

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES – ORDINARY MEETING JPC

Here are the Minutes for the Ordinary Meeting of the Joint Parish Council which took place on **Monday the 14th of December 2020**.

Supporting Documents: Residents can read and/or download the Agenda, Minutes and supporting documents on the relevant page of the JPC website. **If any resident is unable to access the internet, can they contact the Clerk on 01564 373 607, who will be pleased to provide you with a hard copy of any of the documents referred to herein.**

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

THE MEETING

Present: Cllr E Field [Chair] Cllrs Okey, Woods, Easton, Bainbridge, R & V Hubbocks, Kingsnorth, Jones, and White. **District Councillor** M Jennings, **County Councillor** J Horne.

Members of the Public: There were **THREE** members of the public present

Public Participation Session

The Chair asked if any member of the public wished to speak, they all declined.

Item 1.00

Acceptance of apologies for absence

None received, all present.

Item 2.00

Dispensations

None received.

Item 3.00

To receive declarations of Interests

Cllr Bainbridge expressed an interest in Item 10.00 [Allotment Holder] Cllr Field expressed an interest in the request for a mini grant from Henley WI, [Member of the WI] which was to be addressed under *Clerk's Announcements*. Both Cllrs withdrew from any discussion or balloting regarding these two items.

Item 4.00

County and District Councillors Reports

The Chair invite District and County Councillors to present their updated reports to Council and the public. **A copy of both summaries are posted on the JPC website.**

Item 5.00

To receive and sign the Minutes of Last Ordinary Meeting - 30th November 2020

[LGA 1972 Sch 12 para 41\(1\)](#)

The Chair asked all Officers if they had viewed the minutes in question. It was **RESOLVED** that they were a true record and could be signed by the Chair. This motion was proposed by Cllr K Easton, seconded by Cllr T Woods, and unanimously approved by those Councillors present at the meeting.

Item 6.00

Matters Arising

None raised.

Item 7.00

Chair's Announcements

Chair said she had nothing to report but thanked the members of the JPC for their support and hard work during a rather strange year. That they should be proud of their achievements and wished all a Merry Christmas and a better New Year.

Item 8.00

Clerk's Announcements

1. [Cllr Field did not take part in this discussion] Mini grant for Henley WI, for £500.00. The Clerk asked the Grants Committee if they had looked at the request. Cllr Okey said that the grant was to finance a shed and other items the WI needed to place on their recently acquired communal allotment. As this item was raised without full notice on the agenda, the Clerk said he would ballot the JPC on a decision to grant the funds by email and seek a resolution. He asked if there were any objections to this course of action – there were none.
2. The Clerk reminded members that he wished to place quotations from members setting out their aspirations for the community in 2021 in the January issue of Henley Focus.
3. The Clerk reported that he had embarked on updating of the JPC asset register and risk assessment register. His findings and recommendations would be placed on the agenda for January 11th for a resolution by full Council, followed by publication on the JPC website.
4. The Clerk reported on the need to establish '**Heads of Tasks**' under each of the FIVE sub-committees, especially as the JPC ranks were to be increased by two new members, Mr Gregg White and, shortly after ratification, Mr John Clarke. These appointments will be on the agenda for the 11th of January.

Item 9.00

To approve the current Finance Report and Payments to creditors

[LGA 1972 s150 \(5\)\]](#)

Chair pointed out that a new updated creditors list had been placed on the website [dated 14.12.2020] Chair reported that she had inspected the creditors list and found no reason not to recommend payment. It was **RESOLVED** that the finance report and the payments to all creditors may be actioned, the motion proposed by Cllr J Kingsnorth, seconded by Cllr A Okey, carried unanimously by all members present. A supporting document of said payments is posted on the website.

Item 10.00

Allotment Fees

[Cllr Bainbridge did not take part in this discussion] Chair asked Cllr Okey to update the members. She reported that the allotments were oversubscribed and that fees had not be amended for many years. That the JPC charges were much lower than those charged by other Councils. She proposed that small plots be increased to £25.00 per annum, large plots £50.00, representing **an increase of 25%**. Cllr Kingsnorth asked that the allotment holders be forewarned about the increases, the Clerk said he would contact them after the Christmas holiday if the motion were carried, the revised charges would then be invoiced at the end of January 2021.

It was **RESOLVED** that that the JPC increase rental fees accordingly, the motion proposed by Cllr A Okey, seconded by Cllr T Woods, carried unanimously by all members present.

Item 11.00

Sub-Committee Reports

Chair reported that reports had been filed by Cllrs from each sub-committee, these are available to read and download on the JPC website. Cllr Woods raised the plan for **Henley Pride Awards**, were the JPC looking to go forward with the process? Chair asked that the matter be deferred until early next year, Clerk suggested it may be a good idea to present the awards at the Annual Parish Assembly in April. All agreed.

Item 12.00

Tree Survey

Chair asked for members comments. Cllr Bainbridge commented that she had passed the quotation for the survey by T Mousley to the Clerk. As this is worthwhile insurance against costly damage further into the season, the Clerk asked that the matter be deferred until the January 11th meeting, where it can be reviewed in some detail. All agreed.

Item 13.00

THE BUDGET

The Chair reported that the proposal had been circulated to all and posted on the website. Following discussions on various items listed. There were no objections or amendments raised. Cllr Woods sought clarification on whether provision for litter picking was included in the budget, Chair said this was, under roads and pavements, but would be properly debated at the January 11th meeting. It was **RESOLVED** that that the JPC go forward with the proposed budget, the motion proposed by Cllr J Kingsnorth, seconded by Cllr K Easton, carried in favour by all but Cllr R Hubbocks who abstained saying he needed further time to look at the figures in more detail.

