

# HENLEY PARISH COUNCIL

Clerk: Rod Caird, 26 Church Lane, Henley IP6 0RQ  
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Minutes and Notes of the **Annual Parish Meeting** and  
**AGM of the Parish Council**  
on Tuesday May 8, 2018 at  
7.30pm in Henley Community Centre

## ANNUAL PARISH MEETING

	<p>Five members of the public attended, together with Cllrs John Field and John Whitehead and Parish Cllrs Kevin Griggs, Steve Brock, Bryan Marks, Beverley Thomas and Martin Redbond. The Clerk Rod Caird was also present.</p>
1	<p><b>Apologies for Absence</b></p>
	<p>Cllr Alex Harrison had sent her apologies, as had Mr and Mrs Hughes</p>
2	<p><b>Chairman's Welcome, Introduction and Report on 2017/18</b></p>
	<p>Cllr Griggs presented his report which has been published in full on the village website <a href="http://www.henley.onesuffolk.net">http://www.henley.onesuffolk.net</a></p>
3	<p><b>Village organisation reports:</b></p> <ul style="list-style-type: none"><li>• <b>Henley WI</b></li><li>• <b>Henley Community Centre Charity</b></li><li>• <b>Henley Senior Citizens</b></li><li>• <b>Henley Players</b></li><li>• <b>Henley Athletic Football Club</b></li><li>• <b>Henley HOGS</b></li><li>• <b>Henley School</b></li><li>• <b>Claydon High School</b></li></ul>
	<p>These written reports, together with the annual reports of the County and District Councillors, are published on the village website.</p> <p>It was particularly noted that the Community Centre urgently needs additional volunteer support. Only three Trustees are currently in place and much more help is</p>

	<p>needed if the centre is to continue offering its services.</p> <p>It was agreed that for next year's meeting, Henley Chefs, Henley Guides and Henley Tots would all be invited to present a report. Reports would also be encouraged from Henley Folk Night, St Peter's Church, Henley Pre-School and the Bowls Club.</p> <p>It was noted that the weeds on the corner of Gascoigne and Freeman Avenues need to be controlled, and that the grit bin at the same location needs to be fixed. The Clerk reported that a new bin has been ordered.</p>
<b>4</b>	<b>Date of Next Meeting</b>
	Tuesday May 14, 2019, at 7.30pm

## ANNUAL GENERAL MEETING OF THE PARISH COUNCIL

<b>1/080518</b>	<b>Election of Chair for 2018/19</b>
	Kevin Griggs was elected Chair without contest and Steve Brock was elected Deputy Chair.
<b>2/080518</b>	<b>Apologies for absence and approvals</b>
	Alex Harrison had sent her apologies and her absence was approved.
<b>3/080518</b>	<b>Declarations of interest and dispensations requested</b>
	None.
<b>4/080518</b>	<b>Approval of the Minutes of the PC meeting on March 13, 2018</b>
	The Minutes were approved.
<b>5/080518</b>	<b>Public comments on matters on the agenda</b>
	No issues were raised.
<b>6/080518</b>	<p>Progress reports:</p> <ul style="list-style-type: none"> <li>• <b>Updates on current planning applications including the Cross Keys</b></li> <li>• <b>Update on Henley housing proposals and</b></li> </ul>

	<p><b>further discussions following the presentation by Hastoe at the last meeting</b></p> <ul style="list-style-type: none"> <li>• <b>Update on the new Data Protection regulations</b></li> <li>• <b>Update on a Community Speedwatch Scheme</b></li> <li>• <b>Update on school parking</b></li> </ul>
	<ol style="list-style-type: none"> <li>1. There was no objection to Planning Applications 18/01849 and 01850 – construction of storage building and barn conversion to holiday let at Broad Green Farm, Ashbocking Road. It was hoped that a constructive outcome could be found now that change of use to residential at the Cross Keys has been refused by the Mid Suffolk Referrals Committee.</li> <li>2. Cllr Redbond reported that further discussions had been held with Hastoe Housing Association Ltd and visits had been made to Hastoe sites in Suffolk and Essex. Both Community Action Suffolk and Mid Suffolk District Council recommend Hastoe as suitable partners for a rural housing development project. It was agreed to go forwards with Hastoe on that basis. Next step will be for Hastoe to look for suitable land in the village and to negotiate a price with the landowner. The target is 25-30 new homes, 50% of which would be for the open market and 50% classed as affordable. Of the overall total, approximately 15 would be bungalows (and again, half for the open market and half affordable).</li> <li>3. The Clerk reported that it is likely the government will remove the requirement on Parish Councils to appoint an external Data Protection Officer. He also said steps are being taken to make sure the Parish Council is compliant with the regulation.</li> <li>4. The VAS is currently positioned at Hemingstone's request on the B1078 near the junction with Rectory Road. Cllr Field reported that tests of an Automatic Number Plate recognition camera are being conducted.</li> <li>5. Cllr Field has agreed funding for yellow lines outside Henley School. A date for the work is awaited.</li> </ol>
<p><b>7/080518</b></p>	<p>Financial report, including payments due, and presentation and approval of</p> <ul style="list-style-type: none"> <li>• <b>The accounts of the Parish Council for 2017/18 (and the relevant annual return paperwork)</b></li> <li>• <b>The updated Standing Orders</b></li> </ul>

	<ul style="list-style-type: none"> <li>• <b>The Asset Register</b></li> <li>• <b>The Risk Assessment</b></li> <li>• <b>The updated Financial Regulations</b></li> </ul>
	<p>The annual accounts for 2017/18 were approved, showing a balance at the end of the year of £18,010.69. The Annual Return was signed and approved.</p> <p>The Standing Orders, Risk Assessment, Code of Conduct, Financial Regulations and Asset Register were approved.</p> <p>A bank reconciliation for the period to May 7, 2018, was presented and approved. The balance was £23,341.17, the first precept instalment of £6,055.50 having been received. Payments were made as follows: £36 to Henley Community Centre for room hire; £45 to HMRC for PAYE; £252.33 to SALC for annual subscription; £120 to MSDC for bin emptying; £85.80 to British Bins for supply of new grit bin; £180.50 to Rod Caird for Clerk pay.</p> <p>Of the balance held at the bank at the end of 2017/18, approx £10,000 is held as a general reserve and approximately £8,000 is held as an earmarked reserve for village projects.</p>
<b>8/080518</b>	<b>Urgent matters to be brought to the attention of the Parish Council</b>
	It was noted that in the event the bus to Ipswich does not arrive on time, this should be reported quickly to the Clerk so that the issue can be taken up with the bus company.
<b>9/080518</b>	<b>Dates of meetings in 2018/19</b>
	Tuesday July 10, September 4 and November 13 at 7.30pm in the Community Centre