

Present: Mayor, Councillor M Akehurst
Deputy Mayor, Councillor J Wood
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor Miss S Evans
Councillor S Gawrysiak
Councillor Miss L Hillier
Councillor D Hinke
Councillor Mrs E Hodgkin
Councillor D Nimmo Smith
Councillor Mrs P Phillips
Councillor I Reissmann

In Attendance: Mr M W Kennedy - Town Clerk
Mrs P Price-Davies - Minute Taker / Committee Administrator

Also Present: 8 members of the public
1 member of the press

The Town Clerk read out the fire evacuation procedure and reminded Councillors and members of the public of the Code of Practice relating to Public Participation as stated on the agenda. He also drew members of the public's attention to the laminated rules placed on each seat in the public gallery.

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Miss K Hinton, Councillor Ms L Meachin, Councillor W Hamilton and Councillor Silvester. District Councillor W Hall also tendered his apologies.

11. DECLARATIONS OF INTEREST

The following declaration of interest was received:

Councillor Mrs E Hodgkin – Trustee and Administrator of the Henley Youth Centre.

12. MINUTES

(I)The minutes of the Full Council meeting held on 6 May 2014 were approved and signed by the Chairman as a true record.

(I)The minutes of the Annual meeting held on 12 May 2014 were approved and signed by the Chairman as a true record, save to the following extent:

Minute No.1 – Election of Mayor 2014-15

The name 'Councillor William Hamilton' is replaced with 'Councillor Jeni Wood' as Seconding Councillor Martin Akehurst for the election of Mayor.

13. **PUBLIC PARTICIPATION**

Councillor Mrs E Hodgkin left the meeting.

Mr C Wilkinson, Henley Youth Centre

Mr Wilkinson, addressing the meeting in his capacity as a Trustee of the Henley Youth Centre spoke on the recent difficult decision to sell the Youth Centre. He highlighted the fact that the Centre was still operating, continuing to develop their Outreach Programme and collaborating with other groups and facilities within the town in their engagement with the youth. Referring to the £10 k grant from the Council, he understood that they had already received a payment of half of this award and was grateful for the Council's continued support. He hoped that the Youth Centre would be given the opportunity to make a presentation to the Council in October (when the second tranche of the grant payment was due) to avail them of the developments and the intention of the organisation at that stage.

A Member asked for clarification as to whether the first tranche of the Youth Centre's Grant Award had been paid as this was an important consideration when addressing the issue under item 11 on the agenda.

Councillor Mrs E Hodgkin re-entered the meeting.

Mr C Baker, Lauds Close

Mr Baker requested that Item 11.ii. Henley Youth Centre at the meeting be brought into Open session rather than being discussed in Closed session as he felt this was an important issue for the town.

Mr D Smewing, St Marks Road

Mr Smewing referred to the recent correspondence he had brought to the attention of the Council regarding Highlands Farm being a Palaeolithic Site. He felt that as this was one of the larger sites being considered for housing allocation within the Joint Henley and Harpsden Neighbourhood Plan it was important that this issue was urgently addressed. He called for the Council to engage with the Steering Committee for Culture, Heritage and Landscape over this potential site restraint.

A Member responded to this request stating that all correspondence relating to this issue had been passed over to Nexus Planning Consultants whom were acting on behalf of the Council on all matters relating to this as it required specialist knowledge.

14. **DISTRICT/ COUNTY COUNCILLOR REPORTS**

Members had before them reports from Councillors Mrs E Hodgkin, Mrs J Bland, Mr W Hall and Mrs J Wood. It was **RESOLVED**

that the reports be received and noted.

County Councillor Report

Members had before them a report from County Councillor D Nimmo Smith. It was **RESOLVED**

that the report be received and noted.

Matters arising from the report:

County Councillor D Nimmo Smith referred to his report which had been previously circulated to Councillors and gave a verbal update on the following issues:

Dual Carriageway at Bix

He reported that the current highway maintenance being undertaken on the dual carriageway at Bix had been successful in reducing the volume of HGVs passing through Henley - this noticeable reduction was welcomed by the Council. There was

however concern aired about the negative impact on visitors to the town because of the diversion signage in place due to this construction work and the extra traffic caused by the upcoming Regatta. It was agreed that OCC should be approached to change the wording on the relevant regatta signage to convey a more positive message to motorists and potential visitors.

Cleaning of Gullies

He confirmed that the cleaning of gullies in the town centre was being undertaken and a Member confirmed that a review of the drainage system within the town was underway and that the Assendon Spring was currently retreating.

Civil Parking Enforcement

He reported that OCC were still awaiting Cherwell District Council's commitment to participate in the County-wide Scheme as their involvement was necessary in order for it to progress.

