monday 14th December 2020, 7.00pm using Zoom Technology.

APPENDED DOCUMENTS FOLLOWING

Financial Statement - Cashbook

Statement between 01/04/20 and 23/11/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Lloyds TSB Current	£1,113.67
Lloyds TSB Deposit	£61,015.69
Total	£62,129.36

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	116,600.00	0.00	116,600.00
15 VAT Refund	2,519.29	0.00	2,519.29
20 CIL	0.00	0.00	0.00
25 Refunds	70.00	0.00	70.00
30 Allotments	1,300.00	0.00	1,300.00
35 Rents	0.00	0.00	0.00
40 Interest on Deposit Account	0.00	0.00	0.00
50 Other Income	9,168.65	183.07	9,351.72
Council Total	129,657.94	183.07	129,841.01
Total Receipts	129,657.94	183.07	129,841.01

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Salaries	0.00	0.00	0.00
110 Expenses	1,473.21	114.60	1,587.81
115 Pensions	0.00	0.00	0.00
120 Services	5,380.52	316.35	5,696.87
125 Training	2,060.50	111.80	2,172.30
130 Publicity	3,170.50	170.00	3,340.50
135 Accountancy	400.00	80.00	480.00
140 Legal	0.00	0.00	0.00
145 Elections	100.00	0.00	100.00
150 Web	1,155.79	231.16	1,386.95
155 IT	1,010.50	202.10	1,212.60
160 Purchases	7,319.33	707.83	8,027.16
165 Vale	10,330.18	2,066.04	12,396.22
170 Mousley	4,575.00	915.00	5,490.00
175 CCTV	1,985.00	0.00	1,985.00
180 Grants	33,514.98	0.00	33,514.98
185 Support	300.00	0.00	300.00
190 Insurance	2,339.00	0.00	2,339.00
195 HMRC	250.40	0.00	250.40
Council Total	75,364.91	4,914.88	80,279.79
Total Payments	75,364.91	4,914.88	80,279.79

Bank Blances at 23.11.2020

Current	£1,043.49	Budget	2020/21	£126,250.00
Deposit	£109,533.63		Used	60.00%
Totals	£110,577.12		Tracked	67.00%

23/11/20 10:26 AM Vs: 8.50

Beaudesert & Henley-in-Arden Joint Parish Council

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Creditors at 25/11/20

Tn no	Gross	Vat	Net	Accrued	Inv. date	Cheque no.	Debtor	Details
414	£200.00	£0.00	£200.00	£0.00	25/11/20		Henley Focus Magazine	4 page news
413	£50.00	£0.00	£50.00	£0.00	20/11/20		RC Window Cleaning	Bus shelters
412	£57.00	£9.50	£47.50	£0.00	20/11/20		WALC	Clerks Training
Total	£307.00	£9.50	£297.50	£0.00				

PROPOSAL FOR UPGRADE TO JUBILEE PARK

1. Replace waste bin and potentially put another bin near to the entrance from Chingley Bank
2. Replace dog waste bin
3. Install out door gym along left hand side of pathway (from Castle Close entrance)
4. Payback team to jet wash basket ball and play area equipment
5. New basket ball net to be installed
6. Payback to to spray paint the metal work around the basketball structure
7. Payback to repaint play equipment where paintwork has flaked
8. Payback to remove old football post
9. Replace football post with 2 x 5 a side commercial posts fixed to the ground.
10. Tiny play area equipment to be repositioned into main park area.
11. Tiny play area to be replaced with an outdoor boule area surrounded by wooden picnic benches
12. New signage directing residents and visitors to our new updated family sports and recreation park

The majority of manual work will be completed by the Payback Team.

Costs to be calculated for

2 x waste bins

1 x dog poop bin

Outdoor gym (already budgeted for)

Replacement basketball net

Paint for play area equipment

2 x 5 a side commercial goal posts

Structure & materials for outdoor boule area

New signage

Approx costings for all of the above, excluding outdoor gym. £3k - £4k

Permission requested to investigate the project further and confirm exact costings.



CLERK'S REPORT NO. 2020-034
UPDATING EMERGENCY & MAINTENANCE PROTOCOLS - 2021-2022
ADOPTION PROCESS

To all JPC Officers

Further to my earlier report, **2020-032**, may I now consolidate the discussion and notes exchanged between the Clerk and Cllr J Jones in respect of *Emergencies and Maintenance* going forward and, in preparation of the budget for next year.

