



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, 21st May 2018 at 7.30 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, Mike Wilmott, Elaine Field and District Cllr Stephen Thirlwell.

In Attendance: 13 members of the public.

Public Participation Session

- A member of St John's PCC advised 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 Broadbent 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. The Chair asked if Cllr Broadbent could liaise with the PCC regarding a resolution and that a quote had been received for the necessary work.
- A Parishioner mentioned that he had talked to the Manager of Lloyds Bank in Stratford and sadly, he felt that the decision to close the branch in Henley had already been agreed. However, he said that the Manager had suggested that potential locations for the siting of a mobile branch should be discussed and agreed.
- A representative of Henley in Bloom gave an update and advised that the plants arrive on Thursday if anyone would like to volunteer to help plant them. She also confirmed that the planters which had been purchased with funds from their recent bequest had arrived. She went on to say that it was anticipated that there would be a school competition running and children were being asked to make scarecrows. The scarecrows would be displayed in the Jubilee Gardens and judged on 14th July when members of the public could vote for the best scarecrow. It had also been suggested that there was a scarecrow festival running in conjunction with the competition and further details would follow.
- The Chair thanked all the members of Henley in Bloom for all their hard work making Henley look attractive.

Pause for a few minutes 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 Cllr Jayne Bridges

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 Trustees. Cllr Harfield declared an interest in the item in respect of the potential acquisition of the Croft Car Park.

3 Report from District Councillor Cllr Thirlwell

- Cllr Thirlwell reported that SDC had a new Leader who was Tony Jefferson and he was in the process of planning for what needed to be carried out during his first term in office.

Cllr Thirlwell went on to say that he had advised the previous leader that he would like to step down as Deputy Leader, however he was now a member of the Cabinet with responsibility for Government and Democracy.

- Cllr Thirlwell advised that the transfer of the lease for Prince Harry Road Car Park would be discussed at the next SDC Cabinet meeting in June and the recommendation would be to authorise the JPC to enter into a lease agreement with SDC.
- Cllr Thirlwell advised that SDC were in the process of looking at their corporate strategy for the next four years from 2019 to 2023. He advised that this process would take over a year to formulate.
- Cllr Thirlwell advised that he had received a letter from the JPC regarding the closure of Lloyds bank, but he regrettably felt that there was not much more that could be done apart from finding an appropriate location for a mobile branch. Cllr Broadbent asked whether Cllr Thirlwell knew if Lloyds owned the building and Cllr Thirlwell responded and said that SDC had looked on the Land Registry and as Lloyds had been resident in the bank prior to the necessity to register ownership, it was unclear at this stage whether they owned the building or not.
- Cllr Thirlwell and the Chair asked if anyone had any questions and suspended the meeting accordingly.

4 Minutes of the ordinary meeting held on 19th March 2018 to be approved and signed.

It was RESOLVED that the Minutes of the Ordinary meeting held on 19th March 2018 was confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Garner, seconded by Cllr Jackson 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 asked if there was an update on the first item which had been mentioned in the Public Participation part of the JPC meeting on 19th March in respect of whether there were any plans to repair/maintain the gravel pathway by the Riverland's. Cllr Crathorne had indicated that it was the intention of the JPC to look at this area when the weather cleared up. Cllr Crathorne responded and advised that there was an update relating to this issue in the Property Report which would be covered later in the meeting.

6 Report by the Parish Clerk – Gill Bailey

- The Clerk advised that she had received an email from the Manager at Costa regarding the erection of a banner by the side of the table and chairs on the High Street. The Clerk went on to say that she had circulated the email to all Cllrs and asked for their comments. Following a brief discussion, it was agreed that the Clerk respond to the Manager of Costa with the suggestion that as the banner would be erected on the Lord's Waste, he contact the High Bailiff of the Court Leet.
- The Clerk advised that she had circulated an email from a parishioner with the suggestion that the bins outside Curry Republic could be boxed in and provided a photograph. Cllr Leech advised that this suggestion had been mentioned to Curry Republic before. It was agreed that the Cllr responsible for maintenance approach Curry Republic again to ask whether they would be prepared to box their bins in so that they are no longer visible.

