



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 Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 17th September 2018 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Peter Crathorne (Chairman), Peter Cornford, David Tomlinson, David Broadbent, Mike Willmott, Jayne Bridges, Sally Harfield, Elaine Field, District Cllr Stephen Thirlwell and County Cllr John Horner.

In Attendance: 7 members of the public.

Public Participation Session

- A Parishioner who is an Environmental consultant and who lives in Henley spoke about encouraging residents and businesses in Henley and asked whether members of the JPC would support this initiative. She went on to say that there is a Toolkit available provided by Servers Against Sewage. There was a general discussion on this topic and Cllr Crathorne advised that there was an item later on the agenda when a decision would be made. Cllr Crathorne thanked the Parishioner for her input.
- A representative from Henley Royal British Legion (RBL), Les Goodman, thanked the JPC for the grant that they had received towards the costs of the celebration of the ending of WWI. He went on to say that the RBL intended to produce a twenty-page booklet with photographs and details of the Servicemen who had given their lives for their country. There was a full programme of events scheduled for the celebration 'The Battle is Over' on 11th November, which commences at 6.00 am. SDC ad kindly donated a 6ft Tommy Statue and the Armed Forces Covenant Fund had also agreed to gift six Tommy silhouettes towards the event. He went on to say that it was anticipated that they would hire thirty WWI uniforms and purchase torches for a torchlight procession and which could be sold to members of the public to raise some funds towards the costs. He advised that there would be restricted access to The Mount for members of the public and the area would be roped off.
- Cllr Willmott thanked Les Goodman and all the members of the RBL for all their hard work and he said that he would be happy to support the event. Cllr Crathorne also thanked the RBL for all their hard work and effort that they have put in to make the celebration a success.
- A Parishioner asked if anything could be done about the number of weeds on the High Street. Cllr Crathorne acknowledged that although it was not the responsibility of the JPC, it would be possible to request the maintenance contractor to look at the area. A member of the public said that letters had been sent to the residents in High Street last year on behalf of Henley in Bloom and generally had been well received.
- Cllr Crathorne thanked Parishioners for their input and said that in an anonymous letter he had received, he had been mocked for wearing his Chairman's badge of office at a meeting and he stated that he was proudly wearing his badge of office this evening. If the person who was writing anonymous letters to him would like to discuss any issues with him, he would be happy to meet with them.

Commencement of the Council Meeting

- 1 Apologies for absence and acceptance of apologies**
Apologies were received and accepted from Cllrs Peter Cornford.
- 2 Declarations of Interest and Dispensations**
Cllrs Peter Crathorne, Jayne Bridges, John Garner, Bill Leech and David Broadbent declared an interest in Item 12.
- 3 Reports from County Councillor and District Councillor.**
County Cllr John Horner reported:
 - He felt that it was a good idea for the Chair of the JPC to wear his badge of office as it identified him and what he did.
 - The cost of social care was projected to take an increasing share of WCC's budget in future years, although Warwickshire was in better shape financially than other Council's, such as Northamptonshire, which has recently gone into administration. It was widely acknowledged

that other Council's were experiencing difficulties due to increasing social care costs. He went on to say that 80% of MP's in a recent survey indicated that they see social care as the most pressing issue facing the public sector.

