



# The Beaudesert & Henley-in-Arden Joint Parish Council

*Working for the Benefit of the Residents of Henley-in-Arden*

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**The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 29<sup>th</sup> August 2016 at 11.00 am in the Field Room, The Heritage Centre, 150 High Street, Henley-in-Arden.**

Present: Cllrs. Bill Leech (Chair), John Garner, Peter Crathorne, Peter Cornford, Mike Wilmott.

In Attendance: 7 members of the public

## 1 Apologies for absence and acceptance of apologies

The following apologies were received and accepted: Cllrs Liz Jackson, David Broadbent, Lorraine Taylor-Green, Jayne Bridges, Linda Jackson, Heather Hemus, Peaches Melhuish, District Cllr Stephen Thirlwell and County Cllr Mike Perry.

The Chair asked the Clerk whether the meeting was quorate and the Clerk confirmed that there were more than four Cllrs present which represented the required number of Cllrs to be present for decisions to be made.

## 2 Declarations of Interest and Dispensations

*The Clerk asked any Cllrs if they had any interests and none were declared.*

## 3 Public Participation Session

- Mrs Elaine Field expressed her thanks to the Music Festival Committee for organising another successful Festival. Mrs Field confirmed that the Festival would be continuing next year and she would be Chair of the Committee with twenty members. Cllr Leech confirmed that the JPC would be delighted to offer support and to assist in any way if it was required. Cllr Leech went on to say that once the Catenary wires were in place for the Christmas Lights there would be a mechanism in place for organisations to advertise at no cost. Cllr Leech confirmed that the JPC would support organisations by way of a mini grant. Mrs Field said that she had received very positive comments from social media.
- **Cllr Crathorne proposed that a letter of thanks be sent to members of the Music Festival Committee. This motion was seconded by Cllr Cornford and carried unanimously. The Clerk requested if Mrs Field would kindly send the Clerk the Committees' contact details.**
- Mr Field said that he felt it was important that the Music Festival continued as it supported local businesses, public houses and generated income for Henley as well as keeping the town on the map. Mr Field confirmed that the Court Leet was also supportive of the Festival. The High Bailiff said that there had been two days of activities in the Guild Hall gardens which had been equally successful and thanked the Music Festival Committee for all their hard work.
- Mr Alan Jones thanked the JPC for holding this meeting and it was at a time which did not clash with anything else so he was able to attend.

## 4 To discuss mini grant for Town Dinner

- Cllr Crathorne confirmed that he had previously circulated a report to all members of the JPC and asked if there were any questions.
- **Cllr Crathorne proposed that following the Court Leet's confirmation of the number of volunteers attending the Town Dinner on 17<sup>th</sup> September 2016 on the invitation of the High Bailiff that an offer would be used to invite each of the principal organisations whose contribution is seen to be essential to the life of the town to nominate two of their volunteers to receive a supported place at the Town dinner. The grant would be up to a maximum of £500.00 and should be granted to the Court Leet to reimburse**

**them for the free places taken up by voluntary organisations. This motion was seconded by Cllr Willmott and carried unanimously.**

- The High Bailiff confirmed that he had sent invitations to all of the organisations in Henley.

**5 Approval of revised supporting information submitted to Grant Thornton and to print and circulate the Annual Report when confirmation of the external audit has been received from Grant Thornton. *The attached having been previously circulated.***

- Cllr Garner reported that the JPC had been asked to answer a number of queries regarding the audit of the 2015/2016 accounts. He went on to say that a member of the public had questioned the professional integrity of the independence of the internal auditor which had exacerbated the issue. Cllr Crathorne asked who had asked about the internal auditor and Cllr Garner responded that he did not know. Cllr Garner went on to say that he and the Clerk were responding to the outstanding queries. **Cllr Garner proposed that approval be given for the revised supporting information to be submitted to Grant Thornton and to print and circulate the Annual Report when confirmation of the external audit had been received from them. This motion was seconded by Cllr Cornford and passed unanimously.**
- Cllr Leech confirmed that once the Annual Report was ready for circulation, it would be delivered to all of the households in Henley by the Royal Mail. Cllr Crathorne asked about the cost and Cllr Leech responded by saying that the JPC needed the assurance that the Annual Report was delivered to all households.

**6 Report by Cllr Crathorne on the future relationship between the Council and the principal social organisations of the Town. *The attached having been previously circulated.***

- Cllr Crathorne confirmed that a report had been circulated to all Cllrs for their consideration. He went on to say that the report was expressing general concern over the long term future of social organisations in Henley and was not a definitive proposal.
- Cllr Willmott advised that he had assisted with the preparation of the paper that had been circulated and that other Parishes and Towns were experiencing similar issues.
- Cllr Cornford confirmed that he had a conversation with a volunteer regarding the Library and she had expressed her concerns over the long term future of the Library and that they needed to be aware of regular income streams. Cllr Cornford asked whether the precept could be raised to support the employment of a part time Librarian as most organisations relied on a degree of paid employees.
- **Following discussion, it was RESOLVED that the attached report be circulated with an appropriate covering letter to all of the identified social organisations and interested stakeholders. It was further RESOLVED that the following actions be carried out : -**
- **A revision of the report to be reported to the JPC at the September meeting which would match the ideas agreed for discussion.**
- **The WP would revise the policy document following the discussions with residents and organisations. The final document would be discussed directly with the boards of Trustees and committees who were affected and be circulated to all Cllrs prior to being presented to a Town meeting in October 2016.**
- **An analysis of the responses to the above presentation and the preparation of a 'blueprint' for the future, together with a timetable for implementation to be considered in the November budget discussions.**
- **Cllr Crathorne advised that following a critique he had received from the internal auditor, Mr Bob Morgan, he be invited on to the Working Party, together with Cllrs Crathorne, Willmott and Garner.**