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

Application no.	Proposal	Address	Submitted by	Comments due by / decision
18/01245/FUL	Repair and alteration of the existing Building; construction of a single storey rear extension	54 High Street, Henley	Mr D Wilson	31.05.2018

Cllr Tomlinson reported that he had inspected the above property with a representative of the architect. Cllr Tomlinson advised that he felt the JPC should support the proposals due to the following material considerations: -

- The building is listed and is in a derelict state and has been scaffolded for many years and is deteriorating rapidly.
- If permission were to be granted by SDC, the building would be preserved and restore the frontage to a residential appearance, maintaining the street scene in a Conservation Area and as much of the original frame timbers as possible, both internally and externally.
- The single storey rear extension, particularly the materials to be utilised, are modern and the building design avoids the residential element being overlooked intrusively by adjoining commercial buildings; the immediately adjoining residential building is not overlooked or compromised by the proposed extension.
- The LPA has already approved avant-garde additions to No's 24 and 107 High Street by the same architect and this work has now been completed setting a reasonable precedent for the design and approach to the development within the conservation area.
- Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site and a copy was available to view on screen.
- Cllr Broadbent advised that the JPC had received two further applications; 18/01152 which was retrospective and 18//01167/FUL and he confirmed that members of the Planning WP would be requesting a site visit.
- The Chair suspended the meeting (1)
- **The Chair resumed the meeting and it was RESOLVED that the statement set out above be included in the JPC representation on planning application 18/01245/FUL and that all the items in the Planning Report be approved. This motion was proposed by Cllr Tomlinson, seconded by Cllr Harfield and carried unanimously.**

8 Reports and Recommendations by Portfolio Holders

- **Finance and Assets (Monthly)**
 - **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report**
 - The Clerk confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as Appendix A. The current balances as at 21st May 2018 were Treasurers Account: £7,630.37 and the Deposit Account was £95,003.09.
 - The Clerk reported that £19,005.80 had been transferred from the deposit account to the current account to cover the payments.
 - The Clerk reported that there were four payments requiring approval; Jon Vale Gardens for £1,552.20, Syclone Design for £840.00 and £480.00 and the NDP Working Party had requested up to £750.00 for the design of the NDP brochure.
 - Cllr Cornford requested some more details about the invoices for Syclone Design and the Clerk responded and said that she had circulated emails advising Cllrs of an update on all the issues that had been experienced in respect of the new computer and how much time it had taken to resolve the problems. She went on to say that Cllr Garner had requested more details from Syclone Design regarding the time spent and Cllr Garner said that he felt that the invoices should now be paid.
 - Cllr Garner advised that he had received a quote for the cost of the redesign of the NDP and this was necessary expenditure to ensure that the document was aesthetically pleasing.
 - The Chair said that he felt that there should be a longer-term plan to manage all the JPC IT in the future and that a management plan should be agreed before any additional costs were incurred.
- **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 Wilmott and carried unanimously.**

