



The Beaudesert & Henley-in-Arden Joint Parish Council

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

Clerk: Gill Peacock email: clerk@henley-in-arden-pc.gov.uk

Tel: 01564 795499 or 01926 814491

The Minutes of the Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 15th October 2018 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Peter Crathorne (Chairman), Liz Jackson, John Garner, Peter Cornford, David Tomlinson, David Broadbent, Jayne Bridges, Sally Harfield, Elaine Field, Marijana Bainbridge and District Cllr Stephen Thirlwell.

In Attendance: 8 members of the public.

Public Participation Session

- A Parishioner questioned the amount of money that was given to St John's Churchyard for maintenance towards the upkeep of the Churchyard. She went on to say that she had been in contact with the Church about the state of the graves at the top end of the graveyard. The Church had acknowledged that it was their responsibility, however, there did not seem to be any improvement. Cllr Crathorne responded and said that the graveyard was not the responsibility of the JPC, however, they did have an obligation to ensure that there was sufficient burial space. He went on to say that it was his understanding that the £500 mini grant was to go towards the kissing gate which needed to be repaired and restored to an acceptable standard. Cllr Crathorne said that the JPC would mention their concerns about the graveyard to the Rector and he understood that extra volunteers had been enlisted to help with the maintenance.
- A Parishioner advised that he had been to the Lloyds Mobile Bank Branch and there had been 12 people waiting in the queue and proper facilities needed to be put in place, especially when customers are paying in cheques as each one had to be physically entered into the system. He asked if the JPC could mention this to Lloyds and request a better system be provided to the community.
- A Parishioner advised that the footpath running between Barley Close and the top of School Hill needed to be maintained and cleared. A discussion followed about the ownership of the pathway and the Chair said that he and the Cllr responsible for maintenance would investigate what was required.
- Rachel Woodbridge introduced herself as the new Executive Officer at The Hub@Henley and thanked the JPC for their continued support of the Hub and enabling the vital services to run on a regular basis. She went on to say that the Hub employed eight part time staff, a deputy manager, a caretaker and a team of Youth Leaders. The roles are supported by a full Board of Trustees and a dedicated team of an additional sixteen volunteers.
- Last year The Hub delivered three after school coffee bar sessions, two evening youth clubs, a 0-5 stay and play session and a senior citizens club each week. The coffee bar means that there is a safe place for young people to go to while they await their transport home.
- Running the Hub costs approximately £60,000 pa, which is made up of £15,000 local fundraising, £25,000 grant from the JPC and an additional £20,000 from other grants, such as the Lottery. Rachel went on to say that they needed to apply for an extra £20,000 grant this year to replace the windows and doors and repair the facias and drainpipes. Extra funding was also needed to train staff and volunteers.
- Rachel said that The Hub was a vital organisation from 0-seniors and provided an increasing amount of support to young people and the elderly in Henley. It was suggested that extra advertising was needed as more people should know about what services The Hub provided. Rachel responded and said that she hoped to be able to engage more and was keen to hear any ideas that anyone had to spread the message. The full report is attached to these minutes as an Appendix.
- Cllr Crathorne thanked Rachel for her Report and the JPC thanked her and her team of staff and volunteers for all their hard work in supporting The Hub.

Commencement of the Council Meeting

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from Cllrs Bill Leech, Mike Willmott and County Cllr John Horner.

2 Declarations of Interest and Dispensations

There were no interests declared.

3 Reports from County Councillor and District Councillor.

County Cllr John Horner reported:

- In the absence of Cllr Horner, the Clerk read out a report which she had received from him and it is attached to these minutes as an appendix.

