



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, 19th November 2018 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Peter Crathorne (Chairman), Liz Jackson, Peter Cornford, David Tomlinson, David Broadbent, Mike Willmott, Jayne Bridges, Elaine Field, Marijana Bainbridge, County Cllr John Horner (Arrived at 9.00 pm) and District Cllr Stephen Thirlwell.

In Attendance: 2 members of the public.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

Public Participation Session

- **2 members of the public were present but no one requested to speak.**

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 Cllrs John Garner, Sally Harfield and Bill Leech.

2 Declarations of Interest and Dispensations

Cllr Peter Crathorne declared an interest in Item 8, bullet point 3 and Item 9 as he is a trustee of the HWMT, Cllr Jayne Bridges and David Broadbent also declared an interest in Item 8, bullet point 3 and Item 9 as they are also trustees of the HWMT. Cllr Jackson declared an interest in Item 7– planning application 18/02663/REM as she is a near neighbour and Cllr Marijana Bainbridge declared an interest in Item 8, bullet point 3 and Item 9 as her husband is a trustee of the HWMT.

3 Reports from County Councillor and District Councillor

- **District Cllr Stephen Thirlwell reported:**
- SDC were monitoring the enforcement issues identified in Hungar Hill in respect of the car repair business. He went on to advise that SDC are continuing to monitor the situation and if all the vehicles have not been removed by end of December, further action will be considered.
- SDC had held an Extraordinary meeting to discuss the potential upgrade of CCTV cameras in the District. The cameras would be upgraded and brought up to date to a fibre system as Wi-Fi does not appear to be robust enough. SDC also discussed the Wireless Broadband Project and it had been hoped that there would be 95% coverage in UK. However, rural areas in the Stratford region had failed to be connected because there are many areas which still have no, or little, coverage. SDC agreed to put a bid in to another company who may be able to supply a better service and they will seek support from the JPC at that time.
- The Animal Welfare (Licencing of Activities Involving Animals) (England) Regulations had been introduced in October which enables SDC to commence as a licencing authority for the on-going welfare of animals. SDC will need to consider whether applicants conduct indicates that they are a fit and proper person to carry out the activities which they are applying for and meet the conditions of the licence. They will also have to ensure that the site of the activities is likely to meet the conditions of the licence applied for.

4 **Minutes of the ordinary meeting held on 15th October 2018 to be approved and signed. It was RESOLVED that the Minutes of the meeting held on 15th October 2018 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Bridges, seconded by Cllr Tomlinson and carried unanimously by all those present at the meeting.**

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

- o Cllr Field said that at the JPC meeting 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 to organise a discussion with stakeholders. Cllrs Broadbent responded and confirmed that there was a meeting planned to take the project further.

6 **Report by the Parish Clerk –**

- The Clerk reported that she had provisionally booked the dates for JPC meetings next year and confirmed that it was the intention to hold the meetings on the third Monday of the month. She agreed to circulate the dates to Cllrs for their information.
- She went on to advise that the JPC had been offered a further 100 empty sandbags from the CSW Resilience Team, which she would pick up from WCC.
- If the JPC agreed to host a reception in December, she asked for any suggestions on whom to include on the list of invitations.
- **JPC Annual Report & Accounts – PC – delivered this week.**
- Cllr Crathorne reported that the Annual Report and Accounts had been printed and were waiting for distribution to all the households in Beaudesert and Henley in Arden at an agreed cost of £295.00. He went on to say that the PCC had agreed to deliver the booklet with their monthly newsletter for a donation of £150.00

7 **To consider the Council's responses to planning applications & note minutes of JPC Planning Sub-Committee**

Application no.	Proposal	Address	Submitted by	Comments due by
18/02663/REM	Submission of reserved matters (layout, scale, appearance & landscaping) pursuant to outline planning permission 15/03517/OUT for the demolition of existing workshops and the erection of 8 no. detached dwellings with associated parking and turning head and landscaping.	Mayfield Farm, Bear Lane, Henley in Arden	Mr M Downes, Avaro Midlands Ltd	20.11.2018
18/02846/FUL	Replacement of white timber windows and doors to PVCu in white wood grain finish.	59 High Street, Henley in Arden	Mr D Chew	03.12.2018

18/02663/REM – Cllr Tomlinson advised that an Outline application had been approved in 2015 and this application was for the submission of reserved matters. Consent had been sought for 8 units on a Brownfield site, however, the proposals overlooked a greenfield site. He went on to say that in his opinion there were issues when the turning head comes to a stop near to the green belt land. There appears to be overdevelopment of the site, but it may not impinge on the green belt. Cllr Tomlinson advised that copies of the plans were able to be viewed. Cllr Cornford advised that it may not be possible for the right of access.