- The Chair advised that a JPC Working Party can only make recommendations to the full JPC Council at a scheduled meeting and did not have the authority to make decisions. He went on to say that all future reports from Working Parties should be written and received by the Clerk and circulated a week prior to a scheduled meeting in order that Cllrs would have time to consider the recommendations that had been made. The Agenda for the JPC meeting could then be constructed by the Chair, the Vice Chair and the Clerk.
- **To Adopt the revised JPC Risk Assessment Schedule (previously circulated)**
The Chair advised that this item had been covered in the previous Annual JPC meeting.
- **Maintenance & Emergency Planning, including the consideration of expenditure associated with the actions to be taken (Monthly)**
- **Property Management Delivery 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 it was the intention to carry out improvements to three areas in the Riverland's; on the left-hand side of the path going East from the Medical Centre; on the left-hand side of the path going North from Riverside Gardens to Alne Close; and on the areas of the path running South to the Prince Harry bridge. He went on to say that consideration could be given to the installation of French drains off the pathways and adequate drainage in the area to alleviate potential flooding.
- Cllr Tomlinson also said that the state of all the paths in the Riverland's should also be considered.
- Cllr Tomlinson advised that the North and South entrances to Henley were in a poor state of repair and look very untidy. He advised that consideration should be given to the costs of redesigning the South side entrance to the town with the removal of some of the trees and shrubs and replacing them with more attractive species and easily maintained shrub beds.
- **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 Broadbent and carried unanimously.**
- **To Discuss & Ratify Reducing or Coppicing Trees at the rear of 212 Warwick Road at a cost of £270.00 or £480.00 respectively**
- The Clerk advised that planning permission to coppice the above trees had been received from SDC and she had also received their agreement to a reduction of the trees.
- Cllr Tomlinson advised that if the trees were to be reduced there would be an on-going maintenance cost to the JPC and no one had the right to light.
- Following a discussion, it was agreed that the trees did not pose a danger to members of the public and as they were healthy, no action should be taken.
- **It was RESOLVED that the Clerk write to the owner of 212 Warwick Road, explaining the circumstances and suggesting that if he would like to bear the cost of reducing the trees, the JPC would not object on this occasion. This motion was proposed by Cllr Cornford, seconded by Cllr Broadbent and carried unanimously.**
- **Dementia Friendly Report – Update**
- The Chair reported that there was no progress to date and he would ensure that an update was presented to the JPC at the next meeting.
- **Traffic & Parking & Car Park Acquisitions Working Party – Update**
- Cllr Cornford reported that there was little progress to date, however, he would like authorisation for an additional member to join the WP. He advised that the current members of the WP were Robin Rumbles, Cllrs John Garner and Liz Jackson, Sue Osborne and he was proposing that Jem Jones be added to the members of the WP.

- Cllr Cornford advised that he and the Clerk had attended a meeting at WCC regarding the potential installation of further double yellow lines in the town and he confirmed that WCC had agreed to look at this in the future and the JPC would have to take further advice.
 - Cllr Cornford reported that he was seeking clarification regarding whether a cheque had been received from Taylor Wimpey towards the legal costs incurred in the acquisition of the Croft car park. He went on to say that the WP would be meeting again in two or three weeks and they anticipated putting forward a resolution for approval at the next JPC meeting.
 - Cllr Cornford advised that Sue Osborne had carried out an analysis of carparking in the town and produced some very useful data to be considered.
 - The Chair suspended the meeting (2).
 - The meeting resumed and Cllr Cornford advised that the email had been received and circulated and would be taken into consideration, together with all the comments that had been received. The parishioner went on to ask if the points that he had been made would be addressed and reasons given for any decisions made. Cllr Cornford advised that a town consultation would be organised which would include more details. He went on to say that the WP would be meeting to consider all aspects of parking and traffic, including the management of all the car parks.
 - **The Chair resumed the meeting and it was agreed that all the points Cllr Cornford had made on behalf of the WP are noted. This motion was proposed by Cllr Cornford, seconded by Cllr Garner and carried unanimously.**
 - **The Chair advised that Working Parties could only bring recommendations to full council meetings and all decisions would be made in the public forum. Cllr Crathorne asked Cllr Cornford to circulate the business plan which had been sent to SDC prior to the next JPC meeting. He confirmed that no actions would be taken unless agreed by a full council meeting and thanked everyone involved for all their hard work.**
- **Children’s Facilities Working Party (Riverlands Play Area) – Update**
 - Cllr Jackson reported that a topographical survey had been carried out by a firm of land surveyors.
 - Cllr Tomlinson advised that the survey had produced suggestions for relevant sites for a new play area and allowed the JPC to look at sites for additional facilities, together with the possibility for opening an area for more public use. Cllr Tomlinson advised that he had been looking around the Riverlands at the tree cover and the possibility of bringing forward a proposal in due course, subject to approval from SDC and the Tree Officer.
 - The Chair advised that the JPC would bring forward any proposals to members of the public for consultation prior to any approval of a potential scheme.
 - Cllr Jackson advised that there were no specific timescales at present. She went on to say that further advice would be required and more discussion about what is and is not feasible.
 - **Neighbourhood Development Plan – to ratify expenditure of up to £750.00 on professional formatting of the NDP**
 - Cllr Garner reported that this item had already been mentioned previously, however, a quote had been received from Natalie Walker for the redesign of the NDP brochure at a cost of £440-£520 for between 11-13 hours work.
 - **It was RESOLVED that this quotation be accepted, and this motion was proposed by Cllr Field, seconded by Cllr Tomlinson and carried unanimously.**
 - The Chair asked if Cllr Garner knew the time frame for the NDP public consultation and he responded and said that it was scheduled for 9th July. It was agreed that the Clerk and David Jackson liaise over the details.