District Cllr Stephen Thirlwell reported:

- Cllr Thirlwell reported that he had attended a full SDC Council Meeting and it had been agreed that the Community Governance Review requested by the JPC would be initiated by SDC. He went on to say that the residents of Beaudesert & Henley would receive consultation letters within the next two weeks and the result would be considered at the SDC Council meeting on 17th December 2018. The result of the consultation would determine whether the proposal is ratified at the SDC meeting on 25th February 2019. If the Review was successful, the JPC would resolve to de-group both parishes at their last meeting before the elections in May and the first thing that the new JPC would have to do following the elections would be to formally resolve to become a Town Council.
- Cllr Thirlwell went on to say that he and the Head of Technical & Community Services at SDC had met with local representatives of Lloyds to discuss and agree whether the Prince Harry Road Car Park could be utilised for the mobile bank branch. He said that the mobile bank branch would use three car parking spaces and he was hopeful that an agreement could be put in place quickly as he felt that the Car Park at the Medical Centre would be a better location for the vehicle.

4 Minutes of the ordinary meeting held on 17th September 2018 to be approved and signed. It was RESOLVED that the Minutes of the meeting held on 17th September 2018 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously by all those present at the meeting.

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

Cllr Field said that in the public session last month, the JPC had agreed to take forward a project to make Henley a zero plastics free town. Cllr Field asked if anyone had contacted the Environmental Officer in respect of the three steps to encourage Henley to become a zero plastics Town by organising a discussion with stakeholders. Cllrs Broadbent and Bainbridge agreed to contact the Environmental Officer and produce a written report for the next JPC meeting.

6 Report by the Parish Clerk – Gill Bailey

• JPC Annual Report & Accounts – update

- The Clerk reported that she had received all the Working Party and Planning Sub-Committee Reports now and the document was in the process of being collated and proof-read. The leaflet should be delivered to all the householders in the area during November. Cllr Crathorne advised that a draft was available to view on the screen for everyone to see the format of the document.
- The Clerk said that she had received a telephone call following delivery of a letter to all the residents & businesses in High Street encouraging them, among other things, to keep the area in front of their properties free of weeds. The call was from a Parishioner who requested that he remain anonymous and had lived in Henley for some considerable time and he said he was outraged and appalled by the language used in the letter and said he felt it was completely inappropriate to use the term 'weeds'. He went on to say that the 'weeds' should be termed 'a wild plant' and it showed complete ignorance on behalf of the JPC to say they were 'weeds'. He requested that the letter be withdrawn or a meeting to be re-convened to retract the statement in the letter. I explained that I could do neither, but I would report the conversation at the next JPC meeting.

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

Cllr Broadbent said that the planning applications were on the JPC web site and were available to view on screen. He went on to say that the Planning Spreadsheet had been circulated to all Cllrs. Cllr Broadbent also advised that the application that had been submitted for The Grange would be discussed at the SDC Planning Committee on 17th October and Cllr Tomlinson would speak on behalf of the JPC and object to the proposals.

Application no.	Proposal	Address	Submitted by	Comments due by / decision
18/02610/FUL	Proposed first floor side extension, ground floor bay window & canopy to front elevation & replacement of windows on existing dwelling.	4 Glenhurst Road, Henley in Arden	Mr & Mrs J Clarke	17.10.2018
18/02061/FUL	Proposed replacement of existing roof & addition of rooflights	Southern Jig & Tool Co. Ltd., Henley Engineers, Edge Lane, Henley in Arden	Mr P Warmington, Henley Engineers	19.10.2018
18/02732/FUL	New detached garage & office building	Manor Barn, Buckley Green, Henley in Arden	Mr L Ascot	24.10.2018

