

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

In Attendance: District Councillor W Hall  
Mr M W Kennedy - Town Clerk  
Mrs P Price-Davies - Minute Taker / Committee Administrator  
Mr C Austin - Town Sergeant

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

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.

**9. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor D M Silvester and Councillor Ms L A Meachin.

**10. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**11. MINUTES**

**(i)**The minutes of the Full Council meeting held on 7th May 2013 were approved and signed by the Chairman as a true record.

**(ii)**The minutes of the Annual meeting held on 13th May 2013 were approved and signed by the Chairman as a true record.

**12. PUBLIC PARTICIPATION**

*Mr D Whittingham, New Street*

Mr Whittingham commented on the fact that the collection of rubbish in the town centre over the May Bank Holiday weekend had not taken place until the Tuesday morning and he felt that this was inadequate. He also drew attention to rubbish that he had discovered in an empty shop doorway and requested that all shop doorways were cleaned. He was assured by a member that SODC would be approached about rubbish collections over Bank Holiday weekends but that shop doorways were private property and therefore not the responsibility of the Council.

*Mrs G Dodds, Greys Road*

Mrs Dodds spoke of the signage for The Kings Arms Barn, she enquired as to when the wall mounted signage would be erected. She was aware that quotes for this work to be carried out was due to be approved at the next Town and Community Committee meeting on 9 July 2013 but felt that this issue should be an item listed on their progress report to ensure that the work would be dealt with swiftly.

*Mr D Smewing, St.Marks Road*

Mr Smewing commented on the unacceptable duration of time that temporary materials had been used to replace paving slabs throughout the town centre. He requested that HTC should write to OCC requesting that under Section 72(3) they serve notice on Thames Water requiring that a permanent reinstatement of the ten outstanding locations be completed within 7 working days. He also requested that HTC write to the Chief Executive of Thames Water asking them to provide evidence that replacement material had been ordered. Members agreed with Mr Smewing that swift action needed to be taken in order to rectify this unsatisfactory situation and the Town Clerk assured him that it was being dealt with.

*Mrs J Wood, Blandy Road*

Mrs Wood expressed her opinion that business rates were currently set too high and urged any traders that were in agreement to challenge this issue. She felt that this was a major contributing factor in the closing down of local businesses and shops.

*Mr D Hinke, Elizabeth Road*

Mr Hinke expressed thanks to SODC and especially Dr L Murfett for all their help, support and advice in the recent designation of Henley and Harpsden as a Neighbourhood Area.

### 13. DISTRICT/COUNTY COUNCILLOR REPORTS

#### District Councillors' Reports

Members had before them a report from District Councillor Mrs J Wood. It was **RESOLVED**

**that the report be received and noted.**

#### Matters arising from the reports:

Councillor W Hall gave a verbal update on the following issues:

**Business Rates:** Councillor W Hall clarified that SODC do not set the business rates but are responsible for collecting them, he also stressed that business rates were not the sole reason for local retail businesses failing. He would look into this issue but felt that it would be more effective to support businesses in other ways.

**Deep Clean:** SODC and the contractors were liaising over a deep clean of the town and following this operation any uneven slabs would be identified and repaired.

**Gambling Policy Consultation:** He encouraged members to raise awareness of the online survey on the SODC website regarding the development of their policy in response to the increase in District Council's applications from gambling organisations. It was noted that in the Vale of White Horse attitude towards this trend was changing.

**Waste Collection:** He confirmed that Biffa had been awarded a ten year contract to continue to provide a recycling and refuse service, this was based on their proven track record of the last five years and the savings their operation had made.

### **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.**

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

**Damer Gardens:** He advised Council that the issue of parents from both St.Mary's School and Trinity Primary School parking their cars and blocking in residents of Damer Gardens appeared to have been resolved. He reported that he was currently liaising with residents over a wall that was deemed unsafe due to the recent growth of a tree.

**Removal of bollards in the Town Centre:** He reported that the work to the second row of bollards sited in the Market Square had still not been undertaken despite the order been processed. He would investigate the reason for the delay and report back to the next meeting.

**Pedestrian Crossing in Kings Road:** He informed Council that Sacred Heart Primary School were understandably pressing for the installation of the pedestrian crossing on King's Road.

**Cleaning of Road Signs:** He remarked on the fact that the road signs throughout the town were gradually been cleaned following further requests.

#### **14. FEEDBACK FROM REPRESENTATIVES ON OUTSIDE BODIES**

(i) Members had before them a report from Councillor D M Silvester on the Neighbourhood Watch AGM meeting held on 18 May 2013 (attached to the agenda), which was noted.

(ii) Members had before them an invitation from South Oxfordshire South & Vale Citizens Advice Bureau to become a member organisation and to appoint a representative. It was **RESOLVED**

that Councillors Mrs P A Philips and D Nimmo-Smith be jointly appointed to represent the Council.

