

Present: Mayor, Councillor Miss K Hinton
Deputy Mayor, Councillor Miss L M Hillier
Councillor Sara Abey
Councillor K Arlett
Councillor Julian Brookes
Councillor D Eggleton
Councillor S Evans
Councillor S Gawrysiak
Councillor Will Hamilton
Councillor G Lambert
Councillor Sarah Miller
Councillor D Nimmo Smith
Councillor I Reissmann
Councillor Jane Smewing
Councillor S Smith

In attendance: District Councillor Mrs J Bland
Mrs J Wheeler – Town Clerk
Mrs L Jones – Accountant
Mrs N Taylor – Minute Taker
Ms H Barnett – Town Manager
14 Members of the Public
1 Member of the press

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Ms H Chandler-Wilde.

2. **DECLARATIONS OF INTEREST**

None received.

3. **MINUTES**

The Minutes of the Full Council meeting held on the **3 May 2017** were approved and signed by the Chairman as a true record.

The Minutes of the Annual Meeting held on **8 May 2017** were approved and signed by the Chairman as a true record.

4. **PUBLIC PARTICIPATION**

Pam Phillips – St Marks Road

Mrs Phillips requested assurance from the new leading party that they would support the proposal for more affordable housing at the 353-357 Reading Road site and was advised that the possibility of increasing the number of affordable houses on that site would be investigated.

David Dickie – St Katherines Road

Mr Dickie advised that 'National Clean Air Day' is taking place on 15 June 2017, and that Henley in Transition are currently running two schemes 'Clean Air for Henley' and the 'Close the Door' campaign.

Leaflets have been posted through letter boxes with the hope of changing people's behaviour with solutions such as greenery, no diesel and traffic flow.

90 businesses have been visited so far for the 'Close the Door' campaign and out of those, 60 gave their support for the campaign, 5 did not support it and 15 needed to seek the permission of their head office.

Mr Dickie advised that Crewe Clothing is badly affected by poor air quality as the bus stop in Bell Street is directly outside their shop and the bus idles with the engine running whilst waiting for passengers. The chain has an open door policy but has agreed the Henley shop can close its door to protect its employees and customers.

The shop keepers and residents of the town are fed up with dirt, smell and noise pollution and the Town Council, Mr Dickie stated needs to take control, stop vehicles from idling with their engines running and look to having the bus stop located to a different position.

Mr Dickie questioned why the electric charging points in the Kings Road car park were still not working and why when SODC had consulted between 50-100 people last year about air quality, no feedback has been made available.

Councillor Gawrysiak congratulated Mr Dickie on both the campaigns and advised that he had raised the issue of the electric charging points with SODC and would chase again. Councillor Gawrysiak had, he stated pushed for the consultation as in the last one there was nothing about Henley.

Ian Clarke – Cromwell Road

Mr Clarke suggested that a meeting should take place involving Highways, Planning, SODC, OCC and HTC to discuss Air Quality in Henley.

5. ANNUAL RETURN AND UNAUDITED FINANCIAL STATEMENTS to 31 March 2017

Members received and approved the Annual Return and Unaudited Financial Statement for the year ended 31 March 2017 as detailed below, the documents were signed by the Chairman, Councillor Miss K Hinton, The Town Clerk, Mrs J Wheeler and the Responsible Financial Officer – Mrs E Jones.

- a) The Annual Return 'Section 1 – Annual Governance Statement 2016-2017' acknowledging Full Council's responsibility for ensuring that there is a sound system on internal control, including the preparation of the accounting statements' as recommended by the Finance Strategy and Management Committee on 23 May 2017.

The Unaudited Financial Statements as recommended by the Finance Strategy and Management Committee on 23 May 2017. The accounts have been adjusted to include the land on Mill Lane under Community Assets on page 14.

- b) The Annual Return 'Section 2 – Accounting Statements 2016-2017 for Henley on Thames Town Council' as recommended by the Finance Strategy and Management Committee on 23 May 2017.

It was **RESOLVED**

that the Annual Return and Unaudited Financial Statement for the year ended 31 March 2017 be approved.

6. MODIFICATIONS TO THE STANDING COMMITTEES MEMBERSHIP AND TERMS OF REFERENCE (FIVE MEMBER MOTION).

Members received and considered modifications to the Standing Committees membership and Terms of Reference. A lengthy discussion ensued and a strong reaction was received to the reduction of members on the Planning Committee from nine to eight. Councillor Evans stated that she felt it showed disrespect to the people who had voted, as the Planning Committee was just as important as the Finance Strategy and Management Committee and wished for it to be recorded that she felt it was a disgrace.