- **18/02610/FUL** – It was unanimously agreed to submit a response of support as it was felt that the extension was mainly within the existing footprint and in the opinion of the JPC will improve the existing street scene. It was also felt that there will be minimal impact on neighbouring dwellings.
- **18/02061/FUL** – It was unanimously agreed to submit a response of support as it was felt that the existing concrete/asbestos roof is estimated at being between 60/70 years old and needs replacing. The proposed replacement of the existing roof aids the environment by providing better insulation. The proposed colour of the roof is acceptable and aesthetically matches the remainder of the cladding.
- **18/02732/FUL** – Following a discussion, it was unanimously agreed that the JPC would submit a response of No Representation.
- **It was RESOLVED that the Clerk submit the above comments to SDC in respect of all planning applications. This motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.**
- **To consider Cllr Bainbridge joining the JPC Planning Sub-Committee.**
It was agreed that Cllr Bainbridge join the JPC Planning Sub-Committee. **This motion was proposed by Cllr Field, seconded by Cllr Cornford and carried unanimously.**

8 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**
 - The Clerk confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as an Appendix. She went on to say that the details of the payments and balances were available to see on screen. The current balances as at 15th October 2018 were Treasurers Account: £8,504.25 and the Deposit Account was £99,002.97.
 - The Clerk also reported that £64,500 had been transferred from the current account to the deposit account following receipt of the half yearly precept payment from SDC. She went on to say that there were four invoices requiring approval; Jon Vale Gardens for £1,532.40 and she confirmed that the work specified in the invoice had been carried out; Lignum Crafts for £4,600 for the remaining 50% towards the cost of the Bus Shelters; Planet Exhibitions for £1,306.76 for the acrylic and oil for the frames of the Bus Shelters and Forest Fireworks for £1,812.00 towards the cost of the Battle is Over celebrations. **It was RESOLVED that the Finance Report and the payments set out in the Report be approved; this motion was proposed by Cllr Garner, seconded by Cllr Field and carried unanimously.**

- Cllr Garner reported on the up to date Budget v Actual statement for the six-month period to the end of September and advised that it had been circulated to members of the JPC. Cllr Garner explained that there were several items of expenditure which were over budget, especially for Town Enhancement which included the cost of the replacement Bus Shelters, which had to come out of reserves as they had not been specifically requested as a budget item for the current fiscal year. The celebrations for the ending of WWI had also come out of reserves which had always been the intention.
- **It was RESOLVED to note the Budget v Actual Statement. This motion was proposed by Cllr Tomlinson, seconded by Cllr Broadbent and carried unanimously.**
- **Cllr Crathorne advised that there was no change to the Asset Register.**
- **To discuss expenditure of up to £250.00 for the procurement of an illustrated parish map for the purposes of promoting tourism, advising where the public footpaths are, landmarks and boundaries etc.**
- Following a discussion, it was agreed that the Clerk would circulate all the information she had received regarding the company who were offering their services for the provision of a parish map. Cllr Crathorne suggested that it might be prudent to wait until the car park situation had been resolved prior to funding a parish map in locations such as the Car Parks, High Street and the Railway Station.
- **To retrospectively approve (approval received from the majority of JPC Cllrs via email) a mini grant application received from St John's Church for additional maintenance of the town cemetery for £500.00 – update**
Cllr Crathorne reported that the Clerk had circulated more information to Cllrs regarding the funds available to the PCC following the request that she do so at the last JPC meeting. She confirmed that she had received email approval from the majority of Cllrs to pay the mini grant to St Johns Church of £500.00, with Cllr Bridges against.
- **To receive a Report on the December Christmas reception at a maximum cost of £100.**
Cllr Crathorne advised that the JPC could use the Guild Hall on Thursday, 6th December and regular visitors to JPC meetings, members of the JPC Working Parties and members of various community organisations in Henley would be invited for drinks and festive nibbles. **It was RESOLVED that the JPC organise a reception at the above location on 6th December at 7.00 pm, at a maximum cost of £100. This motion was proposed by Cllr Harfield, seconded by Cllr Bainbridge and carried unanimously.**
- **Maintenance Property Management Delivery Report & Emergency Planning, including the approval of expenditure associated with the actions to be taken set out in the Report**
 - Cllr Crathorne reported that the Property Report had been circulated to all Cllrs and uploaded to the JPC web site. He went on to report that the two trees which had been identified as needing to be removed in Blackford Close had been eradicated by Orbit Housing.
 - Cllr Crathorne reported that improvements to the public footpath between Bear Lane and the Railway Station bridge and junction of the allotment gardens had been identified as needing to be improved, especially to comply with the Disability Discrimination Act. This will enable allotment users to access the gardens by mobility scooter and provide wheelchair access. There are various land owners who would need to be consulted and a feasibility study would also need to be completed, together with projected costings.
 - Cllr Crathorne confirmed that he had also circulated a Report of the quarterly SDC/WCC meeting to all Cllrs. He went on to say that Paul Taylor, who had recently joined WCC and had a great deal of experience in the metropolitan area, had attended the recent meeting. Mr Taylor had appeared to have been receptive to the speeding and traffic issues which had been identified in Henley.
 - Cllr Tomlinson reported that he and Cllr Crathorne had attended a Flood Relief meeting which had involved representatives from the Environment Agency, Severn Trent, WCC and which had been useful. He went on to confirm that the JPC would remain engaged with all the agencies in respect of flood relief.
 - Cllr Cornford enquired about the Woodlands and Tree Management item on the Property Report and the cost of £2,000 which seemed to be a little excessive for a quarterly inspection. Cllr Crathorne responded and said the figure of £2,000 was for the annual cost and a quarterly inspection should work out to be approximately £500.