- Pressure on budgets has encouraged officers to look at ways of increasing their revenues in other ways, such as the green bin collection service. Rugby Borough started charging for their green bin collection last year, however, whilst it has increased revenues for Rugby, the County waste disposal team has had increased costs due to members of the public filling their grey bin and having to take the contents to the landfill sites. A cost saving solution in the future would be to combine waste collection services, together with waste disposal and recycling into one organisation.
- One in ten people in Warwickshire are carers and a free, confidential helpline is available to help and support them. **The telephone number is 024 7610 1040 – Option 4.**
- **District Cllr Stephen Thirlwell reported:**
- The Community Governance Review that the JPC had requested SDC to carry out would come before the Audit & Standards Committee on 24th September and then assuming that the Committee agrees, letters will be sent out to residents in Beaudesert & Hanley in Arden.
- He went on to say that he was aware of the response of the JPC to the (Strategic Housing Land Availability Assessment) SHLAA consultation. He went on to say that it was land that could be developed and not should be developed. He said that two sites in Henley had been identified and they were protected by the green belt and were Special Landscape Areas. However, it may be in the future that development would need to be considered.
- SDC had carried out a Licence Review last week for premises in Henley and some criticism had been received that SDC was trying to spoil the Henley Music Festival. That was not the case and a Licence Review was a last resort. He went on to say that there had been on-going issues for eighteen months with these premises. Cllr Crathorne advised that it was the responsibility of SDC to carry out the Review and not the JPC's.
- Cllr Wilmott asked whose responsibility it was to maintain footpaths and Cllr Crathorne confirmed that it was WCC. Cllr Wilmott advised that the footpath at the back of the allotments required some maintenance. Cllr Crathorne responded and said that this issue had already been mentioned and was on the WCC, Highways list of work to be carried out.

- 4 Minutes of the ordinary meeting held on 16th July, the Private Session minutes of 16th July and the minutes of the Extraordinary Meeting on 13th August to be approved and signed.** Cllr Crathorne advised that he would like to defer signing the Private Session minutes of 16th July until the next meeting when more information will be received. It was agreed to defer this item.

It was RESOLVED that the Minutes of the meeting held on 16th July 2018 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Harfield, seconded by Cllr Wilmott and carried unanimously by all those present at the meetings. **It was RESOLVED that the Minutes of the meeting held on 13th August 2018 were confirmed as a true record and signed by the Chairman.** This motion was proposed by Cllr Leech, seconded by Cllr Broadbent and carried unanimously by all those present at the meetings.

- 5 Matters arising from the minutes of previous meetings and not on the agenda.** There were no matters arising from the minutes.

- 6 To report and ratify the co-option of a further member on to the JPC**

- Cllr Crathorne reported that Cllrs Field, Broadbent, the Clerk and himself had met with two potential Candidates for Co-option, both of whom had shown excellent qualities. He went on to say that a report had been circulated to all the members of the JPC.
- Cllr Crathorne went on to say that he had prepared paper ballot papers which would be distributed. Once completed, the Clerk collected the ballot papers and Cllr Crathorne announced that the successful candidate was Marijana Bainbridge, who was invited to join Cllrs. Cllr Bainbridge signed her Declaration of Acceptance Form.

- 7 Report by the Parish Clerk – Gill Bailey**

- **JPC Annual Report & Accounts – The Clerk suggested that the deadline for the various WP Chairs to submit their Report be extended to 21st September.**

The Clerk reported that she had received most of the Reports from the Chairs of the various JPC Working Parties and the Planning Sub-Committee and stressed the importance of the deadline. However, she was waiting for the Property and Children's Facilities WP Reports. She asked if they could be received by 21st September.

- The Clerk went on to say that she had received the completed Audit Report and Certificate from the External Auditors, PKF Littlejohn. In the opinion of the External Auditors, the information submitted was in accordance with proper practices and no other matters had come to their attention giving cause for concern that relevant legislation and regulatory requirements had not met. However, in other matters not affecting their opinion, they advised the JPC to address any weaknesses highlighted in the IA Report.
- The Clerk advised that she had received a notification from WCC that they were going to implement a 'No Waiting at any Time' (Double Yellow Lines) in Station Road, the junctions with Bear Lane, Mayfield Drive and Brookend Close.
- Cllr Field asked the Clerk whether she had sent the IA Report to Cllrs and the Clerk confirmed that she had forwarded the Report to Cllrs some time ago.

8. 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.

