

Present: Mayor, Councillor Ken Arlett
Deputy Mayor, Councillor Dave Eggleton
Councillor Ian Clark
Councillor Donna Crook
Councillor Stefan Gawrysiak
Councillor Will Hamilton
Councillor Lorraine Hillier
Councillor Kellie Hinton
Councillor John Hooper
Councillor Paula Isaac
Councillor Glen Lambert
Councillor Sarah Miller
Councillor Laurence Plant
Councillor Ian Reissmann
Councillor Rob Romans
Councillor Michelle Thomas

In attendance: Ms Cath Adams – Proper Officer
Mrs L Jones - RFO
Miss L Hastings – Minute Taker
14 Members of the Public
1 Member of the Press

The Mayor, Councillor Ken Arlett, advised that he was not announcing his chosen charities or cadet until Full Council on 30th July. However, he had secured sponsorship from Badgemore Park Golf Club, Station Road Barbers and his Granddaughter. Proceeds are to go into the Mayor's Relief and Convalescent fund.

1. **APOLOGIES**

There were no apologies for absence.

2. **DECLARATIONS OF INTEREST**

There were no Declarations of Interest.

3. **MINUTES**

The Minutes of the Full Council meeting held on the 30th April were approved and signed by the Chairman as a true record.

4. **PUBLIC PARTICIPATION**

Michaela Clarke – Henley. Ms Clarke raised concerns about the pavement at Thameside being a health hazard. An elderly gentleman had previously fallen into the river from his wheelchair and yet OCC was resurfacing pavements with little pedestrian traffic. The priority for works was queried.

The Mayor advised that works to the Thameside pavement were included in the report from the County Councillor on p.9 of the agenda.

Doreen Jones – Henley. Mrs Jones stated that there was a lot of concern about the speed of traffic on the Marlow Road and the danger to pedestrians wishing to cross the road. One light on the zebra crossing was out of order and repainting of the roundabout is required.

Councillor Gawrysiak advised that the crossing was refurbished recently and asked Ms Jones to leave her contact details with the office so that he could follow it up.

Frank Browne – Henley Society. Mr Browne raised two issues. Firstly the proliferation of A boards. A recent count in the main shopping area came to over 76 A boards, some of which obstruct the pavement. He suggested the Council work with local businesses to achieve a balance. Secondly, Mr Browne raised concern over the state of the public toilets, particularly those in Greys Road and the Station.

The Mayor complimented the Henley Society's work regarding the refurbishment of the name plaques on Victorian terraces.

Councillor Gawrysiak advised that the Greys Road toilets were due for refurbishment, but that others had been refurbished in the past 3 years. There was a general feeling that vandalism was an issue.

Pam Phillips – Henley. Ms Phillips asked for clarification on the ownership of the pavement at Thameside.

Councillor Gawrysiak advised that the land was owned by Oxfordshire County Council.

Richard Guy – Henley. Mr Guy enquired about public access to the towpath at 3-7 River Terrace.

The Mayor advised that he would investigate and go back to Mr Guy.

5. DISTRICT COUNCILLORS' REPORTS

Members had before them reports from two District Councillors.

Councillor Gawrysiak advised that due to a change of leadership at South Oxfordshire District Council, the emerging Local Plan would be considered at Scrutiny Committee at SODC on 19 June 2019.

Councillor Hinton had nothing further to add to her report and thanked Councillor Hillier for all her hard work as Chairman of South Oxfordshire District Council in the previous year. Councillor Hinton also highlighted the Clean Air Day on Thursday 20 June.

COUNTY COUNCILLOR REPORT

Councillor Gawrysiak announced that officers from Oxfordshire County Council had visited the Thameside footpath and were looking at the cost to resurface it and reinstall bollards. The cost of works may be shared between Oxfordshire County Council and Henley Town Council.

In July Nicholas Road, Mount View, Leaver Road, York Road, Clarence Road and Adwell Square will all be resurfaced.

Work at Waterman's Road would take place in three weeks' time.

Councillor Hamilton asked three questions:

1. Thameside – what are the timelines to get the work done?
2. White & yellow line markings in the town. Is a different paint being used as it is wearing away more quickly?
3. What is the status of the Chilterns End development?

