

HENLEY PARISH COUNCIL

Chairman: Councillor Kevin Griggs
Interim Clerk: Tina Newell
25 Shakespeare Road,
Stowmarket,
Suffolk. IP14 1TU.

henley.onesuffolk.net

Councillors: You are hereby summoned and members of the press and public you are hereby invited to attend a meeting of the Parish Council on **Tuesday 8th March 2022 at 7.30pm in Henley Community Centre, Church Meadows IP6 0RP** to consider the items set out below.

Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk at least 24 hours before the meeting so that every effort can be made to provide access.

This meeting will be recorded and anyone speaking at the meeting will have deemed too given consent to being recorded.

AGENDA

1. Apologies for absence:

- a. Councillors to receive any apologies for absence.
- b. Councillors to vote on acceptance to apologies for absence.

2. Declarations of Interest and Dispensation considerations:

- a. To receive any Councillors' Interests in subsequent agenda items.
- b. To receive and consider any requests for dispensations

3. Minutes of previous meeting: Councillors to approve the minutes of the Parish Council meeting held on 25 January 2022 as a true record of the decisions made.

4. Public Forum:

- a. To receive a report from the District Councillor.
- b. To receive a report from the County Councillor.
- c. To receive comments or questions on matters of interest from members of the public.

5. Planning:

- a. Councillors are asked to consider and agree comments on applications made to the local planning authority (Mid Suffolk District Council) relating to Henley:
 - I. DC/22/00267
Full planning application Change of use of agricultural land to residential gardens to serve 11 number properties under DC/19/04439
Land on the south side of Ashbocking Road, Henley

- II. DC/22/00701
Construction of dropped curb
14 Wellfield, Main Road, Henley IP60QT
 - III. DC/22/00783
Erection of front porch extension (following demolition of existing)
Meadowside, Main Road, Henley IP6 0QS
 - IV. DC/22/00794
Erection of extension to garage to form 2 number additional garage bays
and storage
Meadowside, Main Road, Henley IP6 0QS
 - V. DC/22/00931
Erection of single storey rear extension and summer house
3 Rectory Farm Barns, Main Road, Henley IP6 ORU
- b. Councillors are asked to note the following determinations:
- I. DC/22/00188 Land on the South Side of Ashbocking Road, Henley
MSDC: Granted
 - II. DC/21/06070 1 Rectory Farm Cottages, Main Road, Henley IP6 ORT
MSDC: Refused
- c. Councillors to receive an update on previously considered applications:
- I. DC/21/06884 White House farm, Ashbocking Road, Henley - Councillors
to note the determination deadline is 4 March 2022.

6. Finance (all supporting papers appended):

- a. Councillors to approve the finance report for the period ended 28 February 2022 including:
 - i. bank reconciliations
 - ii. budget to actual payment and receipts
 - iii. reserves
 - iv. assets
- b. Councillors to note receipts since the last meeting.
- c. Councillors to approve payments as per the schedule appended.
- d. Councilors to consider purchasing signage 'Caution: children at play'.
- e. Councillors to review the bank mandate and take action as appropriate.

- f. Councillors to note the Precept request for 2022/23 has been received by the District Authority.
- g. Councillors to agree for the Clerk to have training with CAS on maintaining the website at a cost of £48.00 plus VAT.
- h. To consider grant applications from Henley players, Henley Senior Citizens and St. Peters PCC all for £200 each.

7. Correspondence: To receive and consider correspondence received that is not dealt with elsewhere on the agenda:

- a. Suffolk Festival 2022 Torch Relay - to consider nominating a local hero as a torch bearer

8. Governance:

- a. Councillors to consider and agree setting up official Parish Council email addresses for each Councilor and the Clerk at an annual cost of £73.75 paid two yearly.
- b. To review an update of actions from the 2021 Internal Audit.
- c. To receive a review of the Parish Councils risk assessments.
- d. To receive a review of the Parish Councils Internal Control Statement.
- e. Councillors to agree adoption of updated Standing Orders.
- f. Councillors to consider and agree adoption of the following policies and procedures:
 - I. General Data Protection
 - II. Publication Scheme.
 - III. Accessibility Statement (website).
 - IV. Bring your own device.
 - V. Data breach.
 - VI. Document electronic data retention.
 - VII. Lawful basis for processing data.
 - VIII. Subject access request.

9. To receive a reports from Community Groups and consider any action required:

- a. Henley Community Centre Charity
- b. Improvements to the play area.

c. Road Safety

10. To receive an update on the walkway outside Pearsons Place.
11. To consider a date and format for the annual litter pick noting the proposed date is 10 April 2022.
12. To consider a date, venue and format for the Annual Parish Meeting and the Annual Meeting of the Parish Council.
13. Any other matters for information, to be noted, or for inclusion on a future agenda:
14. To note and agree the date for the next schedule meeting: To agree cancelling the scheduled meeting for 22 March 2022 and agree the next meeting is the Annual Parish Council meeting.
15. To consider the appointment of Tina Newell as permanent Clerk & Responsible Financial Officer to Henley Parish Council.
16. Chairman to close the meeting.

Tina Newell

Tina Newell/Locum Clerk to Henley Parish Council
2 March 2022