Application no.	Proposal	Address	Submitted by	Comments due by / decision
18/01770/FUL	Erection of 2 No. dwellings on former garage court site	Garage Blocks, Arden Road, Henley in Arden	Mrs E Cherenkova, Prime UK Property Ltd	21.09.2018
18/02244/FUL	Demolition of existing garage and office and construction of 1 new dwelling	Land at Rear of 225a High Street, Henley in Arden	Mr M Jennings	26.09.2018

- Following a discussion, it was agreed that the response to the following planning applications would be submitted by the JPC:
- **18/01770/FUL** – The JPC supports the application because the style is in keeping with existing architecture. The development replaces a horrendous, untidy and disused area near two primary schools. Parking and access arrangements are acceptable.
- **18/02244/FUL** – The JPC objects to the application because the style and design is inappropriate in the location where the established building design predominates. The proposals utilise most of the site from a dominant property at 225 High Street, which is in a Conservation Area.
- **It was RESOLVED that the Clerk submit the above comments to SDC in respect of both planning applications. This motion was proposed by Cllr Broadbent, seconded by Cllr Leech 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, attached to these minutes as an Appendix. The current balances as at 17th September 2018 were Treasurers Account: £4,088.68 and the Deposit Account was £56,000.
 - Cllr Garner reported that £12,008.46 had been transferred from the deposit account to the current account to cover payments and there were four invoices requiring approval; Jon Vale Gardens for £1,977.60 and she confirmed that the work specified in the invoice had been carried out; £374.00 for John Taylor & Co for maintenance of the Church Clock; £480.00 PKF Littlejohn LLP for the external audit and £2,088.64 for the JPC annual insurance. **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 Bridges and carried by the majority, with one abstention.**
 - Cllr Field enquired what the invoice to Natalie Walker had been for and Cllr Garner responded and said that it was for the redesign of the NDP.
 - **To approve the Amended Asset Register (previously circulated)**

Following a brief discussion, it was agreed to defer this item to a future meeting. Cllr Crathorne asked the Clerk whether she had added any items to the Register and she confirmed that she had included the Public Access Defibrillator at a replacement cost of £1,500. The changes to the Asset Register were noted.

- **To consider a mini grant application received from St John's Church for additional maintenance of the town cemetery for £500.00 and, if agreed, approve payment.**
Following a brief discussion, it was agreed that further information was required relating to the financial position of the church yard and if funds were available. **It was RESOLVED that the Clerk would contact representatives from the Church to ascertain whether they had received, or could receive, any funding from other sources, including the Diocese. This motion was proposed by Cllr Bridges, seconded by Cllr Willmott and carried by the majority with one abstention and one against.**
- **To consider a mini grant application received from Henley in Arden Guild Hall Trust – Arts4All for £500.00 and, if agreed, approve payment.**
Following a brief discussion, it was **RESOLVED to approve a mini grant to support the Arts4All Project. This motion was proposed by Cllr Garner, seconded by Cllr Field and carried unanimously.**
- **To consider a quotation received for the replacement of the sign on the Western Wall of St John's Church at a cost of £342.00 excl VAT for the sign and, if agreed, approve payment.**
Following a brief discussion, it was **RESOLVED to accept the quotation received from Kay B Kay in the sum of £342.00 plus VAT for a replacement sign on the Western Wall of St John's Church. It was also agreed that a carpenter would be requested to supply and fit a lip and surround for the sign to prevent pigeon droppings and the cost for this would come out of the maintenance budget. This motion was proposed by Cllr Tomlinson, seconded by Cllr Field and carried unanimously.**
- **To consider a further Grant to the RBL for additional items in respect of the celebrations for the ending of the First World War and, if agreed, approve payment up to a maximum of £850.00.**
Following a brief discussion, the programme for the WWI celebrations were noted. **It was RESOLVED that the JPC would continue to support the costs, up to a maximum of £850.00, for additional items required by the RBL for the day which was being planned to celebrate the end of WWI. Thanks were also expressed to Henley members of the Royal British Legion for their hard work and to confirm the working financial arrangements and the JPC agreed to claim back the VAT where applicable. These motions was proposed by Cllr Wilmott, seconded by Cllr Tomlinson 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 (previously circulated)**
- Cllr Crathorne reported that there had been no emergencies, however, he would be looking to advertise for additional members to join the emergency team in the Autumn.
- Cllr Field requested further details regarding the dates that work was completed on the Property Report and specifically work that had been identified that was needed to some trees in Blackford Close. Cllr Crathorne responded and said that this work was now urgent and had been delayed due to budget restrictions.
- Cllr Field advised that there was a litter bin missing on Warwick Road and that there was a lot of additional litter around the Hub. Cllr Crathorne responded and confirmed that Cllrs would be meeting with WCC, Highways soon and would request that they replace the bin that was removed during the installation of the traffic lights on Warwick Road.
- Cllr Leech asked whether the JPC would look at tidying up the area around the Riverlands because the area was looking very unkempt. Cllr Crathorne responded and said that there would have to be an increase in the maintenance budget to achieve the same standard as it had been in the past. He went on to say that the JPC took the decision to cut back on the maintenance in this area as part of the tender process. He advised that the maintenance budget, specifically in respect of trees, would be exceeded this year.
- **It was RESOLVED that the expenditure identified in the Property Report be approved and that the costs of upgrading the maintenance of the river bank south of Prince Harry Road Bridge should be investigated. This motion was proposed by Cllr Tomlinson, seconded by Cllr Broadbent and carried by the majority, with one abstention.**