It was **RESOLVED**

that the following modification to the Standing Committees and their Terms of Reference be adopted.

- **Planning**
Councillor K Arlett
Councillor Julian Brookes
Councillor S Gawrysiak
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor D Nimmo Smith
Councillor Jane Smewing
Councillor S Smith

Clause 1 'The Planning Committee will consist of 9 members including the Mayor and Deputy Mayor ex Officio' is amended to read 8 members.

Clause 2 'The Quorum for this Committee shall be 5 members' be amended to read 4 members.

- **Town and Community**
Councillor K Arlett
Councillor D Eggleton
Councillor S Evans
Councillor Will Hamilton
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor Sarah Miller
Councillor D Nimmo Smith
Councillor S Smith
- **Finance Strategy & Management**
Councillor Sara Abey
Councillor K Arlett
Councillor Julian Brookes
Councillor Ms H Chandler-Wilde
Councillor Will Hamilton
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor G Lambert
Councillor I Reissmann
Councillor Jane Smewing

Clause 1' The Committee will consist of 9 members including the Mayor and Deputy Mayor ex officio' is amended to read 10 members.

- **Recreation and Amenities**
Councillor Sara Abey
Councillor Ms H Chandler-Wilde
Councillor D Eggleton
Councillor S Evans
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor G Lambert

7. **APPOINTMENT OF SUB COMMITTEES, THEIR TERMS OF REFERENCE AND THE MEMBERSHIP THEREOF.**

Members received and considered modifications to the existing Sub Committees and the membership thereof.

Members disagreed as to whether it was appropriate for the Council to decide the Chairmanship of a Sub Committee or if it should be left to the Committee to decide at its first meeting as this would involve the community far more.

A recorded vote was taken

For

Councillor K Arlett
Councillor D Eggleton
Councillor S Gawrysiak
Councillor Miss L M Hillier
Councillor Miss K Hinton
Councillor G Lambert
Councillor Sarah Miller
Councillor I Reissmann
Councillor J Smewing

Against

Councillor Sara Abey
Councillor Julian Brookes
Councillor S Evans
Councillor Will Hamilton
Councillor D Nimmo Smith
Councillor S Smith

It was **RESOLVED**

that the Terms of Reference is discussed and the Chairman and Vice Chairman be elected at this meeting.

An in-depth discussion ensued regarding the Townlands Steering Group. It was agreed that although the Hospital was now built and in use there were still some issues that needed monitoring.

It was **RESOLVED**

that the Townlands Steering Group be approved as existing and be asked to decide if the group should still continue or if it should be wound up.

- **Councillor Julian Brookes**
- **Councillor S Gawrysiak (OCC)**
- **Councillor Miss L M Hillier (SODC)**
- **Councillor Miss K Hinton**
- **Councillor D Nimmo Smith (Vice Chair)**
- **Councillor I Reissmann (Chair)**
- **25 others**

that the Parks Sub Committee be renamed Open and Green Spaces Sub Committee.

- **Councillor D Eggleton (Vice Chair)**
- **Councillor S Evans**
- **Councillor Miss K Hinton**
- **Councillor Sarah Miller (Chair)**
- **Councillor D Nimmo Smith**
- **Sally Rankin**

- River & Rowing Museum Representative
- Chris Baker to be removed

Clause 1 'The Parks Sub Committee will consist of co-opted members and 6 Councillors' be amended to read 'up to 6 Councillors'.

Clause 2 'The Quorum for this Sub Committee shall be 3 elected Councillors or their appointed substitutes' be amended to read 'half of the elected Council Members, rounded up'.

that the Henley in Bloom / Civic Pride Sub Committee be approved as existing.

- Councillor Sarah Abey
- Councillor D Eggleton (Vice Chair)
- Councillor Miss L M Hillier
- Councillor Miss K Hinton (Chair)
- Tuc Ahmad
- Marissa Francini
- Caroline Langler
- Phil Simms

that the Traffic Advisory Committee be deferred pending discussions with the new Oxfordshire County Council Cabinet Member, Yvonne Constance.

that the Transport Strategy Group continues, but is reviewed once discussions with OCC are under way.

- Councillor K Arlett (Vice Chair)
- Councillor Ms H Chandler-Wilde
- Councillor S Gawrysiak (Chair / OCC)
- Councillor Miss L M Hillier (SODC)
- Councillor Will Hamilton
- Councillor I Reissmann
- Councillor Jane Smewing
- TBA (Conservative Councillor)
- Councillor TBC
- Patrick Fleming
- Kester George
- John Halsall
- Dave McEwen
- Darrel Poulos
- Tony Wright

Clause 1 'The Committee shall consist of 4 Town Councillors' be amended to read '6 Town Councillors'.

