



# 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, 18<sup>th</sup> June 2018 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.**

Present: Cllrs. Peter Crathorne (Chairman), Liz Jackson (Vice-Chair), Bill Leech, John Garner, Peter Cornford, David Tomlinson, David Broadbent, 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.

### **Public Participation Session**

- A resident advised that she was organising the Poppy Appeal this year and asked for poppies and possibly flags to be placed around the railings of the Market Cross. Cllr Leech confirmed that a flag would be erected by the side of the Market Cross as in previous years. After discussion, it was unanimously agreed that poppies should be placed around the railings of the Market Cross.
- Cllr Crathorne requested that the Vice Chair take over as Chair of the meeting whilst he exercised his right to speak as a resident. He advised that a planning application for the removal of the existing Scout Hut and Container, including the addition of a Café extension to the existing Sports Pavilion and the re-building of a lined Scout Hut had been received by the JPC. He asked if the JPC would consider supporting the application as the Sports Grounds were open to the community and would be of benefit to everyone. He went on to say that the VAT element of the works would be between £20 - £25,000. Cllr Cornford responded and said that Wootton Wawen PC had supported a shelter at their allotments and had been able to claim the VAT back because all the purchase orders had gone through the parish council. He suggested that perhaps something similar could happen with a view to claiming the VAT back for the project at Henley in Arden Sports and Social Club.
- A resident who is assisting with the project confirmed that the existing buildings were in a poor state of repair and it would be more cost effective to knock them down and re-build rather than refurbishing them. Cllr Cornford asked for an approximate cost of the proposals and the response was that they had received offers of funding already, however, to attract major grant applications, planning permission needed to be in place prior to applying for any grants.
- The Clerk informed the meeting that the planning application would be considered later on in the meeting.

*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 Jayne Bridges and Mike Wilmott.

## 2 **Declarations of Interest and Dispensations**

Cllrs Peter Crathorne, John Garner and David Broadbent declared an interest regarding the item in respect of the HWMT as they are Trustees. Cllrs Peter Crathorne and John Garner also declared an interest in respect of the Hub@Henley as they are also Trustees of this organisation.

## 3 **Reports from County Councillor and District Councillor.**

- **Cllr Horner reported** that a new County Council year had started on 21<sup>st</sup> May and various appointments had been confirmed within WCC.
- Cllr Horner advised that Warwickshire has one of the highest suicide rates in the UK with men being most at risk and additional funding had been made available to try and reduce the incidence of people taking their own lives.
- The WCC Communities team have been raising awareness of the support that carers give, and they are running a Carers Awareness week this month. He went on to say that many folks who are Carers can become lonely and isolated and do not realise that there is support available. If anyone was interested in finding out more information they can do so on [www.warwickshire.gov.uk/carers](http://www.warwickshire.gov.uk/carers)
- Cllr Horner advised that the Arden Chair and Clerks meeting would be held at the end of the month. Items on the agenda would be anti-social behaviour, the WCC Communities Grant Fund and WCC Small road safety schemes. He went on to say that unfortunately, the cost of implementing many small road safety schemes is usually inflated by the cost that utility companies charge to support the infrastructure and is cost prohibitive.
- Cllr Horner advised that a comprehensive review of the car parking issues would also be undertaken in due course and Cllr Cornford requested that he be present during any discussions.
- Cllr Harfield asked if the Motorway Islands in the vicinity could be made to look more attractive as they were all badly overgrown and were strewn with litter. Cllr Horner agreed to investigate this issue. Cllr Crathorne advised that WCC, Highways trimmed back the overgrowth twice a year.
- Cllr Leech advised that the flashing sign at the bottom of Blackford Hill had not been working for over 12 months. Cllr Horner advised that this issue was in hand and he was doing all he could to resolve it.
- Cllr Crathorne asked if there was any progress with regards to the dropped kerbs in Prince Harry Road and Cllr Horner responded and said that this had been placed on the WCC Highways Maintenance list.
- **Cllr Thirlwell reported** that the SDC Cabinet had met on 4<sup>th</sup> June and it had been resolved that the Head of Technical & Community Services, in consultation with the portfolio holder for Resources and Property and the Ward Member, be authorised to enter into a lease of the Prince Harry Road Car Park with Beaudesert & Henley in Arden JPC, in line with the terms set out in the report. Full details were available on the SDC web site. Cllr Thirlwell went on to say that one of the terms would be the retention of the car parking spaces for use of people visiting the Medical Centre. He went on to say that a draft lease would be available in due course.
- Cllr Cornford asked if there had been any further enforcement action in respect of Hungar Hill and Cllr Thirlwell indicated that Officers were aware of the situation.