- **To discuss quote received for tree works at the Medical Centre and if approved, ratify expenditure of £180.00 plus VAT.**
 - Following a brief discussion, it was **RESOLVED** that the quote received from **T Mousley & Sons** in the sum of **£180.00 plus VAT** to be accepted. This motion was proposed by **Cllr Broadbent**, seconded by **Cllr Field** and carried unanimously.
 - **To discuss quote received for tree works at the rear of 15 Littleworth and if approved, ratify expenditure of £310.00 plus VAT.**
Following a brief discussion, **RESOLVED** that the quote received from **T Mousley & Sons** in the sum of **£310.00 plus VAT** to be accepted. This motion was proposed by **Cllr Tomlinson**, 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 Garner** read out a Report which he had received from **Cllr Cornford**, in his absence. The Report is attached to these minutes as an appendix.
 - **To engage a professional opinion on the feasibility of the process of the JPC taking over the Car Parks in Henley and, if approved, authorise expenditure up to £1,300.00.**
 - Following a robust discussion, a member of the WP advised that a representative from Wychavon Council would come and talk with the JPC regarding the feasibility of the JPC taking over the car parks in Henley, but they would need to engage a professional opinion beforehand. **Cllr Field** said she felt that the JPC should engage a professional opinion when appropriate. **Cllr Garner** responded and said that at the WP meeting, it had been agreed that a professional opinion was not required at this stage.
 - It was **RESOLVED** that the **Chair of the Traffic & Parking & Car Park Acquisitions Working Party** and the **Clerk** would convene a WP meeting and invite all the members of the JPC to participate in a frank discussion and clarify the position in respect of the options which were available to them as it was felt that more explanation was required. This motion was proposed by **Cllr Garner**, seconded by **Cllr Field** and carried by the majority with one abstention.
 - **Children’s Facilities Working Party (Riverlands Play Area) – Update**
 - Following a brief discussion, it was **RESOLVED** that **Cllr Jackson** step down as the **WP Chair** and the **JPC** thanked the **WP** for their efforts. It was agreed to appoint a group of **Cllrs Field, Broadbent and Tomlinson** to review the status of the work that had been carried out so far and report their recommendations to the next JPC meeting. It was agreed that the **Clerk** hand over all the paperwork that she had received. This motion was proposed by **Cllr Harfield**, seconded by **Cllr Bridges** and carried unanimously.
- 10. To discuss forming a JPC Tourism Working Party & a WP 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.**
- Following a brief discussion, it was **RESOLVED** that guidelines are drawn up for a **Tourism WP**, co-ordinated by **Cllr Field** together with **Cllrs Cornford, Bridges and Bainbridge**. The **WP** will clarify and specify its aims and arrange for appropriate invitations to be set out. It was also agreed that the **Clerk** liaise with **Cllr Field** regarding the letters to be sent out. These motions were proposed by **Cllr Broadbent**, seconded by **Cllr Field** and carried unanimously.
 - Following a brief discussion, it was **RESOLVED** that **Cllrs Crathorne and Garner**, and the **Clerk**, 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. This motion was proposed by **Cllr Willmott**, seconded by **Cllr Bridges** and carried unanimously.
- 11. To discuss facilitating making Henley in Arden a zero waste and zero plastics town**
Following a brief discussion, it was agreed that **Cllrs Broadbent and Cllr Bainbridge** organise an informal discussion with the Environmental Officer who had spoken in the Open Session earlier in respect of the three steps to encourage Henley to become a zero plastics Town by organising a discussion with stakeholders and produce a report for a JPC meeting. This would include the following :