Clause 1 '4 co-opted members' be amended to read '6 co-opted members'.

Clause 2 'Quorum shall be at least 2 Henley Town Councillors' be amended to read '3 Town Councillors'.

Clause 3 'A Chairman and Vice Chairman shall be elected at the first meeting' be amended to read 'shall be elected at the first Full Council on establishment'.

that the Christmas Events and Decorations Committee Sub Committee be disbanded.

that a new Committee to oversee events such as the Olympics, May Fayre, Fireworks and Christmas be formed. This Committee will liaise with outside bodies.

- Councillor Sara Abbey
- Councillor D Eggleton
- Councillor S Evans
- Councillor Miss L M Hillier
- Councillor Miss K Hinton
- Councillor Sarah Miller

that the Neighbourhood Plan Steering Group be as set up as agreed at the Planning Meeting on 30 May 2017, and the Terms of Reference be changed as agreed at the meeting;

- Councillor K Arlett (Chairman)
- Councillor J Brookes
- Councillor Miss K Hinton
- Councillor Miss L M Hillier
- Councillor J Smewing (Vice Chair)
- TBA (Conservative Councillor)
- Councillor Kester George – Harpsden Parish Council
- Councillor Tony Wright – Harpsden Parish Council
- Mrs R Chandler-Wilde
- Mrs J Clark
- Mr I Clarke
- Mr P Flemming
- Mr J Munro
- Mr D Whitehead

Clause 1 to read '*The Committee shall consist of 3 Henley Town Councillors to include the Chairman of the Planning Committee, 2 Harpsden Parish Councillors and 6 co-opted members of the public with previous involvement in the development of the Joint Henley and Harpsden Neighbourhood Plan (JHHNP), together with the Mayor and Deputy Mayor of Henley (ex-officio)*'.

To alter Clause 4 to read '*A Chairman (who should be a Councillor) and Vice Chairman shall be elected at Planning Committee*'.

8. **APPOINTMENT OF AD HOC WORKING GROUPS, THEIR TERMS OF REFERENCE AND THE MEMBERSHIP THEREOF:**

Members discussed the present structure of the Working Groups currently appointed. It was **RESOLVED**

that the Terms of Reference is discussed and the Chairman and Vice Chairman be elected at this meeting.

that the Bus Working Group continues

- Councillor K Arlett
- Councillor Julian Brookes
- Councillor Will Hamilton (*replace with Cllr Simon Smith*)
- Councillor I Reissmann
- Councillor Jane Smewing
- Councillor Julian Brookes (*deleted on signed minutes*)

- Councillor S Gawrysiak (Chairman)
- Councillor Will Hamilton (*removed on signed minutes*)
- Councillor Miss L M Hillier (Vice Chairman)
- Councillor D Nimmo Smith
- Mr B Brown
- Ms D Conduit
- Ms D Crook
- Mrs G Dodds
- Mr M Dodds
- Mr D McEwen
- Mr P Fleming

To alter Clause 4 to read '*A Chairman and Vice Chairman shall be elected at the first Full Council on establishment*'.

that the Value for Money Working Group change status to work as the Legal / HR Group works, meeting when the need to meet is determined to be necessary by staff and the Chairman of Finance Strategy & Management.

- Councillor Sara Abey
- Councillor Ms H Chandler-Wilde
- Councillor Miss L M Hillier
- Councillor I Reissmann
- Councillor Jane Smewing

that the Jubilee Park Working Group works increasingly closely with the 357 Reading Road group. The Working Group to be reinstated if necessary. The Assets of Community Value need to assess if the staff need Councillor support.

that the Legal / HR Working Group continues.

- Councillor K Arlett
- Councillor Will Hamilton
- Councillor Miss K Hinton
- Councillor D Nimmo Smith
- Councillor Jane Smewing

that the Corporate Plan Working Group be suspended / disbanded pending a report from the Town Clerk.

that the 357 Reading Road Working Group continues.

9. OUTSIDE BODIES

Members considered a list of representatives to Outside Bodies for the year 2017–2018. It was **RESOLVED**

that the list be adopted.

10. DISTRICT COUNCILLORS' REPORTS

Members had before them reports from two District Councillors.

Councillor Gawrysiak advised that he would be investigating where further electrical charging points could be placed around the town.