Connecting Oxfordshire

He confirmed that the Connecting Oxfordshire Roadshow that would be outlining the strategic transport schemes that are planned for delivery between now and 2020 was scheduled to take place in Henley on Wednesday 16 July at 7pm.

Action for Children

A Member requested clarification on the current reduction in staffing at Action for Children. It was agreed that the Town and Community Administrator would facilitate setting up a private meeting between Action for Children and Members of the Council to confirm the situation.

15. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES

- (i) Members had before them a report from Councillor D Silvester on the Thames Valley Neighbourhood Watch AGM held on 10th May 2014 (*attached to the agenda*), which was noted.
- (ii) Members had before them a report from Councillor D Silvester on the Oxfordshire Association of Local Councils AGM held on 2nd June 2014 (*attached to the agenda*), which was noted.

A Member thanked Councillor D Silvester for the comprehensive reports and acting as the Council's representative on these Outside Bodies.

16. MAYOR'S REPORT AND ANNOUNCEMENTS

Members had before them the list of Mayoral engagements from the outgoing Mayor for the period **30 April - 11 May 2014** and from the Mayor **12 May – 9 June 2014**, copy attached to the agenda. It was **RESOLVED**

that the report be received and noted.

The Mayor thanked Councillor S Gawrysiak for all his hard work throughout his mayoral year.

17. REPORTS OF COMMITTEES

- (i) The Minutes of the meetings of the Planning Committee held on the 13 May & 3 June 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meetings of the Planning Committee held on 13 May & 3 June 2014 and the recommendations therein be received, approved and adopted.

- (ii) The Minutes of the meeting of the Town and Community Committee, held on 20 May 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Town and Community Committee held on 20 May 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 7 - Appointment of the Ad Hoc Working Groups

A Member asked for clarification on the aims and objectives of the Old Fire Station Gallery and Kings Arms Barn Working Group. He felt that the only issue left to resolve concerned marketing and confirmed that the Council had a budget of £5k for the marketing of its facilities. It was agreed that the goals and objectives of this Working Group would be set out at its first meeting.

Minute No. 13 – Progress – Defibrillator

Councillor D Nimmo Smith confirmed that Oxfordshire County Council were prepared to fund £800 for supplying and fitting the additional defibrillator that could be located at Mill Meadows and suggested that the ideal location would be at the Pavilion. It was agreed that this initiative should be addressed at the next meeting of the Mill Meadows Sub-Committee.

Minute No. 13 – Progress – Re-painting of Street Furniture

A Member brought attention to two lampposts located on River Terrace that were currently unstable and not upright, she suggested that this issue be addressed whilst this refurbishment was being carried out. Councillor Nimmo Smith agreed to pursue this with the County Council.

- (iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 27 May 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Finance Strategy and Management Committee held on 27 May 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 6 – Appointment of Working Parties – Financial Planning & Scrutiny Group

Both Councillor Mrs J Wood and Councillor Miss L Hillier expressed their wish to continue to be members of the Financial Planning and Scrutiny Group.

It was RESOLVED that the membership of the Financial Planning & Scrutiny Group would include Councillor Mrs J Wood and Councillor Miss L Hillier.

Minute No. 6 – Appointment of Working Parties – Legal Group

Both Councillor Miss L Hillier and Councillor D Clenshaw expressed their wish to continue to be members of the Legal Group.

It was RESOLVED that the membership of the Legal Group would include Councillor Miss L Hillier and Councillor D Clenshaw.

Minute No. 16 – Local Transport Plan 4 (LTP4)

It was confirmed that the roadshow which was part of the consultation process on the Local Transport Plan would be in Henley on 16th July at the new start time of 7pm.

Minute No. 18 – Twinning Apple

It was confirmed that the Apple Sculpture would be in situ by Thursday this week.

- (iv) The Minutes of the meeting of the Recreation and Amenities Committee held on

3 June 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Recreation and Amenities Committee held on 3 June 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 1 – Election of Chairman

It was agreed that the final sentence, 'A vote was taken on the second proposal – motion lost' be omitted from the minutes.

Minute No. 7.ii,a – Christmas Decorations & Events Sub Committee

Members discussed the membership of the Christmas Decorations & Events Sub Committee.

It was RESOLVED that Councillor Mrs J Bland would join the membership of the Christmas Decorations & Events Sub Committee.

Minute No. 10 – Progress Report – Toilet Refurbishment, Mill Meadows

A Member confirmed that the Toilet Refurbishment was almost completed and was due to open to the public on Saturday 21st June 2014. Members spoke of their concern over the late completion of this work and the fact that it could be over budget. It was agreed that the Town Clerk would investigate these issues further and report back to Council.

