



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR THE ORDINARY JOINT PARISH COUNCIL MEETING
OCTOBER 2ND 2023

PUBLIC SESSION: The public were given an opportunity to speak by the Chair before the business meeting.

Best practice for the publication of Minutes taken at Parish Meetings, as recommended by the Society of Local Council Clerks, and conforming fully with The Local Government Act 1972 sch. 12 para. 41.

Parishioners are not normally named in minutes as attendees or in terms of representations made unless necessary for the performance of a council's statutory duties, functions, and contracts. Doing so creates the potential for Data Protection issues and as parishioners are not formally part of a parish council meeting doing so serves no purpose. Minutes are normally a record of decisions made and little else. It is not necessary to produce a verbatim record of what individual Councillors have said, unless they specifically ask for their comments to be recorded. It is rarely necessary to record details of debate (examples of when it would be material to do so would be in evidencing that appropriate advice had been considered, or risks assessed in relation to decisions). Decisions made in council meetings are immediate and do not need the minutes to be approved before they are enacted.

Clerk's Note: A resident raised the matter of parking outside the old Barclays Bank and requested the JPC act on the matter. A resident raised the matter of Biffa vehicles illegally parked in Station Road, Cllr Rice took on the task, and he has had a positive reply from SDC. A resident raised the matter of bicycle racks on the High Street, the Clerk responded and advised that the Court Leet had objected to Lords Waste being used and that private residencies and businesses were unlikely to be cajoled into allowing such hardware on their curtilages. A resident raised the matter of town welcome signage on the northern approach to town, Chair advised this was in hand.

In Attendance: Cllrs Andrews [Chair], Clark, Turner, Tomlinson, Brady, Broadbent, Okey and McCaskie.

Present: The Clerk, Cllrs Mike Rice, SDC, and Ian Shenton, WCC and members of the PayBack Team. There were 16 members of the public present.

1. Apologies for Absence

M1.

All present

2. Declarations of Interest

M2.

Cllr Andrews Item 5.2, Cllr Turner Item 7.4

3. Acceptance of Minutes of the last Meeting [04.09.2023]

M3

RESOLVED: All members present at the meeting on the 4th of September 2023, confirmed they had read the content and found it to be a true and accurate record of the proceedings. As the Chair was absent from the meeting on the 4th of September, the minutes were signed off by Cllr Clark.

4. District and County Councillor's Reports + PayBack

4.1 Chair will introduce Ms. Sharon Storrie, Community PayBack Operations Manager, along with Ms. Claire Lowe and Mr Colin Harrison, who will provide all assembled with details of the scope under which they are helping keep Henley in good repair.

M4

Please visit website to view reports from District and County Councillors.



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M4.1

The team collectively thanked the JPC and residents of Henley for welcoming the community payback members and their leaders to the town where a wide range of upkeeping duties had been made available. This was appreciated by Management and offenders alike, and several positive outcomes had been witnessed. They reiterated that Henley probably enjoyed a more comprehensive service than any other parishes in the county and that their visits here were always regarded as an enjoyable and rewarding experience for all involved. Restraints are of course inevitable in cases of voluntary support, and all reported that they wished more could be done. Colin Harrison added that he got on well with the majority of residents and that he and his visiting teams would endeavour to attend to sites most needing care as a matter of priority.

5. Finance and Banking

M5.1, 5.2 & 5.3

The Chair asked that the assembled be aware of the following financial transactions and asked if anyone had reason to comment on any of the items listed hereunder. The Chair abstained from voting on 5.2.

5.1 Payments made since last meeting which were NOT listed for consideration

Creditor	Gross	Net	Provision
Redditch Skip Hire	295.00	245.83	Proforma payment
Fasthosts	13.96	11.64	DD
Orbit Housing	56.03	46.70	Rental on garage Whitley Road
Vonage	4.64	3.87	Last payment
HMRC	939.20	939.20	PAYE & NIC August 23

5.2 Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
HWMT	504.00	504.00	MemHall rent 09.01.23 – 07.08.2023
Edge IT	470.40	392.00	Hosting services & annual fee
YourLocale **	3,000.00	2,500.00	Fees for finalizing NP [5 days at £500.00]
Creative Touch Design	3,000.00	2,500.00	Design & build new website
Creative Touch Design	288.00	240.00	Hosting the new site [12 months]
Creative Touch Design	216.00	180.00	Community Events Feature [12 months]
Henley Focus	200.00	200.00	4PP Magazine October Issue
Moore	504.00	420.00	AGAR audit fees
Colin Harrison	1,050.00	1,050.00	Covers 6 days town upkeep
Colin Harrison	750.00	750.00	Grass cutting

** Groundworks funding - £2,500.00 zero cost to JPC. Clerk to table statement of accounts

5.3 Income received since last meeting

Debtor	Amount	Provision
Napier Parking [Zero VAT]	1,450.65	Parking fee collection [Croft]
Interest [Zero VAT]	129.82	Interest on Deposit Account July 23



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Allotments	225.00	Cash refusal settlement by cheque
SDC	61,750.00	Precept 22-23 Second Tranche
Groundworks	2,500.00	Funding for NDP costs
Total	66,055.47	

6. Banking, Accounts and Budget Tracking

The Clerk will display a simple chart illustrating how the budget is being expended and ask for any questions from the members and public.

