



Beaudesert & Henley in Arden Joint Parish Council Ordinary Parish Meeting **AGENDA**

Dear Councillor,

You are summoned to a meeting of your Joint Parish Council, on **Monday the 2nd of August at 7.00 pm** at the Memorial Hall, Station Road, Henley. The meeting will consider the items set out in the agenda following. Please observe Covid restrictions imposed by the hall management.

Signed

Ray Evans – Clerk

Date of Summons: **28.07.2021**

Public Question Time

This session (at the Chair's discretion, may last up to 15 minutes overall, 3 minutes per speaker) **is not part of the formal meeting of the Council** and no decisions will be made. It may be regarded as a forum for open discussion after which, members of the public will not have any further opportunities to speak. Limited minutes may be recorded if there is need for such matter to be included on a future agenda.

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

1.

Acceptance of Apologies for Absence Schedule 12 of the Local Government Act 1972. 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.	
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2.

To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	
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3.

To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)	Minutes of the Ordinary Meeting 5 th of July 2021.
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4.

Reports from District & County Councillors	Cllrs Reports posted under supporting documents on the JPC website. Presentation limited to 5 minutes.
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5.

Payments made since last meeting

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Net	VAT	Gross	Description
Henley Focus	01.07.21	31.07.21	£100.00	0.00	£100.00	2-page JPC insert
WJ Robinson	06.07.21	31.07.21	£195.00	0.00	£195.00	Training Session JPC
SLCC Note 1.	12.05.21	31.07.21	£143.75	£28.75	£172.50	Mentoring & Support, Clerk's CiLCA Training.
SDC	01.07.21	31.07.21	£1,985.00	0.00	£1,985.00	CCTV cameras in Henley, yearly subscription.
WS Gardens Note 2.	05.07.21	31.07.21	£425.00	£85.00	£510.00	Grass cutting Riverside, Jubilee & Littleworth parks.
Creative Touch Design Note 3.	30.06.21	31.07.21	£430.00	£86.00	£516.00	Riverlands Pond Nature Signage

Notes

1. Society of Local Councils [Training Budget]
2. Trialling new grass cutting contractor, WS Gardens, ratified at the Ordinary Meeting on the 5th of July 2021, Item 7.2. Subject to contractual agreement to be tabled at the JPC Ordinary Meeting, 2nd August next for debate and if appropriate, agree to going forward to a seasonal agreement.
3. Pond signage costs ratified Finance & Ordinary Meetings 21st June 2021, Item 7.3.

Payments to be considered by council members

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
SLCC	26.07.21	31.08.21	£143.75	£28.75	£172.50	Mentoring & Support, Clerk's CiLCA Training.
Glasdon	21.07.21	31.08.21	£321.78	£64.36	£386.14	2 - Litter Bins [additional needs] Riverlands. Resolved: Item 12.2 Minutes dated 07.06.21



NALC	11.07.21	11.08.21	£50.00	£10.00	£60.00	Local Councils Award Scheme. Entry fee.
T Mousley	07.07.21	07.08.21	£185.00	£37.00	£222.00	Clerk's Delegated Powers [Urgent work]
Tom Everley	15.07.21	15.08.21	£30.00	£00.00	£30.00	Riverlands Pond Survey Contractual half-year fee

6.

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balance of the deposit account amounts to £90,000.00 as at 28.07.2021. Interest earned for July, amounting to £0.81. Current account balance was £3,780.61 at 28.07.2021</p> <p>A copy of the bank statement for July will be posted on the JPC website.</p>
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7. CHAIR'S REPORT

<p>7.1 Annual Meeting</p>	<p>Chair to address the members on the possibility of holding a second Annual Parish Assembly in September providing an opportunity for all sectors of Henley to come together maybe in the Guild Hall gardens. Many other Parish Councils are arranging such events following the zoom sessions back in May.</p>
<p>7.2 Action Plans</p>	<p>Update of plan to date given by the Chair, Q&A session to follow.</p>
<p>7.3 Residents' Complaints</p>	<p>Chair will address the members on the matter of a complaint from a Henley resident, concerning the current state of our green spaces, in particular, debris left in Riverlands and Jubilee.</p>
<p>7.4 Flooding issues in Henley</p>	<p>Chair will advise the members that she and Cllr K Easton and the Clerk, will be meeting at the request of a resident on the 10th of August to review the plans for flooding precautions in Henley using survey results based on the last incident in 2007. The Clerk will advise the outcome of the meeting to all.</p>
<p>7.5 Children's play area maintenance</p>	<p>Kompan have made recommendations for the upkeep and maintenance of these areas. The Clerk has asked for costing against each of the 12 items raised in the last quarterly report. This can then be set against the possibilities of using Payback for subordinate repairs.</p>



8. CLERK'S REPORT

<p>8.1 The Handbook [Powers of the JPC]</p> <p>8.2 Clerk to raise the matter of the outstanding s.106 payment [£50K] levied on Wasps Rugby, in recognition of the loss of the WCG amenity.</p>	<p>The Clerk will address the members on the status quo within the JPC, particularly Standing Orders and Financial Regulations both of which are being considered for possible amendments. A copy of the HANDBOOK, will be passed to all for this purpose and the Clerk will be happy to answer any queries raised by members, which may assist in the JPC going forward in a lawful and transparent manner.</p> <p>The Clerk has asked SDC for the latest position regarding this payment which is now overdue. He will advise all on the latest advice from SDC.</p>
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9. EXPENDITURE

To consider, and if appropriate approve payment for the following capital/service items of expenditure.