Minute No. 10 – Progress Report – Toddler Playground Refurbishment, Mill Meadows

A Member confirmed that the refurbishment of the Toddler Playground was underway and it was hoped that the contractor, Kompan would keep to the schedule and that it would re-open in July 2014.

Minute No. 11 – Dedication of a Public Path – Forty Acre Field

It was agreed that the Chair of the Recreation and Amenities Committee would speak to the Administrator with regards to organising an official opening of this important asset for the town.

Minute No. 12 – Bat Survey at Mill Meadows

Members were in agreement that the Council should help fund the Bat Survey that was being commissioned by the Henley Wildlife Group at Mill and Marsh Meadows to the cost of £750.

- (v) The Minutes of the meetings of the Neighbourhood Planning Governance Committee held on 30 April and 4 June 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meetings of the Neighbourhood Planning Governance Committee held on 30 April and 4 June 2014 and the recommendations therein be received, approved and adopted.

Arising from the report:

Minute No. 101 – Public Consultation

A proposal that the Council correspond with the Steering Committee for Culture, Heritage and Landscape regarding Highlands Farm being a Palaeolithic Site was not supported.

Minute No. 14 – Freedom of Information

The Town Clerk confirmed that the recent request for information on the Neighbourhood Planning under the Freedom of Information Act had been responded to by the stated date of the 12 June 2014 and that the role of the Working Group addressing this issue would be continuing for the foreseeable future.

(vi) The minutes of the meeting of the Townlands Steering Group (TSG) held on 30 April 2014 were before the Council. It was **RESOLVED**

that the Minutes of the meeting of the Townlands Steering Group (TSG) held on 30 April and the recommendations therein be received, approved and adopted.

Arising from the report:

The Chair of the Townlands Steering Group (TSG) updated the Council on the Townlands Project, confirming that development was underway and that discussions with NHS PS and Amber Solutions for Care have continued. It was agreed that the newly appointed Communication Manager, Jennifer Hartley-Bond would be holding meetings with the Public every three months, weekly meetings with the Townlands and keeping in regular contact with the TSG.

He informed the Council of a Ground Breaking ceremony that was due to take place on the 23rd June 2014 with approximately 25 selected invitees only, the TSG were disappointed that this important ceremony was not open to the wider community and their intention was to hold a more community orientated ceremony that reflected this important community achievement. Members were in agreement with this suggestion. It was **RESOLVED that the Council:**

- **Note the report from the TSG**
- **Endorse the TSG suggestion of a ceremony to mark the beginning of the redevelopment of Townlands Hospital**
- **Wish to see as wide a cross section of the community as possible attend the event**
- **Anticipate proposals on the role of the TSG over the period of the development to ensure that the development meets the needs of the community and is carried out with the minimum of disruption to services and residents**
- **Anticipate proposals on the long term role of the TSG in continuing to represent the community in monitoring, scrutinising and engaging with stakeholders on the provision and delivery of health services to the local community.**

The details of a more fitting community celebration and the funding of it was briefly discussed and it was generally felt that this could be funded by the Townlands Action Group.

It was agreed that the TSG would bring their terms of reference to the next Full Council meeting to be discussed, so that their long-term strategy could be understood and it was suggested that their vision may be better served by them operating as a Liaison Group.

A Member called for the work of the Townlands Action Group to be acknowledged and especially the efforts and commitment of Terry Buckett (deceased) and his wife Pauline Buckett in ensuring that this development happened.

18. ANNUAL RETURN AND UNAUDITED FINANCIAL STATEMENT FOR THE YEAR ENDING 31 MARCH 2014

Members had before them a copy of the Unaudited Financial Statements for the year ending 31 March 2014. The following items were proposed for adoption:

- (a) The Annual Return 'Section 1 - Accounting Statements for Henley on Thames Town Council' as recommended by the Finance Strategy and Management Committee on 27 May 2014. It was **RESOLVED**

that the Annual Return 'Section 1 - Accounting Statements for Henley on Thames Town Council' as recommended by the Finance Strategy and Management Committee on 27 May 2014 be approved.

- (b) The Annual Return 'Section 2 - Annual Governance Statement' acknowledging Full Council's responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements.' It was **RESOLVED**

that the Annual Return 'Section 2 – Annual Governance Statement' acknowledging Full Council's responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements' be approved.

- (c) The Unaudited Financial Statements as recommended by the Finance Strategy and Management Committee on 27 May 2014, be approved It was **RESOLVED**

that the Unaudited Financial Statements as recommended by the Finance Strategy and Management Committee on 27 May 2014 be approved.