Councillor Gawrysiak replied as follows:

1. This had already been answered (See Minute No 5).
2. Money is tight at local government level but many roads have been remarked and itemised lists of completed line marking have been previously provided.
3. The Order of St. John still holds the lease on Chilterns End and nothing can be done until it is released. The lease has another 15 years to run.

6. **APPOINTMENT OF REPRESENTATIVES TO OUTSIDE BODIES**

Councillors had before them a list of Representatives to Outside Bodies. (Updated list attached)

It was **RESOLVED**

to appoint representatives to Outside Bodies for the year 2019-2020 as on the list tabled, with the following amendments:

HBUG (1 representative only) – Councillor Romans

Henley YMCA – Councillor K Hinton

River Thames Alliance – addition of Councillor Hooper

Town and Parish Councils along the River Thames Group – addition of Councillor Hooper

7. **MAYOR'S CIVIC ENGAGEMENTS**

Members received the Civic Engagements from **25 April – 13 May 2019**. It was **RESOLVED**

that the list of Mayoral Civic Engagements for the period 25 April – 13 May 2019 be received and noted.

Members received the Civic Engagements from **14 May – 11 June 2019**. It was **RESOLVED**

that the list of Mayoral Civic Engagements for the period 14 May – 11 June 2019 be received and noted.

The Mayor advised that he had had a meeting with William Stonor at Stonor Park on 7 June and on 12 June had met with the Police. Parking, vandalism and drug dealing were discussed and the Police have plenty of names for contacting parents.

Councillor W Hamilton asked the Mayor to write to the OVO Women's Cycle Race organisers asking them to come back again next year and complimented the slick operation of the event. The Mayor agreed to write, subject to coverage in the Henley Standard.

Post Meeting Note: Following the adverse comments in the Henley Standard, the Mayor decided not to write to the organisers of the OVO Women's Cycle Race.

8. **REPORTS OF COMMITTEES**

The Minutes of the Meetings of the Planning Committees held on 14th May and 4th June 2019 were before the Council.

Minute 8 Appointment of Sub-Committees, the membership thereof and their Terms of Reference. Neighbourhood Plan Committee - Councillor Plant to replace Councillor Lambert as Vice Chairman. Transport Strategy Group - Councillor Hillier to be removed.

Minute 9 Plans (amended) Page 5 Amberley – this is to be a site visit.

Minute 27 Declaring a Climate Emergency. Four Councillors are to join the Climate Emergency Working Group. The following names were put forward for the Working Group: Councillors Arlett, Hinton, Crook and Reissmann, together with Patrick Fleming, Ruth Lindup, Suzy Bannon, Rebecca Chandler-Wilde, Jackie Walker and Tony Hoskins.

It was **RESOLVED**

that the Minutes of the Planning Committees held on 14th May and 4th June 2019 and the recommendations therein be received, approved and adopted, subject to the changes detailed above.

The Minutes of the Meetings of the Town and Community Committee held on 14th May were before the Council.

Minute 8 Appointment of Sub Committees, their Terms of Reference and membership thereof. Events Sub Committee - Councillor Hillier to be removed from the membership.

Minute 9 Appointment of Ad Hoc Working Groups, their Terms of Reference and membership thereof. Signage Working Group - Councillor Eggleton to be added to the membership.

Councillor W Hamilton asked for a full report on the Thameside bollards.

It was RESOLVED

that the Minutes of the Town and Community Committee held on 14th May 2019 and the recommendations therein be received, approved and adopted subject to the changes detailed above.

The Minutes of the Recreation and Amenities Committee held on 21st May 2019 were before the Council.

It was RESOLVED

that the Minutes of the Recreation and Amenities Committee held on 21st May 2019 and the recommendations therein be received, approved and adopted.

The Minutes of the Finance Strategy and Management Committee held on 28th May 2019 were before the Council.

Minute 18 Deputy Mayor's Allowance. After further discussion a Deputy Mayor's allowance of up to £1,000 was agreed.

Minute 20 Summer Fireworks. Councillor W Hamilton advised that he was disappointed that Henley Town Council were not supporting the summer fireworks this year. In the last two weeks £9,000 has been raised. Subject to a successful meeting of the Regatta Stewards on Wednesday 19th June, the summer fireworks would go ahead.

