



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
SEPTEMBER 5TH 2022

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

In Attendance: Cllr Field [Chair], Cllrs Bainbridge, Andrews, Turner, Brady, K Easton, G Easton and Harries [New co-opted member Cllr R Clark joined the members' bench]

Present: Cllrs Jennings and Shenton, there were six members of the public present.

Mr. Richard Clark attended and was invited to speak to the members outlining his reasoning for wishing to become a co-opted member of the JPC. Other representations from the community included an expression by a resident to create an International Food & Drink Festival in Henley, a summary of this request is posted on the JPC website under news items. Other issues included statements from the community on the Goldsmiths' development and EV charging terminals on the High Street. Finally, the matter of new Churchyard Regulations [Summer 2023] was raised by a resident asking that a summary listing a number of plots needing attention at St Nicholas churchyard, shall be noted by those attending the meeting, and further, that this notice is to be posted at St Johns and St Nicholas sites, to inform and advise members of the community.

PLEASE NOTE: In order to help members and residents navigate the agenda and minutes more simply, the following codes are assigned to each item for debate:

[DR] Decision Required by JPC
[EA] Expenditure Action
[SD] Supporting Document on Website
[MD] Subject to a Motion and/or Debate

1. Apologies
M1.
All present.
2. Declarations of Interest
M2.
Cllr M Bainbridge declared an interest in planning application reference 22/02384/LDE and would not take part in the voting process.
3. Acceptance of Minutes of the last Meeting
M3. Chair asked if all members present at the previous meeting [08.08.22] approved the minutes. RESOLVED: All members present at that meeting unanimously approved said minutes which were duly signed off and handed to the Clerk for filing.
4. District and County Councillor's Reports [SD]
M4.
Please refer to District and County Cllrs reports posted on the website adjacent to the agenda dated 5th of September 2022.



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5. Planning Applications

22/02384/LDE	39 Meadow Road B95 5LB	M5.1 RESOLVED No Objection
22/01873/FUL	Woods Farm	M5.2 RESOLVED No Objection
22/02117/VAR	Goldsmiths High Street	M5.3 UNRESOLVED Further data required

6. Creditors Payments for Consideration

Creditor	Invoice	Date	Net	VAT	Gross	Notes
Grafton	305836	04.08.22	51.93	10.39	62.32	Timber
Focus	SP_04	23.08.22	50.00	00.00	50.00	September
Paid by Email Vote [Contractual]						
Andy Loos	812161	31.07.22	378.00	75.60	453.00	July Hire

M6. RESOLVED: Members agreed unanimously to payment being made to all outstanding creditors and approved the 'contractual' payment made to Andy Loos.

7. Banking [JPC Website]

Account	Closing Balance Date	Amount
Current A/C	31.08.2022	£5,420.91
Deposit A/C	31.08.2022	£145,000.00

M7. RESOLVED: Members noted account balances.

8. Chair's Report

<p>8.1 [MD] [SD] Riverlands security, Chair to invite comments. M8.1 Contributions to the debate were provided by Cllr Shenton, please refer to his report on the website for more detail. Chair asked members to consider the use of security surveillance in and around Riverlands following a number of ASB issues and asked the Clerk to provide detailed costing at the next meeting of the JPC.</p> <p>8.2 [MD] [SD] Red phone box located at Littleworth entrance, future plans to be considered. M8.2 Chair reported that the phone box will be moved to Henley Railway Station in due course. The move arranged by the Friends of Henley Station group who will be entirely responsible for the safe carriage of the item and it's installation on site.</p>



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9. Clerk's Report

9.1

[DR] [EA] [SD]

Play Area equipment surveys. The JPC are committed to quarterly surveys of the play equipment at Riverlands and Jubilee, and skate park at Littleworth. Councillors to consider tenders for this service. Please refer to supporting documents on the website. **[Expenditure no greater than £1,000.00]**

M9.1

RESOLVED:

The Clerk read out the offers made by **Kompan [£824.00 ex VAT]** and **Play Inspections Limited [£1,200.00 ex VAT]**. Members selected Kompan as they had performed well in the past two years and provided an adequate service. The Clerk said he had contacted a third contractor who had not made an offer. The Clerk was asked to raise a Purchase Order to cover the 2023 season. Both relevant tenders are posted on the JPC website.

9.2

[DR] [EA] [SD]

Double yellow lining Croft access road. Councillors to consider tenders for this work. Please refer to supporting documents on the website. **[Expenditure no greater than £3,500.00]**

M9.2

RESOLVED:

The Clerk read out the offers made by **Acculine [£795.00 ex VAT]**, **CCL [£2,950.00 ex Vat]** and **FI Lining [£1,200.00 ex VAT]**. Members selected Acculine as all three offers described identical works [Hot rolled thermos-plastic]. The Clerk was asked to raise a Purchase Order with Acculine. All tenders are posted on the JPC website. Please note that the members approved the cost of this work to be drawn down from the reserves indicated in the 21/22 budget {Croft £5,000.00}

9.3

[MD] [SD]

Update on Croft Car Park contractual agreement.

