



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, 16th July 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: 8 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.

The Chairman requests all mobile phones are switched to silent mode.

Public Participation Session

- A Parishioner said that he had advised the Clerk that he was writing on behalf of several parishioners who were concerned about people who were cycling on the pavement. He said that he had not referred to a child and he hoped that a child would not swear at him when challenged that riding a bicycle on the pavement was illegal. He went on to say that there were also a few cars who parked their vehicles on the Lords Waste which also blocked the pavement.
- A representative from the Royal British Legion said that the Clerk had contacted him in respect of correspondence she had received from SDC asking whether the town would like to site a 'Tommy statue' in Henley. He went on to say that the statue would be paid for by SDC and the RBL were thinking of a suitable location to put the statue; the Guild Hall or Jubilee Gardens. Cllr Crathorne asked if the statue would be erected in time for the commemoration celebrations in November and he was advised that it would be.
- A representative from St John's Church advised that the annual maintenance of the Church Clock would take place soon. He asked if the JPC would agree to this work being carried out and agreement was duly given. He went on to say that the town sign on the west wall of the church was still in need of maintenance and asked if there had been an update since he last mentioned this issue. Cllr Crathorne responded and said that the JPC had decided to wait until the problem of the pigeons further up the tower of the church had been resolved, although they had received a quote for the work and had the authority to carry out the work. Cllr Tomlinson said the work needed to be carried out as this had been an ongoing issue for some time.
- A representative from Henley Community First Responders advised that a Public Access Defibrillator would be discussed later on the agenda and the equipment would need to be checked every month. She went on to say that a non-active volunteer CFR checked the equipment monthly now and he could be contacted to see whether he would be prepared to continue. She thanked the generosity of Terry Barton who had provided the equipment in memory of his wife, Allyson. She went on to say that the installation of the Defibrillator would be carried out by Dave Cowling, whom she also thanked, together with Henley C of E Primary School for providing a safe location.
- Two representatives from the Fire Station mentioned her increasing concerns about vehicles being parked outside the Co-Op and advised that the Fire Trucks could not respond in an emergency as they could not get past the vehicles. She went on to say that the CFR's had the same issue and if they did not respond within a certain amount of time, the rate of survival was significantly less. She said that something needed to be done about the situation as there were lives at stake. Cllr Crathorne responded and said that

unfortunately the JPC had no enforcement powers, however, the issue would be reported in the minutes and he felt sure that the County Cllr would also do what he could to resolve this ongoing problem.

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, Bill Leech and Liz Jackson.

2 Declarations of Interest and Dispensations

There were no Declarations.

3 Reports from County Councillor and District Councillor.

o County Cllr Horner reported:

- o That he had put various proposals to the WCC Officers regarding parking enforcement in Henley, however, to date nothing had been agreed. He asked the Clerk if she could co-ordinate a further meeting with Officers to try and look at a long-term resolution.
- o The Warwickshire Local Welfare Scheme helps vulnerable people at times of crisis and was offering a substitute for the free school meals service during the Summer holidays.
- o Support for carers was also being provided in the County by the Carers Trust, as many carers needed continuing assistance in a variety of ways. Cllr Crathorne advised that carers were encouraged to come along to the Seniors Club at The Hub when they accompanied the people they cared for.
- o Tobacco sniffer dogs were being used by the Border Force officers to seize illegal cigarettes with a good deal of success.
- o The Arden Chairs and Clerks meeting had been attended by the Clerk at the end of June. Police Officers had also been in attendance to discuss the levels of Crime in the Arden area and a new policing model which was being introduced. He went on to say that there were uniformed officers working in some areas of Birmingham, London and University campuses which were paid for by dedicated parish council precept funding. There would be a further meeting in September which would discuss the topic of County Councillor funds which would be allocated to community development grants and small road safety schemes.

o District Cllr Thirlwell reported:

- o A full council meeting had taken place to confirm the new Head of Paid Service; Isabel Edgar Briancon and she would join SDC in November 2018 and commence in her new role from 1st January 2019.
- o The current Chairs Funding had been made available to offer a large 'Tommy Statue' to commemorate the 100th anniversary of the end of WW1 in November in towns in the area. He went on to say that SDC were also commissioning a leather-bound Roll of Honour which would include the full name, rank and regiment of those who had died in the Great War in Stratford and the surrounding area.
- o An invitation to attend a meeting on 20th September to discuss the Broadband service in Henley would be received shortly.
- o Enforcement action was still being undertaken at premises in Hungar Hill.

4 Minutes of the ordinary meeting held on 18th June 2018 to be approved and signed.

It was RESOLVED that the Minutes of the Ordinary meeting held on 18th June 2018 were confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Wilmott, 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.

There were no matters arising.

