



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
THE MINUTES FOR THE JOINT PARISH COUNCIL ANNUAL MEETING  
MAY 15TH 2023

Here are the Minutes of the meeting which took place on Monday the 15<sup>th</sup> of May 2023 at 7.00 pm in the Memorial Hall, Station Road, Henley in Arden.

Present: Cllrs Wendy Andrews [Chair] Angela Okey [Vice Chair], David Tomlinson, David Broadbent, Bryn Turner, Julie Brady, Richard Clark and Sandy McCaskie.

In attendance District Councillor Mike Rice. There were nine members of the public in attendance.

Cllr Andrews took the Chair for the first part of the meeting and congratulated all members of the new JPC on their election. She asked if there were any proposals for the Chair.

**M1.**

**Election of Chair and to receive the Chair's Declaration of Office**

Cllr Angela Okey, proposed Cllr Andrews be re-elected, seconded by Cllr Broadbent and by a show of hands, the full Council voted unanimously in favour of the appointment, and she was pronounced Chair. The Clerk presented her with the chains of Office. She addressed all by saying she would work hard to support the community of Beaudesert & Henley.

**M2.**

**Apologies for absence and acceptance of a apologies**

All Members were present, no other apologies were received.

**M3.**

**Declarations of Interest and Dispensations received**

No such declarations were received or raised at the meeting.

**M4.**

**Election of Vice Chair [if requested by members] and to receive Vice Chair's Declaration of Office**

The Chair asked if there were any nominations for Vice Chair, none were received, she therefore proposed that Cllr Okey be elected Vice Chair, who by a show of hands, was voted unanimously in favour of the appointment.

**M5.**

**To receive Members Declarations of Office**

The Clerk had earlier circulated the Declaration of Office and the Register of Interests for Members to sign and be witnessed at the appropriate point on the Agenda. These were handed over to the Clerk who countersigned them as witness to the individual Members declarations.

**M6.**

**Clerk to seek approval for the date at which all Councillors Register of Member's Interests Forms are handed to him for filing with SDC**

The Clerk advised Members to complete these forms and return them to him within 28 days of the meeting date.

**M7.**

**To approve the Minutes of Meeting held on the 3<sup>rd</sup> of April 2023**

It was RESOLVED that the Minutes of the meeting held on the 3<sup>rd</sup> of April 2023 were confirmed as a true record, proposed by Cllr Okey who chaired that meeting, and approved by those Councillors who were also present at that meeting.

**M7.1**

**Chair to invite comments from newly elected Members on any urgent and pertinent issue for debate and duly minuted for the file by the Clerk.**



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M7.1.1

Cllr Broadbent raised the matter of a resident who was in attendance enquiring about road signage for the northern approaches into Henley and confirmed he had asked the Clerk to respond. Chair agreed that the matter be raised with members at an appropriate time.

M7.1.2

The Chair made mention of another resident, Mike Cookson, who wished to address the JPC on the matter of traffic management in Henley, she asked the Clerk to place Mr. Cookson's report on the JPC website for future discussion.

M7.1.3

The Chair asked Members that they recognise the efforts being made by the Town Handyman, Mr. Colin Harrison, in keeping green spaces, footpaths and the High Street in good order, by considering awarding him in some way, the matter to be discussed and concluded at a further meeting.

M7.1.4

The Chair introduced newly elected District Councillor Mike Rice to the assembled, who thanked folk for their support and promised to do his very best to represent the interests of the community in his new post.

**M8.**

**Clerk to present Members with schedule of dates and venues for meetings during 2023-2024 for approval**

The Clerk stated that the existing schedule posted on the JPC website would stand until the end of 2023, and that the Planning Meetings scheduled for each month may be revised but notice of such changes would be given in good time for residents to be aware of and plan accordingly.

**M9.**

**Election of Members forming the Planning Committee**

M9.1

**Election of Chair for Planning Committee**

Chair proposed that the Members consider the formulation of a new Planning Committee, now felt more important in the management and presentation of such matters as the SWLP and the Henley Neighbourhood Development Plan as well as consideration and opinions lodged with the District Council on matters of local planning applications.