M9.3

Proposed contract papers are lodged with both KERB and SDC for their consideration and approval and the Clerk will present the final draft for signing off at the next meeting, 3rd October, so that a contract award can be made and works can commence. The draft contract is posted on the website.

9.4

[MD]

Damage to fencing Croft car park – update.

M9.4

The Clerk asked Cllr Andrews to arrange a site inspection by Colin Harrison with a view to either:

1. Repairing damaged fence or,
2. Removing the fence leaving just a dwarf wall in place.



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The Clerk will advise all members on this outcome and arrange for work to be carried out with some expediency. The plot at the rear of the existing fence may be used for the siting of a bicycle rack.

9.5

[MD] [SD]

JPC Standing Orders review. **Will Councillors please compare** existing [JPC 2019] with NALC model form which includes latest Covid guidance notes.

M9.5

The Clerk was asked to prepare a JPC-specific form, based on the NALC model form, for adoption at the next meeting, 3rd October 2022.

10. Councillor's Reports

Cllr.	Subject	Actions
10.1 Andrews	<p>10.1.1 Membership of Shakespeare's England [SE]. 10.1.2 Signage to clarify way from Prince Harry car park to town, costs etc. 10.1.3 Use of TRELLO by members. 10.1.4 Handyman update.</p> <p>M10.1.1 Cllr Andrews reported that she had spoken with SE and that she had negotiated a discounted fee of no greater than £350.00. Members asked that the Clerk engage the SE services using his delegated expenditure power.</p> <p>M10.1.2 Cllr Andrews estimated that the new 'clear' signage can be produced for £250.00 maximum. Members agreed that these should be placed strategically at the Prince Harry Road carpark, following reports of a number of visitors unable to find the way to the town centre. The Clerk will seek confirming offers and raise an appropriate PO to cover these items using his delegated expenditure power.</p> <p>M10.1.3 Members were asked by Cllr Andrews to join this platform and following a trialing period she will</p>	[MD] [SD]



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	<p>report back to JPC Chair at the next meeting. [TRELLO is a mail drop-box facility designed to improve inter-member communications].</p> <p>M10.1.4 Members were delighted to see the number of tasks completed by Colin Harrison and asked that the Clerk publish such on the JPC website to inform the community. Cllr Andrews will email this to the Clerk for posting.</p>	
<p>10.2 Brady</p>	<p>10.2.1 Riverlands – eco waste bins.10.2.2 Football pitches [Arden House] M10.2.1 Members asked that the Council trial a dual collection waste disposal container [Glasdon SDC approved type] at Riverlands and that Cllr Turner approaches Arden Division [WCC funding] – Cllr Ian Shenton, for funding to cover this expenditure.</p> <p>M10.2.2 Cllr Brady reported that discussions with the School Academies had stalled and was in need of WCC intervention. She will contact Cllr Shenton WCC to investigate whether he can add impetus to the campaign to re-establish a sports and fitness facility in Henley.</p>	<p>[MD] [SD]</p>
<p>10.3 Bainbridge</p>	<p>Chingley Bank and Littleworth trees update and actions M10.3 Cllr Bainbridge advised that she and the Clerk had met with Mr. C Mousley at Littleworth and sought a professional opinion on both sites mentioned above. He</p>	<p>[MD] [SD]</p>



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	recommended that only partial cutback was needed on the Ash in Littleworth and that only THREE of the SIX Maple trees at Chingley Bank be felled. On this basis the Clerk will now obtain three new quotations for consideration and actioned either by an email vote or at the next meeting 3 rd of October 2022.	
10.4 Turner/Shenton	EV High Street chargers update M10.4 Cllr Shenton had referred to this item in his report earlier in the meeting and that WCC, HAVE NO PLANS to remove these units. Members raised their fears that such installations may occur elsewhere in the town in the future and that the 'consultation' process seemed to be either vague or undisclosed. Cllr Shenton will investigate further, along with a request from a resident to provide written evidence of the risk assessment conducted by WCC, prior to the installation of these terminals near to the Three Tuns public house.	[MD]

11. Approval of Banking Reconciliation & Budget Tracking Reports [SD]

M11.

RESOLVED: All members approved the Reconciliation and Tracking Reports, signed copies will be placed on the JPC website under FINANCE matters.

ITEMS for the next agenda: Bench for Doctors Lane, Henley WI intervention in the upkeep of the flower beds at Prince Harry car park.

Meeting Closed

21.00 hours

Next Meeting

October the 3rd at the Memorial Hall, Station Road, at 7.00 pm prompt.

Hard copies in large print are available from the Clerk. Supporting documents for this session are posted on the JPC website as listed [SD]