6 To discuss and agree a procedure to co-opt a further member on to the JPC & appoint three Cllrs to meet with applicants and present a report to the September meeting

Cllr Crathorne confirmed that a notice had been placed on the JPC Notice Boards and the web site and applicants were invited to write into the Parish Clerk via email or letter. He went on to say that the closing date for applications was 3rd August 2018 at 4.00 pm. Applicants would be invited to meet with Cllrs and the Clerk to discuss their applications and he suggested a standard approach be taken with all candidates. Cllr Thirlwell said that a list of specific questions could be asked.

Following a discussion, it was RESOLVED that a list of prepared questions would be circulated to all Cllrs prior to meeting any of the candidates in order that the process was open and fair for everyone. Cllrs Elaine Field, Jayne Bridges, David Broadbent, Peter Crathorne and the Clerk would meet with applicants and a report would be given at the September meeting when a decision would be made. This motion was proposed by Cllr Field, seconded by Cllr Broadbent and carried by the majority, with Cllr Crathorne voting against.

7 Report by the Parish Clerk – Gill Bailey

- **To approve and adopt the Beaudesert & Henley in Arden JPC Year Planner (circulated)**
 - The Clerk confirmed that she had circulated a copy of the JPC Year Planner and a copy would be available on the JPC web site. **It was RESOLVED that the JPC Year Planner would be adopted.**
- **To discuss the Clerks Report in Henley Focus/HNOL.**
 - The Clerk said that she felt that the reports she submitted to HNOL and Henley Focus could be made to look more visually appealing. She asked Cllrs whether they would mind if she tried to make her reports more pleasing to the eye and they agreed that she could re-design her reports.
- **JPC Annual Report & Accounts – drafts from Chairs of Working Parties to be received by 30.08.2018**
 - The Clerk advised that the JPC Annual Report and accounts would need to be prepared and printed soon and asked the various Chairs of the Working Parties to draft out their submissions by 30th August. She went on to say that the cost of printing last year was £280.00, and Henley Church had distributed them for a donation of £150.00. She requested a member of St John's PCC if he could ask whether they would be prepared to distribute the JPC Annual Report and Accounts again this year.
- **WW1 100 Years Commemoration – installation of a Tommy Statue' at an agreed location up to a cost of £1,000**
 - The Clerk advised that she had received emails from SDC in respect of the above and this item had been covered earlier in the meeting.
- **Updates on Warwickshire College**
 - The Clerk confirmed that she had written to Warwickshire College requesting a meeting and had received a positive reply. She went on to say that she was in the process of organising a meeting with a representative from the College.
- **Letter to Sans Restaurant**
 - The Clerk confirmed that she had written to the above restaurant following complaints she had received from residents in Henley that someone was riding their bicycle on the pavement and when they were asked to stop they had been abusive. She went on to say that she gathered that the response on Facebook to the letter had indicated that the JPC was referring to a six-year old boy riding on the pavement. That was not the case and the letter asked if the person, not a child, from the restaurant who was cycling on the pavement could stop. Cllr Crathorne advised that he had met with the manager of the restaurant and explained the situation and that the JPC had not been referring to a six-year old child.

- The Clerk said that the JPC had a duty of care for the safety and well-being of residents and visitors to Henley and the letter had been justified. Following a discussion, it was agreed that no further action would be taken.

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 he had reviewed and redesigned the Planning Spreadsheet and had circulated it to all Cllrs.

Application no.	Proposal	Address	Submitted by	Comments due by / decision
18/01246/LBC	<p>Change of use from picture framing and restorations premises (Use Class B1) to residential dwelling (Use Class C3) including sensitive repair and adaptation of the existing building; together with the construction of a single storey rear Extension.</p> <p>The JPC agreed to support the application for the following reasons:</p> <ol style="list-style-type: none"> 1. The proposals would include the repair and renovation of a listed building 2. The proposals would improve and restore the street scene in a Conservation Area. 3. The proposed extension, whilst modernistic, does not affect adjoining residential properties and was designed to avoid overlooking the commercial premises which were next door. 	54 High Street	Mr D Wilson	20.07.2018
18/01378/FUL	<p>The construction of a part two storey/part single storey rear extension and part two storey/art single storey front extension and replacement windows and door.</p> <p>Cllr Broadbent confirmed that he had forwarded photographs of the above property to all Cllrs. Following a short discussion, it was agreed to submit a comment of No Representation.</p>	Ash Tree Cottage, Edge Lane	Mr L Beale, Birch Group Ltd	26.07.2018
17/03105/FUL	<p>Proposed retrospective change of use of school playing field to domestic garden. The removal of existing close boarded fence and replacement with a 2.4m palisade</p>	The Grange, Henley Grange, Stratford Road	Mr & Mrs G Smith	27.07.2018