#### **15. MAYOR'S REPORT AND ANNOUNCEMENTS**

Members had before them the list of Mayoral engagements from the outgoing Mayor from the period 1 – 12 May 2013 and from the Mayor from the period 13 May to 18 June, copy attached to the agenda. It was **RESOLVED**

**that the report be received and noted.**

The Mayor announced that the Music on the Meadows event which was held on Saturday 1<sup>st</sup> June 2013 had been a great success and that 120 musicians had performed and it had drawn an audience of approximately 2,000 people. He thanked the Council for their support and expressed his wish for this to become an annual event.

#### **16. REPORTS OF COMMITTEES**

The Mayor announced that following a number of constitutional changes regarding sub-committee representation and their terms of reference, it would be necessary to suspend Standing Order 17(a) to enable Council to give further consideration to these matters. It was **RESOLVED**

**that Standing Order 17(a) be suspended to enable further consideration of these matters to take place.**

- (i) The Minutes of the meeting of the Planning Committee held on 21 May 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Planning Committee held on 21 May 2013 and the recommendations therein be received, approved and adopted, save for the correction in the named Councillors present to indicate that Councillor Miss S Evans was present at the meeting.**

Arising from the report:

A member proposed the suspension of Standing Order 15(c) to enable Council's further consideration of the appointment of Vice-Chairman of committees. The motion having been seconded was put to the vote and declared lost.

The Minutes of the meeting of the Planning Committee held on 11 June 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Planning Committee held on 11 June 2013 and the recommendations therein be received, approved and adopted.**

- (ii) The Minutes of the meeting of the Town and Community Committee held on 28 May 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Town and Community Committee held on 28 May 2013 and the recommendations therein be received, approved and adopted.**

Arising from the report:

Minute No. 6 – Appointment of Sub Committees and their terms of reference  
It was **RESOLVED**

**that Councillor M Akehurst be appointed to serve on the Traffic Advisory Committee to replace Councillor Ms L A Meachin who had indicated her desire to stand down.**

A member thanked Councillor Ms L A Meachin for all her work and commitment during the time that she had served on the Traffic Advisory Committee.

It was confirmed that Hugh Legh was to represent the Henley Partnership on the Traffic Advisory Committee. Members were in agreement with the Police, District Council Officers and the Area Steward having representation on this Sub Committee. Members also discussed whether Councillors Mrs J Bland and D Nimmo-Smith should be representatives in their capacity as District and County Councillor's or Town Councillors. It was agreed that the Town Clerk would write to SODC and OCC for clarification on this issue. A further discussion took place regarding the appointment of Roy Aitken on this sub committee but although members acknowledged his relevant experience a motion for Inclusion was lost. A member suggested that his knowledge would be useful to the development of the Neighbourhood Plan and that he would be invited to join the working groups.

Minute No. 10 – Henley Partnership

A member pointed out that he had read the Henley Partnership Articles of Association and that there had been significant changes in the way that they operated. He expressed disappointment that members had not been informed of the changes. The Mayor agreed to convey this issue to them.

Minute No. 14 – Police

Members requested that the report from Inspector Harling be circulated to all Councillors.

Minute No.18 – Bus Shelter Consultation

Council acknowledged that Councillor D Nimmo-Smith, in his capacity as Cabinet-Member for OCC with responsibility for highways, had taken no part in the consideration of this item.

(iii) The Minutes of the meeting of the Finance Strategy and Management Committee held on 4 June 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Finance Strategy and Management Committee held on 4 June 2013 and the recommendations therein be received, approved and adopted.**

Arising from the report:

Minute No. 6 – Appointment of Working Parties, the membership thereof and their terms of reference

Members discussed the membership of the Financial Planning & Scrutiny Group and it was generally felt that the working group would be more effective if its membership was reduced to six. It was **RESOLVED**

**that Councillor M Akehurst be taken off the Financial Planning & Scrutiny Group membership.**

A motion that the membership of the Working Group be further reduced to 5 Councillors was lost, whereupon it was **RESOLVED**

**that the terms of reference of the Financial, Planning & Scrutiny Group be amended to reflect a Membership of 6; that the words ‘and priorities’ be deleted from the 7th bullet point of para. 5 with the whole of the 8th bullet point.**

Members discussed the Legal Group’s terms of reference for 2013-14. It was **RESOLVED**

**that**

- **Councillor D Clenshaw be added to the Group, increasing the membership to 7 Councillors plus 2 Officers.**
- **The Quorum be increased to consist of at least 4 Councillors.**
- **The election of the Chairman should follow the same procedure as adopted by the other Committees within the Council and the wording should be adapted to reflect this decision.**

Minute No. 15 – Community Governance Review

A member confirmed that a meeting had been held with Harpsden Parish Council regarding the proposed extension of the parish boundary.