The Chair proposed that Cllr Clark be considered for the Chair of the Committee and that other members of the Committee include Cllrs Broadbent and Tomlinson and herself. The Clerk asked if there were any other proposals for Chair, there were not. It was RESOLVED that Cllr Clark be elected Chair, proposed by Cllr Andrews and supported unanimously by a show of hands in favour of the appointment.

M9.2

**The new Chair of Planning to propose setting a time limit for revised Planning Committee Terms of Reference.**

The Clerk asked the new Chair of the Planning Committee if he would consider a timescale for setting up the Committee along with Terms of Reference, Cllr Clark responded saying he would present his proposals at the July Ordinary Meeting.

M9.3

The Chair advised all that she had spoken with the newly elected Member, Cllr McCaskie, and that he had agreed to take on the role of care of green spaces, trees and allotments so ably conducted by ex-Cllr Bainbridge. Further that Cllr Brady continue with her efforts to create a sporting base for the community, that Cllr Turner continue with environmental issues around town, and finally, that Cllr Okey take on the role of Town Welfare. The Clerk advised all that these were not formal portfolio appointments but for members to consider.

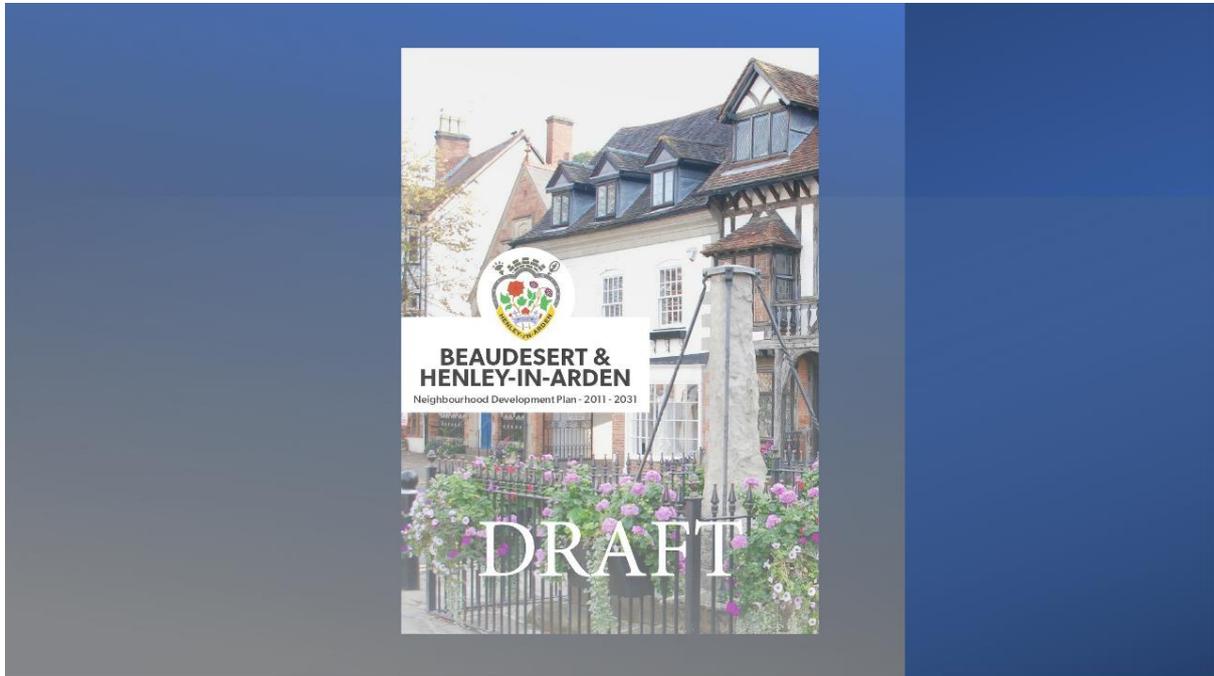
M9.4

**The new Chair of the Planning Committee to propose that Council approve the Henley Neighbourhood Plan [Submission Version] in preparation for submission to SDC on or before the 31<sup>st</sup> of May 2023.**



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Cllr Clark addressed the assembled using a visual display which is embedded herein, and thanked all those who had attended the meetings, contributed worthwhile advice and guidance by email and letters, and those who had been instrumental in bringing the NDP to its present stage in the approval process.