- Audit of common sources of plastic pollution in the community;
 - Evaluation and identification of viable, locally sourced alternatives to the sources of plastic pollution;
 - Develop a plan to reduce plastic pollution by incorporating a measurement and reporting mechanism.
12. **To discuss the Report of a meeting between representatives of the JPC and the Chair of the HWMT** (*Report previously circulated*)
- Cllr Crathorne reported that he and Cllr Field had met with representatives of HWMT and prepared a Report which had been circulated and was available on the JPC web site. Cllr Crathorne went on to say that there had been concern expressed over the involvement of JPC Cllrs over the financial support for various social organisations in Henley, however any funding implications were not being discussed now.
 - Following a brief discussion, **it was RESOLVED for Cllrs Crathorne and Cllr Field to look at the financial implications of supporting the HWMT in a temporary capacity over the next two years, until the new building pays its way. This motion was proposed by Cllr Broadbent, seconded by Cllr Field and carried unanimously.**
13. **To discuss a strategy to manage the resilience of the JPC** (*Resilience Report previously circulated*)
- Cllr Crathorne advised that the JPC had last looked at their vision and strategy in May 2015. Following a brief discussion, **it was RESOLVED that the Chairman and the Clerk liaise over a cohesive approach with regards to developing a media strategy and makes the management of the web site a priority. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**
14. **To discuss Henley in Arden Railway Station - Opportunities and Aims: No written Report.** *report previously circulated*
- Following a brief discussion, **it was RESOLVED that Cllrs Harfield, Broadbent, Tomlinson and Leech are authorised by the JPC to further develop the discussions with the relevant bodies to facilitate the improvement to Henley in Arden Railway Station buildings as a community resource and arrange for local publicity to seek residents' opinions on the future use of the station buildings. This motion was proposed by Cllr Field, seconded by Cllr Willmott and carried unanimously. It was also suggested that this item could feature in an article in HNOL.**
15. **To discuss the closure of Lloyds Bank – update on discussions with residents, communications with Lloyds and any further actions the JPC might consider.**
- The Clerk reported that she had been in communication with a representative of Lloyds Bank and she had looked at various locations for a mobile bank branch in Henley. She went on to say that there had been discussions with HWMT regarding the mobile branch siting its vehicle in the Memorial Hall Car Park and she was awaiting to hear from them. However, as Lloyds Bank would be closing at the beginning of October, time was critical.
16. **Reports from Councillors – exchange of information only.**
- Cllr Crathorne welcomed Cllr Bainbridge on to the JPC.
 - Cllr Crathorne advised that the Community Forum had requested priorities from members of the public and had been asked to vote on them. So far 5% of Henley residents had requested an extra Police presence and Cllr Crathorne suggested that the priorities should be publicised through the JPC Facebook page and HNOL.
 - Cllr Crathorne asked Cllrs to consider whether they would like to organise a Christmas Event in the Guildhall and invite residents.
 - Cllr Crathorne advised that Princess Anne would be visiting the area shortly.
17. **Items for private session**
There were no items to discuss under private session.

The meeting closed at 9.35 pm.

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

1. **JPC Planning Sub-Committee Meeting – 1st October 2018, commencing at 6.00 pm in the Heritage Centre**
2. **JPC Ordinary Meeting – 15th October 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.

Signed

Dated