Minute No. 16 – Estate Inspections

Members discussed the issue of Estate Inspections and it became apparent that some members were unhappy to undertake inspections of their allocated areas. It was **RESOLVED**

**that Annual Estate Inspections would continue to be scheduled and carried out but without the assistance of the Parks Manager.**

(iv) The Minutes of the meeting of the Recreation and Amenities Committee held on 11 June 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Recreation and Amenities Committee held on 11 June 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No. 7– Appointment of Sub Committees and Working Groups, the membership thereof and their terms of reference

Members discussed the membership of the Mill Meadows and River Sub Committee. It was **RESOLVED**

**that Councillor D Hinke be removed from, and Councillor Miss K Hinton be appointed to serve on the Mill Meadows and River Sub Committee.**

Members discussed the membership of the Makins Wheeled Sports Facility Working Group. It was **RESOLVED**

**that Councillor D Silvester be appointed to serve on the Makins Wheeled Sports Facility Working Group.**

Council thanked Councillor Mrs J Bland for all the invaluable advice she had given during the year she had served on this Working Group. Councillors acknowledged that the Henley in Bloom judging was imminent and wished Councillor Miss K Hinton all the best for the competition. Members discussed the membership of the Henley in Bloom and Civic Pride Sub-Committee. It was **RESOLVED**

**that Councillor M Akehurst be removed from this Sub-Committee**

Minute No. 13– Red Lion Lawn

Members considered the recent authorisation of the licence agreement between the Red Lion Hotel and HTC to sell light refreshments on the Red Lion Lawn. Following a full debate regarding the issuing of this licence for commercial gain, the period of the licence and the type of food to be served, a recorded vote was requested:

**For**

Councillor M S Akehurst  
Councillor Mrs J Bland  
Councillor D Clenshaw  
Councillor Miss S Evans  
Councillor S J Gawrysiak  
Councillor W Hamilton  
Councillor D Hinke  
Councillor Miss K L Hinton  
Councillor D R Nimmo-Smith  
Councillor Mrs P A Phillips  
Councillor I Reissmann

**Against**

Councillor Miss L M Hillier  
Councillor Mrs E Hodgkin  
Councillor Mrs J Wood

The proposal was carried whereupon. It was **RESOLVED**

**that the licence agreement between the Red Lion Hotel and HTC to sell light refreshments on the Red Lion Lawn be granted for a six month period and then it be reviewed.**

(v) The minutes of the Neighbourhood Planning Governance Committee (NPGC) meeting held on 24 May 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Neighbourhood Planning Governance Committee held on 24 May 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.9 – Funding for the Neighbourhood Plan

Councillor D Hinke, as Chairman of the Neighbourhood Planning Governance Committee confirmed that an application for funding had been submitted to Locality UK but the ring-fenced funding was currently being reviewed.

Minute No.10 – Budget Report

A member queried the intention of the Neighbourhood Planning Committee to integrate the Neighbourhood Plan Budget into the Finance, Strategy and Management Committee meetings' agendas. Councillor D Hinke confirmed that regular updated budgets would be submitted to the Finance, Strategy and Management Committee.

The minutes of the Neighbourhood Planning Governance Committee (NPGC) meeting held on 28 May 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Neighbourhood Planning Governance Committee held on 28 May 2013 and the recommendations therein be received, approved and adopted.**

The minutes of the Neighbourhood Planning Governance Committee (NPGC) meeting held on 6 June 2013 were before the Council. It was **RESOLVED**

**that the Minutes of the meeting of the Neighbourhood Planning Governance Committee held on 6 June 2013 and the recommendations therein be received, approved and adopted.**

*Arising from the report:*

Minute No.23 – Date of next meeting

It was announced that the meeting of the Neighbourhood Planning Governance Committee which was due to be held on the 21 June 2013 had been cancelled but that members would be informed of the date of the next meeting in due course.

(vi) Townlands Steering Group (TSG) Committee

Members had before them a tabled report from The Chairman of the Townlands Steering Group. It was **RESOLVED**

**that the report be received and noted.**

The Chairman gave a verbal update, confirming that all the developments were progressing as expected and that both technical and commercial closure was expected in July, thus enabling Amber Solutions to move onto the site and commence work by the end of August. He highlighted the fact that the development encompassed three projects that have been commissioned by three separate organisations.

17. **ANNUAL RETURN AND UNAUDITED FINANCIAL STATEMENT FOR THE YEAR ENDING 31 MARCH 2013**

Members had before them a copy of the Unaudited Financial Statements for the year ending 31 March 2013. 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 4 June 2013. 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 4 June 2013 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 4 June 2013, be approved following the rewording of '*Recreational Improvements*' under the section '*Looking ahead to year ended 31 March 2014*' and *two minor typo errors in the notes to the accounts*. It was **RESOLVED**

**that the Unaudited Financial Statements as recommended by the Finance Strategy and Management Committee on 4 June 2013 as amended above, be approved.**

**18. REPORT ON THE APPOINTMENT OF COMMITTEES AND WORKING GROUPS**

Members had before them a report on The Appointment of Committees, Sub-Committees, Advisory Committees, Panels and Working Groups from the Town Clerk. It was **RESOLVED**

**that the report be received and noted.**

The meeting closed at 10.10 pm.

*ppd*

*Mayor*