- **These motions were proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.**

**7 To discuss the on-going removal of fly posters.**

- The Clerk requested Cllrs to consider giving their authorisation for the removal of fly posters which were causing a traffic hazard. Following a discussion, Cllr Leech suggested that larger notice boards may be required. Cllr Crathorne said that if larger notice boards were provided this would be a way of supporting community organisations and would be locked and organisations provided with a key. Cllr Crathorne agreed to look into the provision of larger notice boards and the Clerk was requested to place this item on the agenda for November. **It was RESOLVED that fly posters would be automatically removed from all traffic signs. This motion was proposed by Cllr Garner, seconded by Cllr Cornford and carried unanimously.**

**8 To discuss Christmas Celebrations in Henley in Arden**

- The Clerk read out an email that she had received from the Rector Rev. John Ganjavi and which is attached to these minutes. The email suggested that a third catenary wire be applied for erection between the Church tower and the One Stop Shop, depending on the Church authorities granting a faculty, along with the current permissions being sought for two catenary wires. Once permission is received, consideration can be given to how the wires are used. Following a meeting with the Highways authority, it appears that permission would not be granted for the existing flag pole socket to be utilised for the erection of a Christmas Tree at the Market Cross. Two other locations had been suggested; outside Lloyds Bank which would require the temporary removal of the bench and also outside Barclays Bank. These two locations would appear to be acceptable to the Highways authority and are only possibilities at the moment and would be dependent on permissions being granted.
- Cllr Crathorne said that he felt that the Highways authority was pushing the boundaries by objecting to the flag pole being erected in the existing flagpole socket. **Following a discussion it was RESOLVED that the following actions be carried out:-**
- **The JPC apply for planning permission for a socket to be sufficiently engineered to ensure the safety of members of the public at a position approximately 1m south of the Market Cross fencing, outside Lloyds Bank as recommended by WCC Highways, for both a Christmas Tree and a flagpole.**
- **The JPC apply for a variation for the existing flagpole socket to be utilised for the erection of a Christmas Tree.**
- **It was also RESOLVED that the location for the erection of a Christmas Tree outside Barclays Bank be rejected as it was felt that this would pose a safety risk to motorists and pedestrians by obstructing the view from Beaudesert Lane.**
- **The JPC requests that its agent, Bainbridge & Co, expedites the application for the catenary wires across the High Street.**
- **These motions were proposed by Cllr Crathorne and seconded by Cllr Wilmott.** Mrs Field asked whether the Christmas Tree outside John Shepherd's would remain. Cllr Leech responded and said that the proposal to erect a Christmas Tree at the Market Cross would be in addition to the one outside John Shepherd's. He went on to say that the proposal to erect a Christmas Tree at the Market Cross would be a focal point and that a temporary stage could also be constructed. Cllr Crathorne said that the proposals suggested would be in addition to those already planned and would involve various organisations. He went on to say that the JPC had reserved an amount of £3,500 as a grant for the Christmas Lights Committee if they needed funds. Cllr Crathorne confirmed that the Rector was acting as the co-ordinator between the JPC, the Court Leet and the Christmas Lights Committee as indicated in his email and the idea would be to enhance the planned Christmas festivities.

**9 To consider the Council's responses to planning application(s)**

- In the absence of Cllr Broadbent, as the Planning WP portfolio holder, the Clerk reported that the undernoted application had been received :-

<b>Application no.</b>	<b>Proposal</b>	<b>Address</b>	<b>Submitted by</b>	<b>Comments due by / decision</b>
<b>16/02159/FUL</b>	Change of use of offices (B1) to residential (C3) to create a dwelling house (Retrospective)  Following a robust discussion regarding whether a Certificate of Lawful use be granted, <b>it was RESOLVED that the JPC respond with a comment of No representation. This motion was proposed by Cllr Wilmott, seconded by Cllr Crathorne and carried unanimously.</b>	The Coach House, Haven Pastures, Liveridge Hill, Henley	Mrs K Melhuish	<b>06.09.2016</b>

- **16/01505/FUL – Haven Pastures** - The Clerk advised that she had notified the Planning WP that the planner was minded to refuse the application and as the JPC had supported the proposals, it had triggered an SDC Planning Committee response for 7<sup>th</sup> September. It was agreed that if Cllr Broadbent could not attend the Planning Committee meeting that Cllr Leech would stand in. It was agreed that an appropriate script be circulated to all Planning WP members.
- **16/02165/LBC – 153 High Street** – The Clerk advised that the proposals were for internal and external repairs and alterations to a listed building. Following discussion, **it was RESOLVED that the JPC respond to the application with a comment of no objection. This motion was proposed by Cllr Cornford, Seconded by Cllr Wilmott and carried unanimously.**

**10 Items for private session**

*Under Section 100(A) of the Local Government Act 1972, in view of the (special)(confidential)\* nature of the business about to be transacted, it is advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 Schedule 12A of the above Act, that the public be temporarily excluded and they are instructed to withdraw. There needs to be a resolution at the meeting for items to be discussed in private session.*

**There were no items for discussion.**

**Cllr Leech confirmed the date and time of the next JPC meeting was on Monday 19<sup>th</sup> September 2016 commencing at 7.00pm in the Memorial Hall Committee Room.**