



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, 15th January 2018 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

- **The Chair wished all residents of Beaudesert & Henley in Arden a very Happy and Prosperous New Year.**

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), John Garner, Peter Crathorne, Peter Cornford, Jayne Bridges, David Tomlinson, David Broadbent, Sally Harfield, Mike Wilmott, Peaches Melhuish and District Cllr Stephen Thirlwell

In Attendance: 9 members of the public.

Public Participation Session

- Mr Nick Haycock was invited to speak and remember Mr Chris Milsom who sadly passed away at the end of last year. Mr Milsom worked tirelessly on the JPC and the British Legion for many years and he took great pride in helping the community in Henley. Mr Milsom was also the Chair of SCAN and again he was an exceptional servant of Henley. He will be sadly missed by everyone and we all extend every good wish to Vera, his widow. These thoughts were echoed by all those present.
- Sheila Davis, a representative of Henley in Bloom, reported that the funds that the Group had received from a recent legacy were about to be put to good use. She went on to say that John Earle had kindly agreed to sponsor Henley in Bloom again this year; however the Group would be submitting a Grant application for £2,500 which would be put towards a major purchase. The Chair, Cllr Leech, thanked Sheila and all her volunteers for all of their hard work.
- Mr Graham Hindley a representative of the PCC reported that the Church Clock had recently stopped during a recent power cut and was now a minute late. The clock maintenance company had been called out and Mr Hindley hoped that the situation would resolve itself when the clocks go forward in March.

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

Commencement of the Council Meeting

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from County Cllr John Horner.

2 Declarations of Interest and Dispensations

Cllrs Peter Crathorne, Jayne Bridges, John Garner and David Broadbent declared an interest in Item 10 as they are all members of the HWMT and Cllrs Crathorne and Garner are involved with the Hub@Henley. Cllr Sally Harfield also declared an interest in Item 9 (Traffic & Parking and Car Park Acquisitions Working Party) as she lives in the Croft and is a member of the Residents Association.

The Clerk reported that in her absence, she had received notification of an Uncontested Election result and she welcomed Elaine Field as a Cllr on the JPC. However, as the official result would be following 8th February, Mrs Field could only join the JPC at the next scheduled JPC meeting on 19th March, when she could sign her Declaration of Acceptance Form. The Clerk agreed to forward on all of the relevant paperwork prior to that date.

3 Reports from County Councillor and District Councillor.

Cllr Thirlwell reported:

- The Community Infrastructure Levy had been adopted by SDC. He went on to say that there would be several training sessions which SDC would be running in respect of CIL which he encouraged JPC Cllrs and the Clerk to attend.
- SDC was currently considering their budget process and there would be a Council Tax increase of 1% which would equate to a raise of £1.37 pa per household. He went on to say that SDC intended to take some funds out of their reserves to meet any shortfalls.

- SDC was also considering the funding of more affordable housing in the District. Cllr Wilmott asked whether SDC had the facility to borrow funds and Cllr Thirlwell responded by confirming that they could borrow up to £10m.

County Council Report

- In the absence of County Cllr John Horner, the Clerk read out a report she had received, which is attached to these minutes as Appendix 1.

4 Minutes of the ordinary meeting held on 20th November and Extraordinary meeting on 11th December 2017 to be approved and signed.

It was **RESOLVED** that the Minutes of the Ordinary meeting on 20th November was confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Broadbent, seconded by Cllr Bridges and carried unanimously. It was **RESOLVED** that the Minutes of the Extraordinary meeting held on 11th December was confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Cornford, seconded by Cllr Broadbent and carried unanimously. It was agreed to consider the Minutes of the meeting held in the Private Session separately.

5 Matters arising from the minutes of previous meetings and not on the agenda.

There were no matters arising.