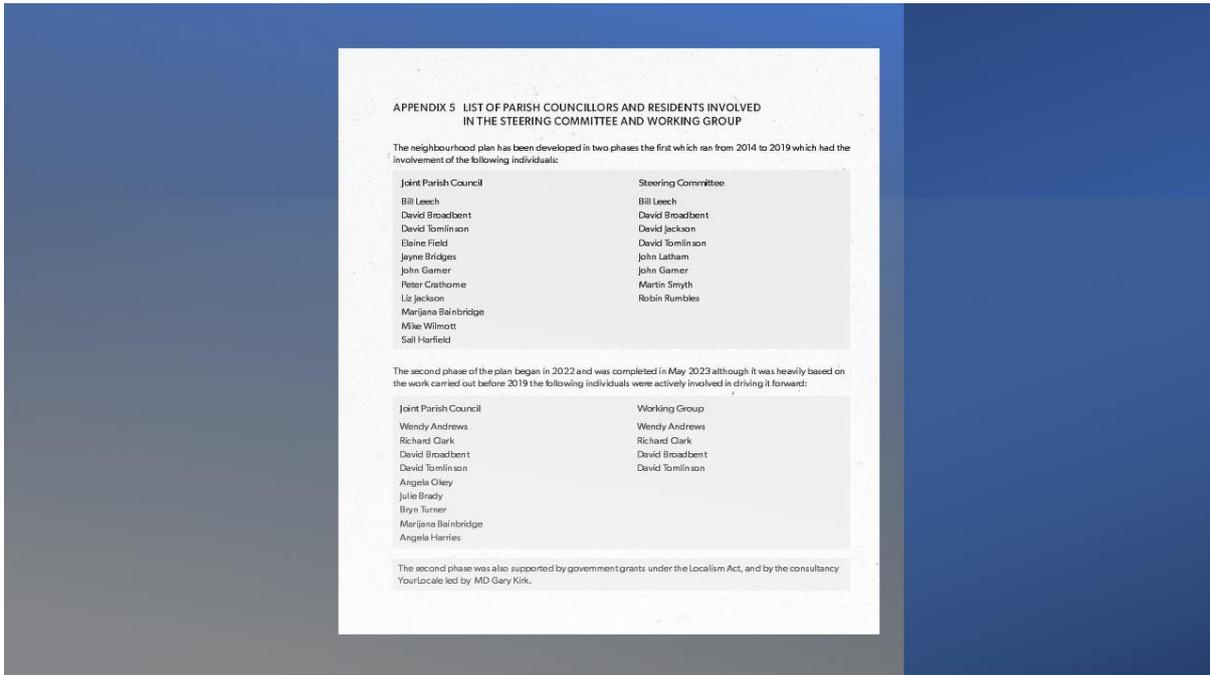
Beaudesert and Henley in Arden  
 Neighbourhood Development Plan May 2023  
 Community Engagement Event 15<sup>th</sup> April 2023

Analysis of responses

Attendance			
	210 residents		
Topic	Votes for	Votes against	Support [%]
Vision	119	0	100
Housing Growth	87	1	100
Affordable Housing	84	0	100
Protecting Employment	84	1	100
New employment	78	3	100
Leisure & Tourism	94	0	100
Internet	98	0	100
Home working	83	0	100
Community Facilities	99	0	100
Local Green Spaces	116	0	100
Renewable Energy	104	1	100
Valued Views	125	0	100
Design Quality	118	0	100
Reuse rural buildings	123	0	100
Protect Heritage Assets	135	0	100
Water Management	136	0	100



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RESOLVED: Cllr Clark proposed that the Council approve this draft for submission to SDC, this was carried unanimously in favour by a show of hands.

**M10.**

**To agree Clerk and two Councillors as signatories and access to JPC current and deposit accounts and the formation of a third account namely 'Reserves & CILS Payments'**

The Chair proposed that she, the Vice Chair, and the Clerk be signatories for the banking affairs of the JPC and that a new account, styled 'Reserves and CILS Payments' be created to safeguard specific finance and ensure they are used as intended and in accordance with relevant regulations.