<p>18/01957/LBC</p>	<p>fence together with implementation of indigenous landscape scheme and the retrospective relocation of bat barn/garage.</p> <p>Cllr Broadbent confirmed that a similar application had been submitted before although it had been amended slightly. Following a short discussion, it was agreed that the JPC would re-submit the objections that they had made in respect of the previous application.</p> <p>Removal of external signage and an external ATM</p> <p>Following a brief discussion, it was agreed that the JPC submit a comment of No Objection so long as the building was restored in keeping with the existing premises.</p> <p>It was RESOLVED that the above responses would be submitted to SDC for each application and this motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.</p>	<p>127 High Street</p>	<p>Mr M Lickley, Lloyds Banking Group</p>	<p>31.07.2018</p>
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- **To consider the JPC forming a Planning Sub Committee (*terms of reference previously circulated*)**
- Cllr Broadbent reported that members of the Planning Working Party had met to discuss whether to form a Planning Sub Committee.
- Cllr Crathorne said that there was a legal obligation incumbent on the JPC to open planning meetings to members of the public and officially record responses to applications in the form of minutes. He went on to say that perhaps this would be an opportune time to review everything that the Clerk carries out on behalf of the JPC as he felt that any extra costs incurred by holding extra meetings could be cost neutral.
- **Following a robust discussion, it was RESOLVED that the JPC establish a Planning Sub Committee to commence work immediately adopting the terms of reference attached to the minutes and that the first meeting would be 30th July at 6.00 pm. This motion was proposed by Cllr Willmott, seconded by Cllr Tomlinson and carried unanimously.**

9 Reports and Recommendations by Portfolio Holders

- **Cllr Crathorne confirmed that there was only the Finance Report on the Agenda as there had not been any other Reports received. If any Cllr would like to make any recommendations in the future, they would need to submit a written report prior to publication of the agenda.**

- **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. The current balances as at 16th July 2018 were Treasurers Account: £4,285.14 and the Deposit Account was £68,003.08.
- The Clerk reported that £13,000 had been transferred from the deposit account to the current account to cover the payments and there were four payments requiring approval; Jon Vale Gardens for £2,223.60 and she confirmed that the work specified had been carried out; £184.40 for John Hicks & Associates for the quarterly Playground Inspection; £324.00 for T Mousley & Sons for emergency maintenance to the trees in Littleworth Field and SDC for £1,926.00 for the annual cost of the CCTV cameras **It was RESOLVED that the Finance Report and the payments set out in the Report be approved; this motion was proposed by Cllr Wilmott, seconded by Cllr Field and carried unanimously.**
- **To consider a mini grant application received from Own Books for £500.00 and, if agreed, approve payment.**
- Cllr Crathorne confirmed that the applicant for the Own Books and Earthing Project mini grants could not attend the meeting as she was ill and he wished her a speedy recovery.
- Cllr Crathorne advised that there was a list of schools who benefited from the Own Books scheme on the screen. Cllr Bridges asked Cllr Field if she knew how valuable the Own Books scheme was for children and Cllr Field confirmed that children do use the books a lot. She went on to say that the mini grant would be used to support the infrastructure, support and travel costs for the project.
- **Following a discussion, it was RESOLVED to approve the payment of £500.00 as a Mini Grant to the Own Books Project. This motion was proposed by Cllr Broadbent, seconded by Cllr Harfield and carried by the majority, with Cllr Field abstaining.**
- **To consider an application from the Earthing Project for a mini grant and if agreed, approve payment of £500.00.**
- Cllr Field advised that the Earthing Project promoted an awareness of nature throughout the changing seasons and visited The Mount, which she felt was very beneficial for children. Cllr Cornford asked how many children would benefit in the area and whether this project was carried out during school hours. Cllr Field responded and said she felt that approximately 80% of Henley children benefited and visits to The Mount were carried out during school hours by artists who were paid for their time and skill set.
- **Following a discussion, it was RESOLVED that the JPC would not support the application for a mini grant of £500.00. This motion was proposed by Cllr Cornford, seconded by Cllr Bridges and carried by the majority, with three Cllrs abstaining.**
- **To consider an application from VASA (Voluntary Action Stratford on Avon) for a mini grant and, if agreed, approve payment of £500.**
- Cllr Crathorne advised that he had met a representative from VASA when they had attended the recent SCAN meeting. He had suggested to them that they could apply for a mini grant towards the cost of recruiting and training volunteer drivers for their Community Transport Service. Cllr Crathorne advised that he had picked out some statistics from their application; which were available to view on the screen; in the first six months of 2018, volunteer drivers had completed 498 community transport journeys for clients living in a B95 post code area, of which 47% were hospital appointments, which represents a 7.3% increase in 2017.
- **Following a discussion, it was RESOLVED to support the application for a mini grant of £500.00 for VASA. This motion was proposed by Cllr Bridges, seconded by Cllr Harfield and carried unanimously.**