6 Report by the Parish Clerk – Gill Bailey

- **To discuss the purchase of a new ‘cloud’ and JPC web site package – Office 365 Home at £7.99 per month, or Office 365 Business at £9.40 per month**
 - The Clerk reported that a representative from Syclone Design would be installing the computer and software on 25th January. She went on to say that she had circulated details of the ‘cloud’ package and she was seeking authorisation to purchase the Office 365 Home package at £7.99 per month, which would provide cover for the users of 5 PC’s or Macs. Cllr Melhuish said that she used the same package at work and she confirmed that all of the Cllrs would have access to view only, as well as the package having the facility to have five users. She went on to say that sometimes Excel did not always format calculations promptly if someone was viewing them. Cllr Melhuish also confirmed that it would be possible to add additional users at a later date. It was **RESOLVED** that the Office 365 Home package be rented. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously. It was also agreed that all of the data currently held on Dropbox be transferred over to the new package.
- **Road Closure – Camp Lane**
 - The Clerk reported that she had received a Temporary Road Closure Notice for Camp Lane for works on 15th January, the details of which were on the JPC web site. She went on to say that she had also received a Temporary Road Closure Notice for Gorcott Hill for works commencing on 5th February and due to be completed by 9th February, again the details were on the JPC web site.
- **Nominations for attendance at the Royal Garden Party on 31st May 2018**
 - The Clerk reported that she had asked for nominations from Cllrs who would like to attend the Royal Garden Party and received a response from five Cllrs so far. She asked if anyone else would like to attend, including Elaine Field and if so, please could they contact her direct expressing an interest. Cllr Cornford said that he had attended last year with his wife and it was well worth the adventure.

7 To review the planning applications report

Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site and a copy was available to view on screen.

- Cllr Broadbent reported that representatives from the JPC had attended a meeting with the developers regarding the proposals at Warwickshire College and they had met three out of the four concerns that the JPC had. However, there was still a concern regarding the access on to the A3400 from the College which would be the same for any development on the same site. Cllr Tomlinson agreed that the developers had carried out a lot of work on the points raised by the JPC. He went on to say that the Agents would have used information from the D of E Guidelines and seemed to have taken the minimum position as any other position would result in extra costs for the developers, however, in his view the access would be potentially dangerous. Following a discussion, it was agreed that the Clerk

would submit further comments to the Case Officer once they had been circulated via email and agreed.

- Planning Application: 17/03683/FUL & 17/03684/LBC – 165 High Street
Following a brief discussion, it was agreed to submit a comment of no representation and to leave the decision to the Conservation Officer and the Case Officer at SDC.
- To discuss the possible formation of a JPC Planning Sub-Committee
It was agreed to defer this item.

8 To ratify the Portfolio Holders for 2018/19 of JPC Working Parties and Review membership of the Committees and Working Parties.

- a. Finance and Asset Working Party – Cllr John Garner**
- b. Planning – Cllr David Broadbent & David Tomlinson**
- c. Maintenance & Emergency Planning – Cllr Peter Crathorne & David Tomlinson**
- d. Traffic & Parking & Car Park Acquisitions – Cllr Peter Cornford**
- e. Children’s Facilities Working Party – Cllr Liz Jackson**

It was RESOLVED that the above Cllrs would act as the Portfolio Holders for the Working Parties stated. This motion was proposed by Cllr Bridges, seconded by Cllr Tomlinson and carried unanimously.