It was RESOLVED that the Clerk, the Chair and Vice Chair be adopted as signatories and that a new account styled Reserves and CILS Payments; be set up with the Lloyds Bank Limited, both proposals carried in favour unanimously by a show of hands by members present at the meeting. The Clerk will arrange a meeting with the bank to set this process in place.

**M11**

**To agree to re-adopt the General Power of Competence as the two mandatory requirements to do so have been met; Two Thirds of Members of the JPC were elected [un-opposed] and the Clerk is qualified to CiLCA standard.**

The Clerk advised that the JPC was required to ratify the adoption of the General Power of Competence, as this was a requirement following an election. The GPoC gives local authorities the power to do anything that individuals generally may do, as long as it is not illegal and is found in the Localism Act 2011.

It was RESOLVED that the JPC adopt the GPoC, the motion proposed by Cllr Andrews and carried in favour unanimously by a show of hands by members present at the meeting.

**M12.**

**To ratify the appointment of an Internal Auditor for the Financial Year 2023-2024**

Following a short discussion, it was RESOLVED that Mr. Bob Morgan, remain as the Internal Auditor, the motion proposed by Cllr Andrews and carried in favour unanimously by a show of hands by members present at the meeting.



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**M13**

**To consider, approve and sign off the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31<sup>st</sup> March 2023 prior to submission to the External Auditors, PKF Littlejohn LLP**

M13.1

The Clerk confirmed that the accounting documents [supporting] had been circulated to all Members, and explained to all that the statement contained a list of aspects which by the ticking of boxes was approved by Members.

It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31<sup>st</sup> March 2023 be approved. This motion was proposed by Cllr Andrews and carried in favour unanimously by a show of hands by members present at the meeting.

**M14.**

**To consider, approve and sign off the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31<sup>st</sup> March 2023 prior to submission to the External Auditors, PKF Littlejohn LLP**

The Clerk briefly explained that this document was a statement of the accounts which compared the current closing year 2023 with the same period the year previous and indicated variations which over a limit set by the External Auditor would be subject to further scrutiny. He gave examples of income being lower due to a large s106 payment the previous year. The community asset valuation was lower than the previous year following a detailed audit, which found the previous valuation to be excessive.

It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Accounting Statement for the year 31<sup>st</sup> March 2023 be approved. This motion was proposed by Cllr Andrews and carried in favour unanimously by a show of hands by members present at the meeting.

**Clerks Note:** The Chair asked if she might refer back to the Governance Statement and asked if more time be given to the new Members for further consideration before submission. The Clerk was unable to confirm that this was possible as the motion had been resolved. The Clerk stated that he would seek advice from the Internal Auditor on the issue.

**M15.**

**To agree a date for the review of the JPC Finance Regulations and the formation of a Finance Committee**

The Chair agreed that a review of the regulations would be prudent, and the Clerk reiterated that there was little point in authoring a set of rules, if in practice, the Members were not abiding by their own rules. It was agreed that this matter be debated and if appropriate, a new set of regulations be adopted at the July Ordinary Meeting.

**M16.**

**To agree that a 'Member Co-opting Policy' is required and request that the Clerk and one Member prepare such for debate and ratification at a convenient Ordinary Meeting**

Chair asked that the Members give serious consideration to a new document which set out criteria for the co-option of new members, a copy of the NALC template for this was shown and it was agreed that this be debated and if appropriate, a policy be adopted at the Ordinary Meeting in July.

**M17.**

**Chair to thank past Members for their services to Beaudesert & Henley in Arden JPC and the Community.**



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The Chair closed the meeting by thanking past Members Marijana Bainbridge and Angela Harries for their dedicated service to the JPC and the people of Henley, presenting them with a small gift to show thanks for their support during the previous administration. She advised all that the next meeting would be held at the Memorial Hall on Monday the 6<sup>th</sup> of June 2023.

**The Chair closed the meeting and thanked all for attending at 8.45 pm.**

Signed .....

Date.....

DRAFT