Lloyds Bank Deposit Account Balance at 26.09.2023	£181,500.00
Lloyds Bank Current Account Balance at 26.09.2023	£4,889.56

M6

Members noted the reports on finance.

7. Members Items and **Planned Expenditure**

The members will be asked to give consideration to, and if appropriate, agree to the following items of expenditure.

Proposer	Provision
Cllr McCaskie	7.1 Grass Cutting Season 2024 Cllr McCaskie proposed that the full Council consider three bids and if appropriated select one contractor to provide mowing services for the plots indicated on the JPC-MS-2024 [GRASS CUTTING 2024] document.
	M7.1 At the head of the meeting the Chair advised all assembled that due to an incomplete response to the JPC's enquiries for tenders, the subject would be revisited at the November meeting.
	7.2 Allotment Terms and Conditions [Rules] Cllr McCaskie proposed that the full Council consider the revised rules and regulations applicable to the allotments as shown in supporting documents and, if appropriate, said regulations be adopted and made part of the agreement reached between plot holders and the JPC in time for the 2024 season.
	M7.2 Cllr McCaskie provided a brief presentation of his proposal and asked for support from the body council. RESOLVED: Council voted unanimously to adopt the policies [available on the JPC website] and that these should be distributed to the plot holders for comment, prior to asking them to sign up for registration.



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Cllr Clark	<p>7.3 NDP Update Cllr Clark reported on the postponement of the public consultation on Saturday the 14th of October at the High School. Further reports on the meetings with SDC on the 18th of September last.</p> <p>M7.3 Cllr Clark spoke briefly on the progress of the NDP:</p> <ol style="list-style-type: none">1. The NDP process was running a month slower than expected due to a number of additional information requests from SDC. Following a meeting with SDC, these issues have now been resolved.2. Statutory agencies consultation will now start on October 12th and culminate 14th November 2023.3. Good news, SDC have advised that they will run the selection of an examiner in parallel with statutory consultation in Cllr Clark's opinion, by December the JPC may be asked certain questions by the examiner, but the JPC should be in a position to provide finalised detail at a public meeting, possibly in January, asking then for public examination of the plan and residents asked to vote in favour of the plan before the end of the financial year.4. He also mentioned that there was a delay in the SWLP and SWES, the priorities of the new administration have been placed on a new consultation, which the JPC will respond to. He urged a residents to join with the JPC in responding in numbers to5. Cllr Clark reported that a meeting took place with Leader of SDC, Cllr Susan Juned, and that he personally was very pleased and impressed by her aspirations for Henley. <p>Chair confirmed that the meeting planned for the 14th of October at the High School had been postponed to a later date based on the arrears mentioned by Cllr Clark.</p>
Cllr B Turner	<p>7.4 Cllr Turner proposed that full Council consider a need for a volunteer-run project for Henley residents to survey their homes with a thermal imaging/heat loss camera and, if appropriate, provide funding for this project.</p> <p>M7.4 Cllr Turner reminded all about the Climate Action pop-up presentation in June. Following on from the feedback obtained, he proposed that the JPC provide further support for this initiative by providing a grant of £500 for purchase of specialised measurement equipment, which will be used in helping residents to monitor heat losses from their dwellings and hopefully take</p>



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steps to correct the problem. He said this would be accompanied by more useful data to help the community save energy. Cllr Turner will be happy to answer any questions residents may have by sending them to the Clerk.

RESOLVED: The full Council, bar Cllr Turner, voted in favour of this request for financial help, the Clerk awaits further detail from Cllr Turner.

8. Chair's Report

8.1

Report on Design and Implementation of the new 'Visit Henley' website.

Chair to update all on the launch of this new communication and publicity service and describe, using a visual display, its properties for welcoming visitors and updating residents on current and forthcoming activity within the town.

M8.1

The Chair asked that the new website be displayed on the large screen. She gave the assembled a tour of the site and confirmed that the community and businesses might now avail themselves of wider publicity by uploading their services and events on to the site.

8.2

Remembrance Sunday Commitment by JPC

Chair addressed all on the matter of this annual celebration and make reference to the letter sent by the Clerk to the Chair of the Henley Royal British Legion, on behalf of the full Council stating their position and recommendations.

M8.2

The Chair was absent from the last meeting, but her understanding was that the JPC were not happy to take on the responsibility. She reported that she had met with the RBL and raised the possibility of a safer route. Cllr Tomlinson said that the RBL had turned down the event in terms of health and safety liabilities, parameters that would apply equally to the JPC. Cllr Clark said that at the meeting there was undoubtedly a strong feeling for holding the event, but that the JPC voted not to be involved in the risk associated with the existing route. That the JPC would support the RBL and other stakeholders but would not be legally responsible for a procession using the previous route. The Chair felt that this was a decision for the RBL and would arrange another meeting with them.