## 4 **Minutes of the ordinary meeting held on 21<sup>st</sup> May 2018 to be approved and signed. It was RESOLVED that the Minutes of the Ordinary meeting held on 21<sup>st</sup> May 2018 were confirmed as a true record and signed by the Chair.** This motion was proposed by Cllr Cornford, 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 referred to the item in the minutes regarding Car Parks and asked if the Business Plan could be circulated. The Clerk responded and confirmed that she would circulate the Plan.

## 6 Report by the Parish Clerk – Gill Bailey

- **Opportunities & Aims – Henley in Arden Railway Station**
- The Clerk read out an email that she had received from the Secretary of the Shakespeare Line Promotion Group, which is attached to the minutes. Following a discussion, it was proposed that the JPC appoint Councillors to meet with The Shakespeare Line Promotion Group & report back to the next JPC meeting. **It was RESOLVED that the Clerk request dates for Cllrs to meet with the Secretary of the Shakespeare Line Promotion Group. Cllrs David Broadbent, Sally Harfield, Bill Leech, and Liz Jackson advised that they volunteer to be available to meet with Mr Pithie. This motion was proposed by Cllr Garner, seconded by Cllr Jackson and carried unanimously.**
- The Clerk advised that she had received the resignation of Cllr Peaches Melhuish, due to personal reasons. She went on to say that she had put the legal process in motion and an advertisement for a Vacancy in the Office of Parish Cllr for the Parish of Beaudesert.

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

Cllr Broadbent advised that the JPC Planning Working Party had met last Monday to discuss the current system and the openness and transparency currently in respect of planning. He also advised that the SDC web site had not been available as essential maintenance was being carried out. He went on to say that all the current and historical planning applications were on the JPC web site and were available to view on screen.

Application no.	Proposal	Address	Submitted by	Comments due by / decision
18/01456/FUL	Erection of extension to existing apartment block to provide 4 additional residential units and erection of 1 two bed coach house, creation of new vehicular access and all associated works (re-submission following withdrawn application 17/03771/FUL).  Cllr Tomlinson reported that Cllrs had looked at the site. <b>Following a discussion, it was RESOLVED that the Clerk respond on behalf of the JPC with a comment of No Representation and this motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.</b>	The Elms, 14 High Street, Henley in Arden	Mr G White ELM Ltd	<b>19.06.2018</b>
18/01525/FUL	Removal of existing Scout Hut and Container. Adding a Café extension to the existing Sports Pavilion and re-building of a lined Scout Hut.  Cllrs Peter Crathorne, John	Henley in Arden Sports & Social Club, Stratford Road, Henley in Arden	Mr P Crathorne HWMT	<b>28.06.2018</b>

18/01141/FUL	<p>Garner and David Broadbent left the meeting as they had all declared an interest.</p> <p>Cllr Tomlinson advised that the proposals in the application would enable the new buildings to be more functional and appealing as the existing building and facilities were very poor. <b>Following a discussion, it was RESOLVED that the JPC support the application. This motion was proposed by Cllr Tomlinson, seconded by Cllr Leech and carried unanimously by all Cllrs present.</b></p> <p>Cllrs Peter Crathorne, John Garner and David Broadbent returned to the meeting.</p> <p>Internal alterations &amp; 2 Storey rear ext.</p> <p>Cllr Broadbent advised that he and Cllr Tomlinson had conducted a site visit and felt that the proposals were acceptable. <b>It was RESOLVED that the JPC submit a comment of No representation. This motion was proposed by Cllr Broadbent, seconded by Cllr Harfield and carried unanimously.</b></p>	225a High Street	Mr & Mrs Jennings	26.06.2018
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## 8 Reports and Recommendations by Portfolio Holders

- **Finance and Assets (Monthly)**
  - **To note the Schedule of recent Payments and Bank Balances and to approve the payment of 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 18<sup>th</sup> June 2018 were Treasurers Account: £1,057.06 and the Deposit Account was £91,004.23.
  - Cllr Garner reported that £4,003.09 had been transferred from the deposit account to the current account to cover the payments and there were three payments requiring approval; Jon Vale Gardens for £1,996.80 and he confirmed that the work specified had been carried out; £468.00 for Avon Planning who had carried out more work on the NDP. Cllr Garner confirmed that the invoice had been queried and a credit note had been received making the payment more realistic. The third invoice for Henley Bakery was for the JPC's contribution towards the cost of the Civic Service refreshments. **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 Leech and carried unanimously.**
  - **To approve the offer of the annual salary, increase for the Parish Clerk and RFO as recommended by the Chairman and the Finance Portfolio Holder in line with the recommended NALC guidelines.**