Cllr Jackson had previously declared an interest in this application, however, she requested to speak as a resident and she gave her opinion. Following a discussion, it was agreed to submit the following comments to SDC:

The JPC recommend objection due to the following material conditions:

1. The JPC object to the design of the houses as they are lacking in imagination and creativity, given the opportunity provided for the potential of a design of high-quality houses.
2. The plans show a potential road access to green belt land to the east and north of the site and it should be removed.
3. There is an unacceptable discrepancy between the original outline red edged plans (150A) and those presented in the application as the extension protrudes to the east of the site (Original Outline Plan Ref: 266/7660/150A and Present 150C).
4. No screening is being provided on the eastern boundary according to the plans which have been provided.

It was **RESOLVED** that the Clerk submit the above comments to SDC in respect of the above planning application. This motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.

18/02846/FUL – Following a discussion when Cllr Cornford declared an interest, he requested to speak and not to vote in respect of the application. He said that he felt, in his opinion, if the application were approved, it may set a precedent for the replacement of timber windows and doors to be replaced with PVCu in Beaudesert & Henley in Arden. It was **RESOLVED** that the Clerk submit a response of No Representation to SDC in respect of the above planning application. This motion was proposed by Cllr Jackson, seconded by Cllr Willmott 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 (*previously circulated*)
 - 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 19th November 2018 were Treasurers Account: £4,068.21 and the Deposit Account was £83,003.82.
 - The Clerk also reported that £16,002.97 had been transferred from the current account to the deposit account to cover any invoices outstanding. There were four invoices requiring approval; Jon Vale Gardens for £1,652.50 and she confirmed that the work specified in the invoice had been carried out and £720.00, £518.40 and £518.40 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 Cornford, seconded by Cllr Broadbent and carried unanimously. It was also agreed to investigate the VAT element of the return of £500.00 from RBL. This motion was proposed by Cllr Bridges, seconded by Cllr Willmott and carried unanimously.
 - To consider a request from VASA for funding of £500.00 towards community transport services and if approved, arrange payment (*previously circulated*)
 - Following a brief discussion, it was **RESOLVED** that more information was required regarding the mini grant application for £500 from VASA and the Clerk was requested to report back to the next JPC meeting in January 2019. This motion was proposed and includes an amended proposal by Cllr Bridges, seconded by Cllr Field and carried unanimously.
 - To consider a mini grant application for £300.00 from HWMT towards the funding costs of the Rural Cinema and if approved, make a payment (*previously circulated*)
 - Cllrs Peter Crathorne, Jayne Bridges and David Broadbent declared an interest as they were trustees of the HWMT. Following a brief discussion, it was **RESOLVED** that the JPC request further information from HWMT regarding the application for a mini grant to support the rural cinema project. This motion was proposed by Cllr Cornford, seconded by Cllr Tomlinson and carried by the majority (four to one).

- **To consider a mini grant application for £500.00 from Henley Book Fair towards the funding costs of funding the Fair and if approved, make a payment (previously circulated)**
- Cllr Crathorne advised that discussions had already taken place with Cllr Field. He went on to say that this Project had been launched in partnership with the Hub@Henley Community Centre and they will act as the registered fund holder. Following a discussion, **it was RESOLVED that a mini grant of £500 be approved. This motion was proposed Cllr Willmott, seconded by Cllr Broadbent and carried unanimously.**
- **To receive a report on the December Christmas reception at a maximum cost of £150.00 - update**
- Cllr Crathorne reported that the costs had been increased to £150.00 to cover the provision of a glass of wine or soft drink and seasonal nibbles. It was agreed that the Clerk will send invitations out various social organisations in Beaudesert & Henley in Arden. **It was RESOLVED that a Christmas reception in the Guild Hall hosted by the JPC would be provided on 6th December 2018 at 7.00 pm. This motion was proposed by Cllr Broadbent, seconded by Cllr Jackson 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 asked for assistance in compiling an approved list of contractors which would help in allocating and completing agreed jobs in the area.