- **It was RESOLVED that the expenditure identified in the Property Report be approved and this motion was proposed by Cllr Garner seconded by Cllr Broadbent and carried unanimously.**
- **Traffic & Parking & Car Park Acquisitions Working Party –** To receive and approve a Report on progress with the acquisition by the JPC of the Croft & Medical Centre Car Parks.
- Cllr Cornford reported that an overview of the current situation with all the car parks in Henley was available to view on screen. He went on to confirm that there had been two meetings in the last two weeks of the WP, one of which all members of the JPC had been invited to clarify the present situation and to take a view on all three of the Car Parks in Henley. Cllr Cornford went on to say that a representative of the JPC WP had been in discussions with Wychavon Council, who currently run car parks for SDC and an independent consultant whom they had agreed to meet on a pro bono basis
- District Cllr Thirlwell advised that that the proposed location of the Lloyds mobile bank branch and the fact that it would be sited in the Prince Harry Car Park would also need to be written into any agreement.
- **Following a robust discussion, the following was RESOLVED:**
- **Authority is given to The Clerk to give instructions to Thomas Guise to request a draft lease from Tim Stedeford of Stratford on Avon District Council's legal department and to finalise the details for approval by the JPC.**
- **Authority is given to The Clerk to instruct Thomas Guise to request and review the draft lease and agreement, once received from LPS's solicitors, or others to be identified, and to finalise the terms. Further, that the WP should recommend and outline the key principles of the commercial agreement with LPS or others to be identified and prepare a written report for the next JPC meeting.**
- **To instruct The Clerk to request Thomas Guise to prepare a report for the full JPC to consider the Freehold acquisition of the Croft Car Park, together with a Lease for 99 years for the Medical Centre Car Park and the draft lease and management agreement with LPS or others to be identified.**
- **These motions were proposed by Cllr Cornford, seconded by Cllr Garner and carried unanimously.**
- **Children's Facilities Working Party (Riverland's Play Area) – Update**
- Cllr Field reported that she had put a request on social media for parents/carers to let her know where their children liked using the play facilities. She had received a number of responses and had visited several play areas so far to inspect their facilities.
- Cllr Field confirmed that she had received all the paperwork which had been generated so far in connection with the project. Cllr Field also confirmed that the current WP members were herself, Cllrs Broadbent and Tomlinson and John Sheppard. Cllr Field recommended that the WP continue to develop the project. **It was RESOLVED that the WP look at the feasibility of developing the Riverland's play area. This motion was proposed by Cllr Field, seconded by Cllr Tomlinson and carried unanimously**