- Cllr Garner confirmed that the Clerk's increase in salary would equate to 45p per hour or 2.9%. **It was RESOLVED that the Clerk receive the above pay increase backdated to April. This motion was proposed by Cllr Garner, seconded by Cllr Harfield and carried unanimously.**
- **To consider a mini grant application received from the Friends of St Mary's, Henley in Arden (FOSM) for £500.00 and, if agreed, approve payment.**
- Cllr Garner advised that in his opinion the above mini grant application did not fit the criteria laid out in the guidelines as it was part of a statutory organisation. It was pointed out that other schools in Henley had been turned down for the same reason, together with the fact that all schools had received an increase in their sports fund grant funding which could be applied to purchase sports kit.
- **Following a discussion, it was RESOLVED that the mini grant be rejected and that the Clerk write to the applicants offering them a meeting with the Chairman to discuss the decision and to assist with advice on funding. This motion was proposed by Cllr Leech, seconded by Cllr Garner 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)**
  - The Chair advised that the Property Report had been uploaded to the JPC web site and circulated to Cllrs.
  - Cllr Tomlinson reported that both sides of the southern entrance to Henley from Stratford are looking very untidy. The JPC was investigating the cost of a complete redesign with the removal of some trees and shrubs and replacing them with more attractive ones, together with establishing well mown grassed areas and easily maintained shrub beds. Cllr Tomlinson went on to say that it was hoped that the work would be carried out in conjunction with the development of Arden House and the new road crossing.
  - Cllr Tomlinson went on to report that the JPC was considering carrying out improvements to two areas of the Riverlands; the left-hand side of the path going east from the medical Centre and the left-hand side of the path going north from Riverside Drive to Alne Close, together with the repair to the walkway to the pond. Cllr Tomlinson advised that some of the cost would come out of the ongoing maintenance budget.
  - Cllr Crathorne advised that during recent storms, the Emergency Team had given out sand bags as the River levels increased.
  - **It was RESOLVED that the items identified with their respective costs in the Property Report be approved and this motion was proposed by Cllr Tomlinson, seconded by Cllr Garner 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 there was little progress to date although the WP had met last week. He went on to say that it was intended to organise a meeting with the owners of the Northern Car Park and their management company LPS.
  - It was agreed that the Clerk contact the JPC Solicitors, Thomas Guise, to ascertain whether they had received draft documents from Taylor Wimpey's Solicitors, Eversheds.
- **Children's Facilities Working Party (Riverlands Play Area) – Update**
  - To approve the appointment of John Sheppard as an additional member of the Children's Facilities Working Party.
  - Cllr Jackson advised that she would like to recommend that Mr John Sheppard join the above Working Party. **It was RESOLVED that Mr Sheppard be invited to join the Children's Facilities WP and this motion was proposed by Cllr Jackson, seconded by Cllr Leech and carried unanimously.**

- Cllr Tomlinson advised that the Clerk was in the process of organising a meeting with the SDC Tree Officer to discuss the JPC proposals in respect of the trees on the Riverlands.

**9 To Approve the JPC Revised Emergency Plan.**

- Cllr Crathorne reported that the Emergency Plan had been reviewed and asked if anyone had any comments.
- Cllr Field pointed out three amendments that could be considered; Henley C of E School could be named in the document as a proposed centre to be utilised in an emergency, as it would be easier to access for residents who lived in or near to Beaudesert Lane; the name of the present Chair of the JPC needed to be changed from Cllr Leech and the list referred to in Page 14 could be made available to other Cllrs.
- Cllr Field suggested that it might be an idea to hold a town meeting so that parishioners had a chance to see what the procedures would be in the event of an emergency. It was also agreed that the Clerk should contact the CSW team and request that a representative of the team come along and speak at the same meeting. It was agreed that a town meeting be organised to take place in the Autumn.
- **It was RESOLVED that once the above amendments had been made, the document could be published via the usual channels. This motion was proposed by Cllr Tomlinson, seconded by Cllr Field and carried unanimously.**

**10 To approve the adoption of a JPC Member of the JPC to be a liaison with Henley Library.**

- Cllr Crathorne reported that he had been advised that Cllr Leech would be happy to stand down as a liaison Cllr with the Library and that Cllr Garner was willing to remain. Cllr Field confirmed that she would also like to act as a liaison with the Library. **It was RESOLVED that Cllr Field be nominated to be one of the Cllrs to act as a liaison with Henley Library. This motion was proposed by Cllr Field, seconded by Cllr Jackson and carried unanimously.**

**11 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 asked Cllrs to consider a list of sites which would be appropriate for the siting of a mobile bank in Henley. Suggestions made were: -

- The disabled parking spaces in front of George House
- The Memorial Hall Car Park outside of the drop off times for the Montessori School
- The parking spaces in front of the former Barclays Bank
- Next door to the Flower Shop under the archway

It was agreed that consent would be required from WCC to utilise any disabled parking spaces and that consideration would also need to be given to the location of a cash machine.