When questioned if there was any point in wasting time and money monitoring Air Quality when everyone knows how bad it is it was agreed that monitoring is very useful.

The Town Clerk informed Members that at the Town and Community meeting taking place on 20.6.2017 there will be an agenda item to discuss Public Space Orders.

(Public Space Orders give more powers against people who idle with their engines running). It was **RESOLVED**

that the District Council reports be received and noted.

COUNTY COUNCILLOR REPORT

Members had before them a report from County Councillor S Gawrysiak.

Councillor Gawrysiak informed Members that the preliminary work scheduled to take place in June to repair the road by the Flowing Springs will now not take place until after the Henley Festival. Information on diversion routes for HGV's and other traffic will be made available as soon as they have been agreed, and that a meeting to discuss the 3rd bridge is imminently due to take place. It was **RESOLVED**

that the report be received and noted.

11. FEEDBACK FROM REPRESENTATIVES OF OUTSIDE BODIES

Councillor Miss K Hinton informed the meeting that the Air Cadets would be having an Armed Forces Inspection at 7pm on Monday 26 June 2017 to which all were welcome.

12. MAYOR'S CIVIC ENGAGEMENTS

Members had before them the Civic Engagements from the Mayor 2016 - 2017, from the **26 April – 8 May 2017** and from the Mayor 2017-2018 from the **8 May – 7 June 2017**.

The Mayor advised that the Deputy Mayor had tried to attend the Henley Housing Trust meeting on 11 May but was unable to do so as the date was incorrect, and on 20 May the Deputy Mayor and her Escort had opened the Street Food Festival not the Mayor. It was **RESOLVED**

that the list of Mayoral Civic Engagements for the period 26 April – 7 June 2017 be received and noted.

13. REPORTS OF COMMITTEES

The Minutes of the meetings of the Planning Committee held on 9 May and 30 May 2017 were before the Council. It was **RESOLVED**

that the Minutes of the Planning Committee held on 9 May and 30 May 2017 and the recommendations therein be received, approved and adopted.

The Minutes of the meeting of the Town and Community Committee held on 9 May 2017 were before the Council.

The following observations were made:

- It was noted that Councillor Will Hamilton's apologies had not been recorded.
- The reasoning for the non-apology for absence being recorded for the first time at this meeting was raised. The Town Clerk advised that this was standard practice at many other Councils.
- It was requested that the Town entrance signs be in place by the time of the Regatta as the Bled Ambassador would be in attendance. It was **RESOLVED**

that the Minutes of the Town and Community Committee held on 9 May 2017 and the recommendations therein be received, approved and adopted.

The Minutes of the Recreation and Amenities Committee held on 16 May 2017 were before the Council.

It was **RESOLVED**

that the Minutes of the Recreation and Amenities Committee held on 16 May 2017 and the recommendations therein be received, approved and adopted.

that approval be given to the purchase of 5 aside Football posts at Makins Recreation Ground for a cost of approximately £700.

The Minutes of the Finance Strategy and Management Committee held on 23 May 2017 were before the Council.

The Town Clerk advised that at the recent SLCC conference she had attended there had been a very good presentation on Corporate Plans. She advised that she was currently gathering information that she would share with Councillor Brookes. It was **RESOLVED**

that the Minutes of the Finance Strategy and Management Committee held on 23 May 2017 and the recommendations therein be received, approved and adopted.

14. RENEWAL OF OXFORDSHIRE COUNTY COUNCIL LEGAL AGREEMENT FOR 2017-2018

Members considered the renewal of the agreement with OCC Legal for 2017-2018. It was **RESOLVED**

that as the Town Clerk has received a very good service from OCC on a range of complex projects the Service Level Agreement for 2017-2018 at a rate of £95 per hour be renewed.

15. 353-357 READING ROAD

Members considered a draft contract for the appointment of Allen Construction Consultancy Ltd to perform project monitoring services for the club house build. It was **RESOLVED**

that the Council appoint the Solicitor at OCC Legal to liaise with Allen Construction Consultancy to produce a contract acceptable to both parties, and

that the Council gives delegated powers to the Town Clerk to sign the contract once agreed.

16. EXCLUSION OF THE PUBLIC AND 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 publicity would be prejudicial to the public interest by reason of the confidential nature of the business transacted.

17. UP-DATE ON THE MEETING AT GILLOTT'S SCHOOL

18. ITEM CONCERNING AN ADDITION TO THE STAFF

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19. ITEM CONCERNING THE CEMETERY

The meeting closed at 9.32pm