Item 14.00

THE PRECEPT

The Chair reported that JPC should consider keeping the PRECEPT the **same as the previous year**, particularly as it was most likely that District would be raising their taxes considerably. Cllr Woods sought clarification about the possible impact on Henley if district and county services are reduced or removed. Chair said until such measures were known and accounted for, it was difficult to forecast just what impact this would have, that the JPC were obliged to place their request for the 2021-2022 precept with SDC during January, well ahead of any changes imposed by SDC. It was **RESOLVED** that that the JPC go forward with the proposed precept request, [£116,600.00] - the motion proposed by Cllr J Kingsnorth, seconded by Cllr J Jones, carried in favour by all members present.

Item 15.00

Preliminary Discussions – The Formation of a Working Party to Investigate the Potential for Certain Upgrading Projects at the HWMT Grounds.

Cllr Okey reported that she and the Clerk spoke with Bob Morgan, a trustee of HWMT, circulating thoughts about the potential use of the WASPS funding as part of their outreach agreement. Cllr Okey pointed out that the meeting was in response to an invitation by the HWMT, in connection with their

request for a JPC grant, [£7,000.00] - which was under consideration, but was likely be deferred, dependant on the ongoing impact by Covid on their income streams. The meeting also investigated the possibility and viability of setting up a working party to consider all wider reaching options which may involve the sports ground and pavilion. Cllr Bainbridge added that following the meeting with Cllr Okey, a memo had been sent to all of the trustees of HWMT, authored we understand, by Mr Morgan, saying that the JPC were prepared to *consider* a loan from a government agency to fund a substantial upgrade of the grounds. This was clarified by Cllr Okey, who stressed that all **no agreement or undertaking** had been put forward in the meeting, only that previous to Covid, the Clerk was asked to investigate what might be available from HM Gov. The Ministry response was very encouraging. No further enquiries with the Ministry had since been lodged. The Clerk reiterated, that a **working party seemed now to be vital** for forward planning of a well-grounded community sports and recreational facility in Henley, whether shared in part by the HWMT or, other interested parties. He asked that the JPC put forward two of their members to form the nucleus of such a working party, so that he could approach all potentially interested parties in serious discussions set for 2021. Cllrs Jones and White, volunteered for this duty. The Clerk will contact other groups in order to promote the next step in forming the said working party. A full and detailed report on this issue will be posted on the JPC website in early January. It was **RESOLVED** that that the JPC go forward with the plans for the formation of a working party **[Future Sports & Recreational Facility Plans for Henley]** - the motion proposed by Cllr T Woods, seconded by Cllr A Okey, carried in favour by 8 members present. Cllr V Hubbocks abstained, Cllr R Hubbocks, opposed the motion. Cllr Kingsnorth summarised the discussion by saying no undertaking had been promised by the JPC to fund any project, that only the formation of a working part was under consideration.

Item 16.00

Co-option of a New Member of the JPC

Cllr R Hubbocks requested that this item be discussed in open forum rather than in the Private Session. Cllr Woods reminded all that no members of the public were now in the meeting. Mr John Clarke gave a summary of his background and what he felt he could offer the community if he were co-opted. It was **RESOLVED** that that the JPC co-opt Mr Clarke on to the JPC - the motion proposed by Cllr A Okey, seconded by Cllr G White, carried in favour by all members present. The Clerk confirmed he would prepare a Declaration of Acceptance to Office and a Members Interests Statement for signing by Mr Clarke to be lodged with SDC.

Item 17.00

Private Session

Section 100(A) of the Local Government Act 1972, in view of the (special)(confidential) nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 Schedule 12A of the above Act, that the public be temporarily excluded, and they are instructed to withdraw. The matter of employment terms for the Clerk was listed for discussion.

Date of next meeting: 13th January 2021

APPENDED DOCUMENTS FOLLOWING

Financial Statement - Cashbook

Statement between 01/04/20 and 30/11/20 inclusive.

Balances at the start of the year

Ordinary Accounts

	01.04.2020	09.12.2020
Lloyds TSB Current	£1,113.67	1,692.28
Lloyds TSB Deposit	£61,015.69	104,533.63
Total	£62,129.36	106,225.91

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	116,600.00	0.00	116,600.00
15 VAT Refund	1,386.47	0.00	1,386.47
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	17.94	0.00	17.94
50 Other Income	9,168.65	183.07	9,351.72
Council Total	128,543.06	183.07	128,726.13

Total Receipts 128,543.06 183.07 128,726.13

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	7,435.33	731.03	8,166.36
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	75,480.91	4,938.08	80,418.99
Total Payments	75,480.91	4,938.08	80,418.99

Creditors at 09/12/20

Tn no	Gross	Vat	Net	Accrued	Inv. date	Cheque no.	Debtor	Details
426	£4,674.00	£779.00	£3,895.00	£0.00	25/11/20	201207HTDL	HDTL	Accessibility upgrade
420	£36.60	£6.10	£30.50	£0.00	12/11/20		R Adams & Sons Limite	Stone and gravel St Nic
421	£240.30	£40.05	£200.25	£0.00	17/11/20		R Adams & Sons Limite	Stone and grit St Nicks
422	£24.00	£4.00	£20.00	£0.00	24/11/20		R Adams & Sons Limite	Stone and grit St Nicks
423	£133.50	£22.25	£111.25	£0.00	30/11/20		R Adams & Sons Limite	Stone and grit St Nicks
Subtotal	£434.40	£72.40	£362.00	£0.00			R Adams & Sons Limite	
419	£86.40	£14.40	£72.00	£0.00	01/12/20		Vale JP	Grass cutting
Total	£5,194.80	£865.80	£4,329.00	£0.00				