Cllr Crathorne also reported that the JPC should consider improvements to the public footpath between Bear Lane and the Railway Station bridge and Allotments junction. He went on to say that this work would be for the provision of wheelchair and disabled access to the Allotments. The land belongs to the JPC, private residents and Network Rail. Consultations had been opened with the Footpaths Officer at WCC and the JPC had received confirmation that they would not object to this work, however, they were not able to contribute towards the costs. Cllr Crathorne suggested that the JPC investigate the possibility of compulsory purchase of the adjacent field to the Allotment site to provide vehicular access which would also provide disabled access at a similar cost. Following a robust discussion, it was agreed to investigate the legal requirements disabled and wheelchair access for the allotments.

Cllr Crathorne also reported that the two-way radios in storage had been tested and the range was insufficient to meet the needs of the Emergency Team of volunteers and he recommended donating them to the Youth Club. He went on to say that the cost of the replacement of two-ways radios which were it for purpose should be investigated.

Following a discussion, **it was RESOLVED that the Property Report was approved, except the comments made in respect of the provision of disabled and vehicular access, together with the associated expenditure at the Allotments. This motion was proposed by Cllr Bridges, seconded by Cllr Willmott and carried unanimously.**

- **To discuss a quotation for work required to Leylandii in Milking Lane in the sum of £940.00 plus VAT and if approved, instruct the contractor.**
- Following a brief discussion, **it was RESOLVED not to approve the work required in Milking Lane. It was also agreed to contact WCC regarding the safety implications of the footpath on Milking Lane. This motion was proposed by Cllr Jackson, seconded by Cllr Cornford and carried by the majority with Cllrs Crathorne and Broadbent against.**
- **Traffic & Parking & Car Park Acquisitions Working Party –**
- **Presentation & approval of Heads of Terms for leases for Prince Harry Road and The Croft Car Park with LPS Limited.**
Cllr Cornford reported that the Clerk had received an email from Thomas Guise in respect of the above and he confirmed that they had said that they had attached their report on the Title for the Croft Car Park. Thomas Guise confirmed that they had not received the draft Transfer Deed from Taylor Wimpey's Solicitor and this had been omitted from the Report. Thomas Guise went on to say that the draft lease for the Prince Harry Road car park had been requested from SDC, however, they had confirmed that they had not received any instructions to date. Thomas Guise also confirmed that they had not received any communication from the Solicitors for LPS.
 - Cllr Broadbent noted that Item 5 on the Report, car parking spaces should be numbered.

Following a discussion, it was RESOLVED that the Clerk be instructed to send the Heads of Terms to Thomas Guise (previously circulated to all Cllrs), to instruct them to prepare a draft lease and management agreement and to return it to the Clerk for

onward transmission for consideration by Cllrs Cornford and Jackson. It was also agreed to further negotiations prior to documentation being sent to Blythe Liggins, the Solicitors acting for LPS Ltd. This motion was proposed by Cllr Cornford, seconded by Cllr Bridges and carried unanimously.

- To discuss the Tourism WP and Calendar of Events and allocating a budget of £1,000 to promote tourism in Henley in Arden & the surrounding area (*previously circulated*)
Cllr Field reported she was going to invite additional members on to the WP and that the date of the next meeting had been changed.

Following a discussion, it was RESOLVED that

- the report of the Tourism WP was noted.
- The JPC purchase a town planner which would be kept in the Library for community organisations to put the dates of forthcoming events in. Cllr Field agreed to contact the various social organisations in Beaudesert & Henley to let them know that a planner is available. Details of the various events can then be added to HNOL and Social Media Sites.
- It was also agreed that suitably designed maps should be purchased to be placed at agreed sites around the town and the construction of the boards to mount the maps is remitted to the Tourism WP in conjunction with Cllr Tomlinson, the Maintenance Cllr. The provision of the maps and boards should be mostly funded from sponsorship.
- It was also recommended that a budget of £1,000 should be included in the Budget proposals for next year.
- These motions were proposed by Cllr Field, seconded by Cllr Bridges and carried unanimously.