It was RESOLVED

that the Minutes of the Finance Strategy and Management Committee held on 28th May 2019 and the recommendations therein be received, approved and adopted.

9. ANNUAL GOVERNANCE AND ACCOUNTING RETURN AND UNAUDITED FINANCIAL STATEMENTS to 31 March 2019

Members received the Annual Governance and Accounting Return (AGAR) and Unaudited Financial Statement for the year ended 31 March 2019 as detailed below:

- a) The Annual Governance and Accounting Return 'Section 1 – Annual Governance Statement 2018-2019' acknowledging Full Council's responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements' (*see b below*), as recommended by the Finance Strategy and Management Committee on 28 May 2019.
- b) The Annual Governance and Accounting Return 'Section 2 – Accounting Statements 2018-2019 for Henley on Thames Town Council' as recommended by the Finance Strategy and Management Committee on 28 May 2019.

- c) The amended Unaudited Financial Statements as recommended by the Finance Strategy and Management Committee on 31 March 2019.

It was RESOLVED

that the Annual Governance and Accounting Return (AGAR) and Unaudited Financial Statement for the year ended 31 March 2019 be approved and signed as appropriate.

The Accountant was thanked for her preparation of the Accounts and associated reports.

10. APPOINTMENT OF FINANCE STRATEGY AND MANAGEMENT COMMITTEE WORKING PARTIES, THE MEMBERSHIP THEREOF AND THEIR TERMS OF REFERENCE

Membership of the Working Groups was proposed as follows:

Value for Money Working Group

Councillor Ken Arlett
Councillor Lorraine Hillier
Councillor Glen Lambert
Councillor Laurence Plant
Councillor Ian Reissmann

Legal and Human Resources Working Group

The Terms of Reference to be changed from 5 Members to 6 Members.

Councillor Ken Arlett,
Councillor Will Hamilton
Councillor Lorraine Hillier
Councillor Kellie Hinton
Councillor Glen Lambert
Councillor Ian Reissmann

It was RESOLVED

that the Members of the Value for Money Working Group to be Councillors Arlett, Hillier, Lambert, Plant and Reissmann and the Members of the Legal and Human Resources Working Group to be Councillors Arlett, Hamilton, Hillier, Hinton, Lambert and Reissmann.

11. TOWN AND COMMUNITY TERMS OF REFERENCE

Councillors received and considered the Terms of Reference for the Town & Community Committee with a change from 9 Members to 10 Members.

It was RESOLVED

that the Terms of Reference for the Town and Community Committee, reflecting a change from 9 Members to 10 Members, be adopted.

12. TOWNLANDS STEERING GROUP

Councillors received and considered the Terms of Reference for the Townlands Steering Group. It was proposed that the Terms of Reference remain the same.

The membership is to be as listed with the addition of two new Councillors – Councillors Thomas and Isaac. Councillor Arlett to be the South Oxfordshire District Council representative and Mr Dick Fletcher to be a Community representative.

It was RESOLVED

that the Terms of Reference and Membership for the Municipal Year 2019 -20 for the Townlands Steering Group be adopted subject to the membership changes detailed above.

13. HENLEY IN BLOOM

Councillors received and considered a recommendation from the Recreational and Amenities Committee to reduce the quorum at Henley in Bloom meetings to 2 Members as there are only three Councillors sitting on the Sub Committee. This would necessitate a change to the Standing Orders.

It was RESOLVED

that this item be referred back to the Recreation and Amenities Committee

14. APPLICATION FOR PREMISES LICENCE

Councillors received an application from the Henley Royal Regatta for an extension to their premises licence.

The Mayor, Councillor K Arlett declared an interest as he is a Steward for the Regatta. Councillor Mrs M Thomas abstained as she works at Leander Club.

It was RESOLVED

that a statement be sent in response to the application to Wokingham Borough Council stating that the Council noted the Henley Royal Regatta's application and supported the addition of an extra day to their premises licence.

15. TRAFFIC COUNT

Councillors received and considered funding an additional Traffic Count up to a value of £2,200.00. Previous counts were undertaken in May 2015 and December 2018 but a count carried out at a similar time of year as the first count would be more comparable and provide data for further modelling work.