9 To ratify the Terms of Reference for the JPC Tourism Working Party

Cllr Field reported that the Terms of Reference had been uploaded on to the JPC web site and circulated among Cllrs. She went on to say that the WP had held one meeting with another one scheduled for the beginning of November and they would be developing a twelve-month calendar of events for circulation. **It was RESOLVED that the JPC Tourism Working Party Terms of Reference be approved and adopted. This motion was proposed by Cllr Field, seconded by Cllr Bridges and carried unanimously.**

10 To manage the procurement of professional advice in respect of the redevelopment of the JPC web site, together with an IT support package for the Clerk – update

Cllr Garner reported that four quotes had been received and he was in the process of examining and scrutinising the information in each one. A meeting with the Clerk and Cllr Crathorne would be organised and then further questions could be asked if this was necessary. A report would be presented to the next JPC meeting.

11 To receive a Report updating the council on the progress of the NDP.

The Clerk said that she had received a report from David Jackson, the Chair of the NDP Steering Group and she read out the email, as follows:

Following the Town meeting earlier in the summer, the NDP Steering Group recently completed the post meeting consultation phase.

Having considered comments received from the public, the Steering Group met recently and agreed a further set of amendments to the NDP which have now been incorporated into the document and are with the graphic designer for inclusion in the draft NDP.

Once the updated document has been received back from the Graphic Designer, the document will be sent to SDC for review and their comments. The NDP Steering Group hopes to have comments back from SDC before Christmas.

Given the impending elections next year, we should aim to hold the referendum for the NDP at the same time as the elections to save costs.

- Following a discussion, it was agreed that the Clerk contact the Chair of the NDP Steering Group and request that they consider improving the timing suggested and to seek clarity on the timeline prior to completion of the document. It was also agreed that the Clerk request further details in respect of the independent examiner and the length of time it would take them to complete the process. **It was RESOLVED that the Clerk contact David Jackson in respect of the above matters. This motion was proposed by Cllr Cornford, seconded by Cllr Broadbent and carried unanimously.**

12 To discuss the closure of Lloyds Bank – update on discussions with residents, communications with Lloyds and any further actions the JPC might consider.

Cllr Crathorne reported that this item had been discussed previously in both the Open Session and during Cllr Thirlwell's report. Following a brief discussion, it was agreed that the Clerk contact Lloyds expressing their concerns in respect of the facilities available on the mobile bank branch.

13 Reports from Councillors – exchange of information only.

- Cllr Field asked if it would be possible for the JPC to consider giving a community grant towards the equipment needed for the litter picks. It was agreed that Cllr Field would request that this item be included on the agenda for next month.
- Cllr Crathorne requested that official thanks go to all the committee members and volunteers who had helped make Henley Music Festival such a huge success.
- Cllr Crathorne reported that the Henley Community First Responders would be holding their AGM on Monday, 22nd October at 7.00 pm in the Fire Station.
- Cllr Crathorne also reported that he had attended a seminar on Gigabyte provision and said that he did not feel that it would be a feasible project to take forward in Henley, mainly due to excessive costs and it would not be viable for small businesses in the town. However, he had met representatives from a company who would look at installing a Wi-Fi system in Henley and whether it was needed.
- Cllr Crathorne suggested holding an informal gathering of all Cllrs to discuss the budget for next year, prior to approval at the November JPC meeting.

14 Items for private session –

The Chair confirmed that 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.

It was RESOLVED that there were items to be discussed in private session and that the public be exempt from the business about to be transacted. This motion was proposed by Cllr Tomlinson, seconded by Cllr Jackson and carried unanimously.

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

- 1. JPC Planning Sub-Committee Meeting – 29th October 2018, commencing at 6.00 pm at the Heritage Centre**
- 2. JPC Ordinary Meeting – 19th November 2018, commencing at 7.00 pm at the Memorial Hall.**

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