8.3

D-Day 2024

The Chair reminded all that Normandy will forever be marked by the D-Day Landings and the Battle of Normandy that led to the liberation of France and Europe. 2024 will mark the 80th Anniversary of this historic event, and the Chair will outline proposals for the lighting of a beacon on the Mount on June 6th, 2024.



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M8.3

The chair mentioned that the JPC would be happy to provide a beacon for this milestone celebration and probably other events that might be appropriate, such as a 40's party etc. A resident mentioned the War Memorial at Arden House was in a poor state. The monument cannot be moved, and the Clerk advised the resident that the new landowners would landscape the area. Further discussions would take place.

8.4

Raising the Flag at the Market Cross

The Chair will invite comments from the full Council on the matter of the raising of the town flag on ceremonial occasions.

M8.4

Cllr Broadbent volunteered to take the task on, subject to permissions being granted by SDC.

Clerks' Note: SDC are passive as to how and when the flagpole is erected, and the matter should be in the hands of the JPC.

8.5

Bridges on the Riverlands

The Chair raised the matter of repairs to the northern footbridge [metal works] by a contractor suited to the task by providing adequate equipment and exercising their own H&S and risk assessment on site. The JPC have not gone out to tender on this but costs, likely to be no more than **£650.00**, are a huge saving over the previous contract price AND, the work is deemed to be urgent. Her proposal will be to engage with the contractor and instruct the Clerk to raise a formal purchase order.

The Chair will also advise exact remedial work to be carried out by CH on the southern footbridge.

M8.5

The Chair mentioned that both bridges at Riverlands were in need of upgrading and that the northern bridge required welding work. She advised that the contractor selected to do the job for £900.00 was found to be short of equipment that would make the task safe and practicable. Based on a recommendation from Colin Harrison, she has obtained a quote for the work, which was posted on the website at £650.00. She proposed that the full council support her proposal.

RESOLVED: Council voted unanimously to engage the contractor and the Clerk was asked to raise a formal PO. Work commences on the 4th of October.

Reference was made to the southern bridge and Colin Harrison advised that this had been vandalised. That he would investigate various options, including timber, brickwork and steelworks. That PayBack could not undertake the work due to the risk of working over water. He said he would provide further information for consideration by the JPC. A figure of £10K has been mentioned to cover this work, subject to further investigations.



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9. Clerk's Report

9.1

The Renewal of the Contract for Accountancy Software with Edge IT

The Clerk proposed to the full council that they continue engaging Edge IT as providers of accountancy software for the new financial year 2024-25.

M9.1

The Clerk recommended that the JPC continue with EDGE IT if only for continuity as they had served the JPC well for many years.

RESOLVED: The full council supported this continuation.

9.2

Update on Banking Services

The Clerk updated all on the banking arrangements in place with Lloyds and in particular the addition of a new account titled 'Reserves' and the adoption of a Debit card for certain payments. Further, he will describe additional and more detailed fiscal reporting to add more clarity and transparency for residents to observe.

M9.2

The Clerk was happy to report that a RESERVES account had now been opened and that CILS payments were now deposited in the account.

He also confirmed that he had been handed a signed application for the Clerk and Chair to hold a debit card and that this will be sent off to the bank for action.

9.3

JPC Support for 20MPH Initiative

The Clerk updated new members on the commitment made by the JPC to this initiative.

M9.3

The Clerk raised the remote possibility of HM Gov intervention in the matter of 20MPH zones, and asked Cllr Shenton if WCC had been advised on any movement. Cllr Shenton said there had not been any directives or interventions. The Clerk advised all that the financial commitment made by the JPC was well minuted and of low value, but pressed by Councillors for more details, said he would prepare a full report for the November meeting.

10. Current Planning Applications

Cllr Clark to lead on this item.

App. Ref	Address	Works to Carried Out
23/02542/TREE	241 High Street	M10. NO OBJECTION
23/02319/FUL	Camp Lane - New dwelling to be considered before 19 th October	
23/02533/FUL	Brook Furlong	To be considered

NB: The Chair of the Planning and Development Committee may at his discretion add any applications received in the period from the date of issue of this agenda and the meeting date.



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11. Any Other Councillor's Reports

The Chair invited Members to speak on any subject they wish to bring to the attention of the Council and residents of Beaundesert & Henley in Arden which are deemed to be of interest and benefit to the community. All comments will be minuted by the Clerk and supported by documents if required.

M11

The Chair asked for any other reports to be raised and if appropriate, considered by Council. Cllr McCaskie, raised the matter of urgent Tree Care. He asked that the full council urgently consider the need and implementation of a tree survey of the JPC's stock of 180 to 200 trees. The Clerk had reported that he had now invited tenders for this work that may be of the order of £2,000.00 a figure on which Cllr McCaskie concurred.

RESOLVED: The full council unanimously supported the need for funding this initiative.

12. Next Meeting

Monday 6th November, 7.00 pm at the Memorial Hall, Station Road, Henley.

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

Signed

Date.....