9 Reports and Recommendations by Portfolio Holders

- **Finance and Assets (Monthly)**
 - **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report**
 - Cllr Garner confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs. The current balances as at 15th January 2018 were Treasurers Account: £2,086.87 and the Deposit Account was £86,003.45.
 - Cllr Garner reported that he had transferred £10,000 and £4,004.11 from the deposit account to the current account and the JPC had received two receipts for £1,000.00 from the Medical Centre for their ground rent and SDC for £288.47 for their contribution towards grass cutting. Cllr Cornford asked what the payment from SDC for £288.47 was for and the Clerk responded by saying that it was their contribution towards the Grass Cutting costs.
 - Cllr Garner reported that there was one payment requiring approval; for Jon Vale for £1,211.46 for general maintenance.
 - Cllr Garner confirmed that the Grants process stated that applications should be received on or before 31st January. He suggested that the process be extended and it was agreed that the deadline for applications to be received should be moved to 5.00 pm on 16th February. It was also agreed that the Clerk contact each of the groups who had submitted an application last year and Cllr Garner agreed to liaise with the Clerk regarding the application process. The Clerk confirmed that she would be submitting an article to Henley Focus, HNOL and the JPC web site.
 - **It was RESOLVED to approve the contents of the Finance Report. This motion was proposed by Cllr Garner, seconded by Cllr Melhuish and carried unanimously.**
 - **To Adopt the revised JPC Financial Regulations (*previously circulated*)**
The Clerk reported that she recommended that minor alterations be made to the above documents with specific reference to the JPC tender process. She confirmed that the amendments had been circulated to members of the JPC. Following a brief discussion, it was agreed to defer this item to the next meeting.
- **Maintenance & Emergency Planning, including the consideration of expenditure associated with the actions to be taken (Monthly)**
- **Property Management Delivery Report (*previously circulated*)**
 - **Cllr Crathorne reported:**
 - The Property Report had been uploaded to the JPC web site and circulated to Cllrs.
 - Cllr Crathorne advised that he had also circulated an Emergency Cllr’s Report on the recent cold spell, which had also been uploaded on to the JPC web site and is attached to these minutes as Appendix 2.
 - Cllr Bridges asked if a resident or business cleared the snow from the path outside their house or premises whether this automatically meant that they assumed responsibility if a member of the public were to fall and injure themselves. Following a discussion, it was agreed that this was not the case. A member of the public said that access to the Primary

School along Arden Road had been lethal during the snowy period and a parent had had an accident because they had slipped on the ice. She went on to say that the grit bin had now been filled and following intervention from the School, WCC would be considering gritting Arden Road if there were further periods of snow.

- A Parishioner also said that Dell Court had been like an 'ice rink' during the bad weather and there were concerns that emergency and service vehicles would not be able to gain access to the development.
- **It was RESOLVED that the JPC investigate treatments for the High Street footways and discuss with WCC Highways whether they would consider gritting Brook End Drive, Station Road and Prince Harry Road, as well as Arden Road. It was also agreed that the Clerk write to WCC, Highways to thank them for their prompt re-filling of the grit bins in Henley These motions were proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**
- **Proposed Pedestrian Crossing on Warwick Road, Henley**
 - The Clerk reported that she had received an email from WCC confirming that they would be installing a pedestrian crossing on Warwick Road; however, no date had been set as yet.
- **Dementia Friendly Report – Update (previously circulated)**
 - Cllr Crathorne reported that a Report had been circulated to Cllrs and had been uploaded on to the JPC web site. Cllr Crathorne reported that four parishioners had volunteered so far to take this project forward.
- **Traffic & Parking & Car Park Acquisitions Working Party – Update and to agree to hold a Town Meeting to discuss options (previously circulated)**
 - Cllr Cornford reported:
 - Negotiations with Taylor Wimpy regarding the acquisition of the Croft Car Park were progressing and they had a meaningful discussion with the residents of The Croft as access would be required across owned by Taylor Wimpy.
 - He had received quotes from two lawyers and was to approach a third company.
 - Following discussions with Cllr Thirlwell and SDC, the proposals and a Business Plan for all three car parks in Henley would be presented to the SDC Cabinet in April 2018.
 - **Following a brief discussion, it was RESOLVED to amalgamate and merge the Traffic & Parking Working Party whose members were Cllrs Cornford, Garner and Jackson, together with Graham Hindley, Sue Osborne and Robin Rumbles with the Car Park Acquisitions Working Party. It was agreed to discuss matters further in Private Session. These motions were proposed by Cllr Cornford, seconded by Cllr Jackson and carried unanimously.**
- **Children's Facilities Working Party (Riverlands Play Area) – Update**
 - Cllr Jackson confirmed that she had nothing new to report at the present time.