It was RESOLVED

to approve the use of £2,200 from Community Infrastructure Levy funds for additional traffic flow monitoring.

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. STAFFING

Councillors had before them a report on staffing requirements. It was noted that one proposed temporary officer for the Planning Team is related to the Planning and Project Manager.

It was RESOLVED

to appoint three officers on a part time, temporary basis.

18. PROPERTY

Councillors had before them a report on a property which may be available for sale. After careful discussion it was **RESOLVED**

that a Working Group be formed to discuss this matter further. Membership to be Councillors Eggleton, Hillier, Hinton, Lambert, Miller, Plant and Reissmann. The Working Group to report to Finance, Strategy and Management Committee.

19. **APPOINTMENT OF TOWN CLERK**

Councillors considered the report presented by the Chair of the Staffing Working Group which explained the process of the recruitment of a new Town Clerk in detail.

The interview panel, supported by an independent HR consultant, was unanimous in its recommendation to appoint Mr Sheridan Jacklin-Edwards.

It was RESOLVED

That Councillors appoint Sheridan Jacklin-Edwards to the position of Town Clerk subject to signing the contract of employment.

Full details of Minute 19 and the resolution are contained in Confidential Appendix A.

The meeting closed at 9.15pm.

LH/CA

Chairman

Appointment of Representatives to Outside Bodies for 2019-2020

Outside Body	Appointee(s)
Air Training Corps Civilian Committee (1)	Cllr Dave Eggleton
Bled Twinning Association (2)	The Mayor (ex officio), Cllr Will Hamilton & Cllr Rob Romans
Borama Friendship Link (1)	Cllr Kellie Hinton
Family Centre Advisory Board (1)	Cllr Paula Isaac
Henley 60+ Club Management (4)	The Mayor (ex officio); Cllr Stefan Gawrysiak, Cllr Sarah Miller, Cllr Dave Eggleton
Henley Allotments Association (2)	Cllr Dave Eggleton & Cllr Ian Reissmann
Henley Arts and Crafts Guild (1)	Cllr Donna Crook
Henley Branch Users Group (1)	Cllr Rob Romans
Henley Cricket Club TRUSTEE (1)	Cllr Will Hamilton
Henley Educational Trust (3)	The Mayor (ex officio); Cllr Michelle Thomas & Cllr Kellie Hinton
Henley Falaise Twinning Association (3)	The Mayor (ex officio), Cllr Sarah Miller & Cllr Rob Romans
Henley in Transition (2)	Cllr Sarah Miller & Cllr Donna Crook
Henley Leichlingen Twinning Association (3)	The Mayor (ex officio), Cllr Rob Romans & Cllr John Hooper
Henley Municipal Charities TRUSTEE (2)	The Mayor (ex officio) & Cllr Kellie Hinton (Mayor change annually, other Councillor 4 year term (2018-2021)).
Henley Racquet Club (1)	Cllr Laurence Plant
Henley Royal Regatta (STEWARD) (1)	The Mayor (ex officio)

Appointment of Representatives to Outside Bodies for 2019-2020

Henley Society (1)	Cllr Ian Reissmann
Henley Volunteer Bureau (1)	Cllr Lorraine Hillier
Henley YMCA (1)	Cllr Kellie Hinton
Nomad (1)	Mayor (Ex Officio) & Councillor Paula Isaac
Oxfordshire Association of Local Councils (1)	Mayor (ex officio)
Oxfordshire Larger Local Councils Group (2)	The Mayor (ex officio) & Town Clerk
Oxfordshire Parish Transport Representative (1)	Cllr Stefan Gawrsiak
Oxfordshire South & Vale Citizens Advice Bureau (1)	Cllr Lorraine Hillier
River & Rowing Museum TRUSTEE (2) (3 years)	The Mayor (ex officio) & Cllr Glen Lambert
River Thames Alliance (1)	Cllr Laurence Plant
South Oxfordshire DC CCTV Management Group (2)	Cllr Lorraine Hillier & Town Clerk
Town & Parish Councils along The River Thames Group (2)	Cllr Will Hamilton & Cllr John Hooper
Henley Youth Festival (1)	Cllr K Hinton
Henley Music School (1)	Cllr Glen Lambert
Walkers are Welcome (1)	Cllr Glen Lambert