**It was RESOLVED that the JPC appoint Cllrs Bill Leech, John Garner, David Tomlinson, Peter Crathorne and Peter Cornford as possible councillors to meet privately with a representative of Lloyds Bank (depending on availability) to discuss further support the bank can give the community to ameliorate the difficulties that will be faced by residents following the closure of the Bank. In addition, the above locations should be suggested for the Mobile Banking Unit and that the JPC should approach companies that provide cash machines with a view to installing a free 24-hour machine in Henley. This motion was proposed by Cllr Tomlinson, seconded by Cllr Garner and carried unanimously.**

**12 To Approve a JPC Media & Social Media Policy – *previously circulated***

The Clerk advised that at the last JPC meeting, it had been resolved that the JPC Media Policy be amended to include social media and the appointment of Cllrs Field and Harfield would administer the Facebook page.

**It was RESOLVED that Cllrs Elaine Field and Sally Harfield administer the JPC Facebook page in line with the JPC Standing Orders. This motion was proposed by Cllr Broadbent, seconded by Cllr Cornford and carried unanimously.**

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

Cllr Crathorne reported that the JPC had received a letter from the Chair of the HWMT. **Following a brief discussion, it was RESOLVED that Cllrs Crathorne, Field and Mr B Morgan, meet with representatives of the HWMT to further explore the issues referred to in the letter received from the Trust (previously circulated) and attached to the minutes and thereafter report with recommendations to the next JPC Meeting. This motion was proposed by Cllr Jackson, seconded by Cllr Leech and carried unanimously by those Cllrs who had not declared an interest.**

**14 To discuss the JPC’s wish to recommend to SDC that a Community Governance Review be carried out which would request that SDC dissolve the Grouping Order under S11(4) of the LGA 1972.**

- Cllr Crathorne advised that a Report had been prepared by the Clerk and circulated by her.
- Cllr Field asked for clarification on what it would mean if a town council would be formed. Cllr Crathorne responded and said that there would be one council with two parish wards; Beaudesert (5 Cllrs) and Henley (7 Cllrs). The two wards would maintain local circumstances and connection, separate representations and two electoral rolls.
- The Clerk also said that one of the benefits would be a reduction in costs because there would be just one parish assembly and Cllr Crathorne said that he felt that if Henley had the status of a town it could potentially attract more visitors.
- The Clerk advised that the existing Grouping Order joining Beaudesert and Henley in Arden into one joint Parish Council would be dissolved.
- **Following a discussion, it was RESOLVED that JPC continue with the process of Beaudesert & Henley in Arden changing to a Town Council from a Joint Parish Council by recommending to SDC that a Community Governance Review is carried out. This motion was proposed by Cllr Garner, seconded by Cllr Broadbent and carried unanimously.**

**15 To receive an update on the following premises as ACVs - Warwickshire College Sports Hall and Sports Field.**

- Cllr Crathorne reported that Warwickshire College had received planning permission for new sports facilities at Moreton Morrell College and once they had been built he felt that there would no longer be the necessity to retain the sports provision at their site on Stratford Road. He went on to say that by registering Warwickshire College Sports Hall and Sports Field as an ACV it would help to keep the facilities as a community asset.
- He went on to say that whilst he felt that there was no risk now that may not always be the case.
- Following a discussion, various observations were put forward, such as whether the HWMT could take over the facilities, the feasibility of whether the JPC could purchase the site and facilities and whether the JPC could approach Active Nations to ascertain whether they would still be interested in taking over the sports facilities.
- **It was RESOLVED that the suggested proposal on the agenda be ‘not put’ and that the Application to register the Warwickshire College Sports Hall and Sports Field as an ACV set out in the document attached is not submitted to SDC. It was agreed that the Clerk write to Warwick College on behalf of the JPC and request a meeting to discuss any ongoing**

**proposals they might have for the site. This motion was proposed by Cllr Jackson, seconded by Cllr Garner and carried unanimously.**

**16 Reports from Councillors – exchange of information only.**

- Cllr Garner reported that the draft NDP had been re-formatted and enhanced and was nearly ready for publication. He went on to say that there was a meeting of the NDP Working Party on 19<sup>th</sup> June to discuss any final amendments and progress regarding the town presentation proposed for 9<sup>th</sup> July. Cllr Field questioned whether the presentation should be advertised further, and it was agreed to suggest that a leaflet drop be carried out. Cllr Crathorne asked how much had been spent on the NDP so far and Cllr Garner advised that he report back once he knew the figure.
- Cllr Crathorne requested that a letter of thanks and appreciation be sent to Henley in Bloom for all their hard work in the town and Judith Lindley who had stepped down as Secretary for Henley Library.

**17 Items for private session**

There were no items for private session.

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

- 1. JPC Ordinary Meeting – 16<sup>th</sup> July 2018, commencing at 7.00 pm at the Memorial Hall**

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

**The meeting closed at 8.55 pm.**