10 To approve the Budget and Precept for 2018/2019

- Cllr Garner reported that the budget had been previously circulated to members of the JPC and he asked if there were any comments.
- Cllr Garner advised that the funds in the budget allocated to Voluntary Organisations in Henley had been adjusted to £33,000 reflecting the actual expenditure, (the decision on actual expenditure had been taken after the 2017/18 budget had been set and that the amounts allocated for grass and street maintenance and tree maintenance were now separate items.
- Cllr Garner confirmed that the precept would remain the same as last year at £115,000 and the Chair advised that the figure for each household may well decrease as there were more dwellings now in Henley.
- **It was RESOLVED that the budget be approved and that the precept for 2018/19 would be set at £115,000. This motion was proposed by Cllr Garner, seconded by Cllr Melhuish and carried unanimously.**

11 To consider the Report on the Sustainability of Community Activities currently supported by HWMT and how the JPC might impact on it – Update

- Cllr Crathorne advised that there was nothing new to report.

12 To discuss the cracks in the Market Cross and engaging an expert on how to manage the scheduled monument – Update

- The Clerk agreed to liaise with Cllr Tomlinson and seek the views of the Conservation

- Officer and Historic England on how the cracks could be repaired.
- Cllr Cornford asked whether it would be possible to replace the Market Cross structure with an exact replica and to re-locate the original scheduled monument to somewhere else in Henley? Following a brief discussion, it was agreed that the Clerk find a copy of the original structure and report back to the next JPC meeting.

13 To receive an update on the following premises as ACV's - Warwickshire College Sports Hall and Sports Field and The Hub@Henley Community Centre

- Cllr Crathorne reported that he felt that it was not necessary to register the Hub as a community asset as WCC owned the premises and as it was in public ownership already, it was not appropriate. However, he felt that the Warwickshire College Sports Hall should be registered. **It was RESOLVED to register Warwickshire College Sports Hall as an ACV and this motion was proposed by Cllr Crathorne, seconded by Cllr Melhuish and carried unanimously.**

14 To discuss the purchase of three replacement Bus Shelters for Henley – Update

- The Clerk reported that she and Cllrs Bridges and Harfield had met a representative from English Heritage and they had provided a quote which had been circulated. **Following a robust discussion regarding the merits of a metal and Perspex structure as opposed to timber framed structures, it was RESOLVED to accept the quote from English Heritage for three timber framed bus shelters for the sum of £12,048.97 excl VAT. It was also agreed that the Clerk ask whether this sum included installation and to consult with the shops and premises near to the proposed installations. This motion was proposed by Cllr Crathorne, seconded by Cllr Wilmott. Seven Councillors voted for the proposal, three against and there was one abstention. This proposal was carried by the majority.**

15 Reports from Councillors – exchange of information only.

- Cllr Crathorne suggested that the Clerk write to the Christmas Lights Committee thanking them for all of their hard work and the success of the Lights in 2017.

16 Items for private session

Under Section 1, Sub Section, 2 of the Public Bodies (Admission to Meetings) Act 1960 and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information that the public be temporarily excluded and they are instructed to withdraw. This resolution was agreed under Item 9 Traffic & Parking and Car Park Acquisitions Working Party Report of the meeting in order for items to be discussed in private session.

To confirm the date and time of the next JPC Meetings:

1. **Open Access Meeting which will be held on Monday, 19th February 2018, commencing at 10.00 am in the Heritage Centre**
2. **JPC Ordinary meeting which will be held on Monday, 19th March 2018, commencing at 7.00pm in the Memorial Hall**

PLEASE NOTE THAT IF ANYONE WOULD LIKE A HARD COPY OF THE DRAFT MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

Signed

Dated