1. Cllr Jones wishes to stand down as Chair for the E&M Committee, as he feels there must be a more effective way of him serving the community in this very important sector.
2. Five new sectors are to be formed, each headed by a Councillor.
3. They are –
 - 3.01 IMPROVEMENTS & PROJECTS UNIT
 - 3.02 PARKS UNIT
 - 3.03 VOLUNTEER UNIT
 - 3.04 FLOOD PREVENTION UNIT
 - 3.05 TREE UNIT
4. The five units, each headed by a Councillor, will be supported by the Clerk who will programme the work needed, engage contractors and/or materials for the purpose, arrange procurement and payment and report back to the full council on a regular updating basis.
5. **The roles for each unit and the adoption of a head of unit, must be defined in an all Council meeting and in the public gaze.**
6. Briefly, the following outline scope of duty will be:
 - 3.01 [I&PU]
Organising best use of PayBack Team and dovetailing their services with third party contractors and/or other members of the JPC. To take on the smaller grass cutting duties such as roadside verges, Milking Lane clearing etc.
 - 3.02 [PU]
Responsible for maintenance of Riverlands, Jubilee, Skate Park and Littleworth, liaising regularly with the appointed contractor and reacting to residents reporting. This should include care of the pond and river banking.
 - 3.03 [VU]
To manage a volunteer list made up of residents who wish to be involved in any aspect of town maintenance.
 - 3.04 [FPU]
To work hand in glove with WCC and Environmental Agency to ensure that drains, riverways and pathways are kept maintained and to respond quickly to any reports from residents.
 - 3.05 [TU]
To work closely with SDC and residents, to maintain a clear and defined relationship with the tree contractor so that emergencies can be dealt with efficiently.

I have entered this as **Item 9.04** on the agenda for our meeting on the 16th next and posted it on website as a supporting document.

Thank you.

Ray Evans
Clerk B&HJPC
11th November 2020



Aluminium notice board specification and prices
Freestanding version

Included in the price

All design work - including 1:10 scale full colour hard copy drawings (if required)

3mm thick flat plate aluminium noticeboard

Shaped or flat top

Vinyl coated background to stock 12 colours (powder coated grey to rear of board)
 Or the board can be powder coated to colour of your choice front and rear - POA

Unlimited vinyl lettering applied to the board

Full colour logos applied to the board (provided artwork supplied is of suitable quality)

2 x 76mm diameter 3.0m long powder coated grey aluminium posts
 Supplied with end caps, base plates and stainless steel clips

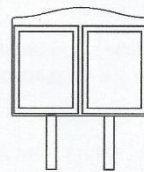
Optional extras

76mm diameter cast aluminium ball finials

Powder coated board, posts and/or finials

We offer many variations on our bespoke made "classic" range in terms of board sizes, shapes, poster cases

Let our design team know your basic requirements and then they'll be able to suggest the most cost effective board combinations via our free quote and design service



1100mm x 850mm aluminium board - curved or flat top
 2 x A2 poster cases
 2 x 76mm diameter aluminium posts
£620.00 + vat

parish notice boards - Yahoo Search x Tradition 30 External Notice Board x

noticeboardcompany.com/products/tradition-30-post-mounted-external-notice-board.html

Apps Google Henley Stuff Files - OneDrive Sign In - Mail Parish Clerk - Outlo... BBC - Home Mailbox Settings ... BBC Weather - Nap... Google Search Help Other bookmarks

STANDARD LOCKABLE EXTERNAL WHITEBOARDS HOSPITALITY STAFF IN/OUT MOBILE FIRE RETARDANT OTHER PRODUCTS

Home > External Notice Boards > Personalised External Boards

Size Conversion
 Enter your measurements:
 MM Inches

Bulk Buy Available
 Call sales to get the best bulk buy prices.

UK Delivery
 UK mainland delivery now only £10.

Instant Quote
 Get an instant, no obligation quote.



Tradition 30 Post Mounted External Notice Board

- Post Mounted External Notice Board
- 30mm deep silver aluminium frame
- Zinc electroplated steel backboard for use with magnets
- Dual door with 4mm plexishock glazing
- Key lock with 2 key supplied
- Header plate with text & logo
- Supplied with a set of 60/40 posts
- 5 year Guarantee

Select Size

Select Header Shape

Enter required here (Max 40 characters)

Select Accessories

Please choose from the options above.

from **£757.00** ex. VAT

Qty

Type here to search

Product PDF

Online

10:40 25/11/2020

SUMMARY

Parish Notice Boards Company - Classic - **£620.00** ex VAT

Noticeboards Limited – Tradition 30 - **£757.00** ex VAT

Red17 Company Weather Shield - **£769.00** ex VAT

All metal zinc plated design and painted with posts, JPC responsible for installation.

Oak framed start at £1,500.00.