[Considered in earlier Finance Meeting and agreed by full council]
The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

<p>9.1 <i>[Debated at the Ordinary Meeting on the 5th of July]</i> JPC to consider the appointment of a 'Town Pride Handyman' and if appropriate, provide a contract for exchange and signing, committing the JPC to a 2021-22 expenditure of no more than £10,800.00. <i>This is the second hearing of this item following requests from two members who were unable to attend the previous meeting on the 19th of July last.</i></p>	<p>The Contact Document has been posted on the website. This will be debated, and if appropriate, members will vote on the proposal to engage an applicant for this purpose. Clerk would remind the members that there is a growing list of urgent upgrades required before the winter weather takes a grip. These include the erection of waste and dog poo bins at various locations, upgrade on the pathway under the railway bridge at Brook End Drive, new handrails at various locations, disposal of debris within the green spaces, erection of new signage and removal of certain insidious wild plants from the Alne embankment. A works schedule will be presented by Cllr White.</p> <p>Supporting Document –</p> <p>https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2021/07/JPC-TOWN-PRIDE-CONTRACTOR-TC-DOC_16.07.2021.pdf</p>
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<p>9.2 <i>[Debated at the Ordinary Meeting on the 5th of July]</i></p> <p>Contract Award for Grass Cutting. To consider the appointment of a new green spaces grass cutting contractor, WS Gardens Limited, and if appropriate, provide a contract for exchange and signing, committing the JPC to the remainder of the 2021-22 season attracting expenditure of no more than £4,000.00 for the upkeep of Riverlands, Riverside Gardens, Jubilee Park and Littleworth.</p> <p>9.3 Expenditure set against new Town Welcome Signage, Riverlands Banner and 6-page brochures.</p> <p>9.4 Green Spaces New Locking Devices for Littleworth, Jubilee and Riverlands embankment barrier.</p>	<p>The Contract Document has been posted on the website. This will be debated, and if appropriate, members will vote on the proposal to engage WS Gardens under the terms of the contract and reviewed prior to the 22/23 season. The Clerk confirms that the trials requested by the members have been completed and were found to be wholly satisfactory. The Clerk holds THREE excellent references from other Warwickshire Parish Councils regarding WS's work and he will be pleased to provide a copy on request by email.</p> <p>Supporting Document – https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2021/07/GRASS-CUTTING-CONTRACTOR-WSG_17.07.2021.pdf</p> <p>Under the 'Councillor's Matters' section, Item 10.1 of this agenda, a presentation will be made by Cllrs Okey and Andrews, covering expenditure NOT EXCEEDING £2,135.00 total for signage at the North Car Park, Riverlands and trader's brochures. A contribution to the cost of the welcome signage at the North Car Park by Forward House, will be presented.</p> <p>The Clerk will ask the members to consider purchasing new padlocks [Yale Combination type] a total of THREE off, at £12.83 each + VAT, and braided steel cable ties, ONE off at £5.83 each + VAT. TOTAL £50.15 + VAT</p>
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10. COUNCILLORS MATTERS

Members of the council address the meeting [5 MINUTES MAX]

<p>10.1 Cllr Okey to propose changing the title of the Town Welfare Sub-Committee to The Business & Tourism Group.</p>	<p>Power: Local Government Act 1972, Part VI, s.102. JPC Handbook, SECTION P, Sub-Committees Terms of Reference.</p> <p>This is permitted under the protocols above and must be the subject of agreement by a majority of the members.</p> <p>If adopted, terms of reference will remain as currently stated on page 91 [Town Welfare] of the Handbook.</p>
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<p>10.2 Cllrs Okey & Andrews to present a proposal for new signage at the North Car Park, Riverlands and leaflet distribution on 6-page DL leaflets.</p>	<p>The presentation can be downloaded or viewed on the JPC website –</p> <p>https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2021/07/NORTH-CAR-PARK.pdf</p> <p>If appropriate, full council will vote on proceeding with these proposals, and if carried in favour, will further ratify acceptance of costs under Item 9.3 above. [Expenditure]</p>
<p>10.3 Cllrs Okey to propose updating of Facebook, Instagram & Website.</p>	<p>No supporting documents</p>
<p>10.4 Presentation by Cllr White on the matter of upkeep and maintenance utilising <i>proposed</i> new Handyman and PayBack Team.</p>	<p>No supporting documents</p>

11. PLANNING

Chair and members of the JPC Planning Committee consider the following applications and if appropriate instruct the Clerk to use his delegated powers to post a response on the Stratford District Council planning portal.

JPC members not engaged with planning may leave the meeting at this point
Planning Act 2008, The Town and Country Planning (General Permitted Development etc.) (England) (Amendment) Order 2021

No applications have been received by the JPC Planning Committee.

Note:
Arden House Development – Henley
Notification has been received from Gerrish Price Kay, consultants for the Arden House [WCG] development, indicating that a pre-application will be issued shortly and that the matter will be open for discussion with the JPC, before this is formally lodged with SDC. The Clerk has acquainted Chairs of Body and Planning with this approach and will advise outcomes as soon as they are known.

12.

Items for Next Agenda	Clerk to note.
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Date of Next Meeting: Monday 6th September 2021

Signed..... Date.....