- **To discuss ownership & taking on the responsibility for long term maintenance of a Public Access Defibrillator for the Arden Road Area.**
 - **Following a discussion, it was RESOLVED to support the request for the JPC to take over ownership and the responsibility for maintaining the Public Access Defibrillator at Henley C of E Primary School in Arden Road. This motion was proposed by Cllr Tomlinson, seconded by Cllr Broadbent and carried unanimously. It was also agreed to add this equipment to the JPC Asset Register.**
- 10** **It is proposed that the JPC instruct a contractor to re-design & redevelop the JPC web site at a cost of £1,680/1,920 depending on the time taken, a support package at a cost of £60 per month to review & update the web site and back up once a quarter at a cost of £240.00 (quotes previously circulated).**
- The Clerk reported that she had received two quotations for the redevelopment of the JPC web site and the costs were noted above. Following a discussion, it was agreed to request further details from each company in respect of previous websites they had designed.
- 11** **To discuss Henley in Arden Railway Station - Opportunities and Aims: No written Report.**
It is proposed that the JPC further develop the discussions with the relevant bodies to facilitate the improvement to Henley in Arden Railway Station buildings as a community resource.
- Cllr Tomlinson reported that he and Cllrs David Broadbent, Sally Harfield, and Bill Leech had met with a representative of the Shakespeare Line Promotion Group to investigate the feasibility of renovating the Railway Station to provide a coffee shop and offices etc. The current building was derelict and there may be funding from the new railway operator to make improvements.
 - Cllr Cornford said that he felt that some proposals should be included in the Neighbourhood Development Plan as an aspiration of the town.
 - **Following a discussion, it was RESOLVED that Cllrs David Tomlinson, David Broadbent, Sally Harfield, and Bill Leech continue a dialogue with the Shakespeare Line Promotion Group and explore the possibilities for regenerating the Station with a view to the community adopting the facilities. It was also agreed that the NDP be amended to include the project as an aspiration for the town. Cllr Bridges agreed to look into the willingness of the community to participate in the regeneration. This motion was proposed by Cllr Cornford, seconded by Cllr Willmott 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. Oral Report following a meeting held with Lloyds on 16.07.2018.**
- The Clerk reported that she and Cllrs Crathorne and Cllr Cornford had met with a representative from Lloyds Banking Group and they proposed to provide a mobile banking branch in Henley on a Monday morning and Wednesday morning and afternoon, although this had not been finalised.
 - A location for the mobile bank had been discussed and the representative from Lloyds had agreed to investigate the feasibility of utilising one of the disabled parking bays opposite Lloyds and to contact WCC to see whether this would be possible. It was agreed that the location for the mobile banking vehicle would need to be as visible as possible and they would also need to accommodate disabled access for the vehicle.
 - There would not be a cash point available, but customers could withdraw and deposit cash, along with other transactions, in the vehicle itself.
 - It had also been suggested that Lloyds could provide ongoing support to promote internet banking in the community.
 - Following a discussion, it was agreed that Cllrs Crathorne, Cornford and the Clerk pursue a dialogue with Lloyds.

- 13 Gigabit Voucher Scheme – It is proposed that the JPC write to all local businesses and widely advertise to residents to see whether there is any interest in putting together a joint plan to apply for seed money for a Gigabit Broadband Scheme for Henley (There is the potential for 20 businesses to generate £60,000) and the potential cost.**
- Cllr Crathorne reported that the Clerk and received an email in respect of the above.
 - He went on to say that both business and residents can claim against the cost of their connection to Broadband or wanted to upgrade their connectivity.
 - **Following a discussion, it was RESOLVED that the Chairman could look at the possibility of taking this project forward. This motion was proposed by Cllr Bridges, seconded by Cllr Crathorne and carried unanimously.**
- 14 Reports from Councillors – exchange of information only.**
- Cllr Field asked if thanks could be recorded to the volunteers with Henley in Bloom for all their hard work during the Scarecrow Festival.
 - Cllr Cornford reported that there had been ongoing discussions with LPS, the managers of the Northern Car Park. He advised that there had been no further progress.
 - Cllr Crathorne reported that there had been a very good turn out for the NDP residents meeting last Monday, with approximately 120 attending. Following a brief discussion, it was agreed that the Clerk contact the company who had delivered the leaflets advising residents of the meeting and point out that not everyone had received the letter.
 - Cllr Crathorne asked if thanks could be recorded to the ‘Rubbish Friends’ Group for their recent litter pick and residents who always picked up their litter.
 - Cllr Broadbent urged Cllrs to look at the re-formatted Planning Spreadsheet.

15 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 Bridges, seconded by Cllr Willmott and carried unanimously.

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

- 1. JPC Ordinary Meeting – 17th September 2018, commencing at 7.00 pm at the Memorial Hall**

PLEASE NOTE THAT 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.