The Chairman of Finance Strategy and Management Committee gave special thanks to the Town Clerk, Mike Kennedy, Accountant, Liz Jones, Accounts Assistant, Deborah Rowlands and the Committee Administrator, Hilary King for all their work in ensuring that the Accounts were so well managed.

With regards to the next item a Member called for the Town Clerk to clarify why the next two items on the agenda could not be held in Open Session. He made the following statement:

The Public Bodies (Admission to Meetings) Act 1960 allows meetings to be held in confidential session. There is only one circumstance where this is allowable: when publicity would be prejudicial to the public interest by reason of the confidential business to be discussed.

Note that Standing Order 1 which is based on the Public Bodies (Admission to Meetings) Act 1960 makes it clear that meetings should be in open sessions wherever possible.

Discussing the principles of the Town Medal criteria and agreeing a new document could be held in open session (standing order 1). However, if individuals are named and a debate ensues this would become confidential and the public should be excluded.

The Mayor informed Council that since there were key issues to be discussed that were private and confidential the public and press should be excluded. A debate ensued and a motion that *Item No. 11.i. Town Medal and Item No.11.ii. Henley Youth Centre* on the agenda be moved from Confidential to Open Session was put to the vote.

A recorded vote was requested.

Recorded Vote

For

Councillor S Gawrysiak
Councillor M Akehurst
Councillor Mrs J Bland
Councillor D Clenshaw
Councillor D Hinke
Councillor Miss S Evans
Councillor Miss L Hillier
Councillor D Hinke
Councillor Mrs E Hodgkin

Against

Councillor I Reissmann

Councillor D Nimmo Smith
Councillor Mrs P Phillips
Councillor J Wood

The motion was lost.

19. **EXCLUSION OF THE PUBLIC AND THE PRESS**

It was moved by the Chairman and **RESOLVED**

that the public and the press be excluded from the remainder of the meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 as matters which were about to be discussed would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

MINUTES OF THE CONFIDENTIAL SESSION OF THE FULL COUNCIL HELD ON 17 JUNE 2014

20. **TOWN MEDAL**

Members had before them a report on the Town Medal from the Town Clerk. It was **RESOLVED**

that the report be received and noted.

Arising from the report:

It was agreed that the proposals that had been put forward were largely sensible but there was debate around the merit of awarding medals each year and as to whether the fact that less medals should be awarded in order to protect the exclusivity of the award. Members also discussed the reasoning behind public nominations being acceptable and whether the Town Medal Committee should have delegated powers.

A proposal that the Town Medal Committee should be abolished in favour of Full Council making the decision on the nominations, was lost.

Members discussed the merit of the public being part of the nomination process. Council agreed that it would be advantageous for it to be a more inclusive nomination procedure resulting in a wider selection of nominations for consideration.

It was **RESOLVED** that the Council accept the criteria for the Award of the Town Medal subject to the following changes:

- **No 2 – Eligibility Criteria**

Bullet point 4 - Be an outstanding/distinctive personality in their chosen career, leisure pursuits, including national teams or activity area – Deleted.

Bullet point 5 - *Have rendered outstanding and inspirational public service for the benefit of the town and its organisations, whether salaried or non-salaried or as a volunteer for a substantial and continuous period of at least 10 years OR have had outstanding success in national teams at the highest level over a significant period. Significant will normally be considered to be at least 4 years* – Deleted.

- **No.5 – The Award Process**

Bullet point 8 – *The Town Medal Committee shall have full delegated powers to consider all nominations for the Town Medal* – Deleted.

Bullet point 3 – ‘after consulting the Town’s residents’ – Deleted and amended to read ‘Any Henley-on-Thames Town Councillor may propose a person, who should be seconded by another Town Councillor or the proposer and seconder having first consulted the member of the public who had instigated the nomination.

Bullet point 11 – Henley Town Council will acknowledge the receipt of all nominations.

- **No.3 – Disqualifying Criteria**
Bullet point 3 – the words ‘retrospective service or’ - Deleted.

It was **RESOLVED** that the Town Clerk would write up the revised criteria which would be circulated in due course and presented to the next Full Council for acceptance.

Councillor Mrs E Hodgkin having previously declared an interest in this matter left the meeting.

21. HENLEY YOUTH CENTRE

Members had before them a report on the Henley Youth Centre from the Town Clerk.

Due to time constraints, it was **RESOLVED**

- that a full and proper discussion on this item on agenda would be deferred to the next meeting of the Full Council, which is due to be held on Tuesday 29 July 2014.**
- that the first tranche of the Henley Youth Centre grant of £5k scheduled for 2014-15 should be paid immediately.**

The meeting closed at 10 pm.

ppd

Mayor