- 9 To approve Cllrs Crathorne and Willmott are added as members of the Finance WP and to adopt the Budget Review Guidelines (*previously circulated*)

Following a discussion, it was RESOLVED that the Budget Review Guidelines as set out in the attached Report are noted and commended to the WP for consideration and that Councilor's Crathorne and Willmott to be added to the Finance Working Party for the purpose of preparing the budget.

It was also agreed that:

- The timetable for preparing the budget is approved;
- A Residents' Information Evening be held at the Memorial Hall on 9th January 2018 at 7.00pm and a Presentation was to be prepared by the Finance WP;
- The Finance WP are asked to prepare a budget that takes account of improvements of income generated by an increase in the number of council tax paying houses in Henley, realistic income from the allotments, rental income from the car parks, CIL money (if applicable) but keep the precept request sent to SDC as close to the same cost to households as the JPC calculations can produce;
- A Finance WP meeting open to all Councilor's is to be held on 14th January 2019;
- It was further recommended that the JPC continue their support for the Library and The Hub adding a small increase to support the inflation of essential basic costs such as business rates, utilities and insurances if this was proved to be necessary.
- In addition, the Finance WP was asked to consider the financial challenges faced by the Sports Grounds section of the Henley-in-Arden War Memorial Trust. It is anticipated that this organisation will require additional help until the new Arden Recreation Centre (The ARC) is completed when it is predicted that the numbers of sports users and the range of activities at the fields will increase providing the finance to manage the sports grounds at level that is safe and pleasant for its users without the same level of additional support from the council.
- This motion was proposed by Cllr Willmott, seconded by Cllr Broadbent and carried unanimously.

- 10 To ratify the updated JPC Media and Social Media Policy (*previously circulated*)

It was RESOLVED to adopt and ratify the updated Media and Social Media Policy. However, it was noted by members of the JPC that all communications from Cllrs and the Clerk MUST only state the council's agreed policies and positions which should be approved by full council. It was also agreed that an amendment be added to the policy which should include and consider how the managers for the JPC Facebook page should

respond to any criticism of an individual Cllr and any posts directed at the JPC as a whole. This motion was proposed by Cllr Field, seconded Cllr Bridges and carried unanimously.

11 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 Crathorne reported that he and Cllr Garner were progressing with the project and had the WP has received five submissions which were under review and would be reduced to two or three for a presentation session before a recommendation is made to the JPC in January.

12 To ratify the policies, supporting text & the maps and diagrams for the NDP & for the Clerk to use her delegated powers to act on behalf of the JPC to progress the NDP & to thank the volunteers to date (previously circulated)

It was **RESOLVED** that the policies, supporting text & the maps and diagrams for the NDP were approved (previously circulated) & for the Clerk to use her delegated powers to act on behalf of the JPC to progress the NDP & to thank the volunteers to date. This motion was proposed by Cllr Tomlinson, seconded by Cllr Jackson and carried unanimously.

13 Reports from Councillors – exchange of information only.

- **County Cllr John Horner reported:**

- The next Arden Clerks and Chairs Meeting will be held on 19th December at 2.00 pm in the Fire Station.
- Cllr Horner advised that he had circulated his Report and this was noted.

- Cllr Bainbridge said that she felt that she could not support the CGR. Cllr Crathorne responded and said that the decision to either support or object to a CGR was the responsibility of SDC and to change to a town council would be a decision for the new JPC following the Election next year.
- Cllr Crathorne congratulated the RBL for a most wonderful and eventful day to celebrate the ending of WWI.
- Cllr Crathorne confirmed that there will be a community Christmas Lunch on Christmas Day in the Memorial Hall and if anyone would like to suggest someone who might be on their own perhaps, they could get in touch.
- Cllr Field complained about the lighting along Styler's Way and requested the Clerk to contact the Management Company of the businesses who reside there.

14 Items for private session

There are no items for private business.

Meeting closed at 9.25 pm.

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

Please note: Christmas Reception to be held in Guild Hall on Thursday, 6th December

1. JPC Planning Sub-Committee Meetings – 3rd December 2018 and 7th January 2019, commencing at 6.00 pm at the Heritage Centre
2. JPC Ordinary Meeting – 21st January 2019, 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.