9 To discuss & ratify expenditure on publicising the necessity to remove dog refuse at a cost of £250.00 & to consider purchasing additional dog refuse bins at an approximate cost of £106.00 per bin – previously circulated & on the JPC web site

- Cllr Field reported that she had met with the new SDC Dog Warden who had confirmed that he was aware of the 'hot spots' in Henley and offences occurred usually around 5.00 am and were being monitored by him. Cllr Field asked members of the public to inform SDC if they were aware of any offences occurring.
- Cllr Field advised that the above proposed posters may reduce the incidence of dog fouling by 50% and were part of the 'Keep Britain Tidy Campaign – We're Watching You!'
- Cllr Field also requested the JPC to consider the purchase and installation of an additional dog refuse bin in Station Road/Brookend Drive. The Chair responded and said that the installation of a dog refuse bin in the alleyway in Brookend Drive had been considered previously but residents near to the alleyway said that an additional bin was not necessary and had complained.
- Cllr Cornford said that he had been on The Mount recently and there had been several professional dog walkers there who did not seem to be paying attention to what the dogs in their charge were doing. He asked if any professional dog walkers in the town were aware of the legalities in respect of dog fouling and whether this could be mentioned to them.
- The Chair suspended the meeting (3).
- The meeting resumed and the Chair confirmed that the JPC maintenance contractor was meticulous in collecting dog refuse when he sees evidence of it. He went on to say that the Clerk had produced a letter regarding illegal parking and wondered if the same could be done for dog owners whose dogs had fouled.
- **It was RESOLVED that expenditure of £250.00 for the purchase of publicity posters in respect of dog fouling be agreed. . It was also agreed that the Clerk contact SDC to request a cost for an additional dual litter/dog refuse bin and that the Clerk was requested to contact professional dog walkers in the town to remind them of the legal aspects of dog fouling. The proposal was amended to include that the Clerk was requested to contact professional dog walkers in the town to remind them of the legal aspects of dog fouling. This motion was proposed by Cllr Field, seconded by Cllr Jackson and carried unanimously**

10 To Review & Approve the JPC Asset Register 2017/2018

- The Clerk advised that this item had been covered at the previous Annual JPC Meeting.

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 thanked a Parishioner for all his hard work regarding the closure of Lloyds. He went on to say that consideration should be given to the siting of the mobile bank in Henley and that it would be a long wheel-based transit vehicle. Cllr Broadbent suggested that the vehicle could be sited outside the former HSBC building as there was enough space for it there. Cllr Cornford said that the location would need to be somewhere close to a good mobile reception area and it was suggested that the vehicle could be sited outside George House on the two disabled parking bays or the Memorial Hall Car Park. It was agreed that that the location for the vehicle would need to be central to the town.
- The Chair suspended the meeting (4).
- The meeting was resumed, and Cllr Cornford advised that Parishioners need to use the mobile bank branch regularly or visits will be reduced if it was no longer viable.
- The Chair said that all suggestions should be addressed to the Clerk in the first instance.
- The Chair went on to say that supporting the skills for the more mature residents in Henley should also be considered with regards to telephone and internet banking through the Hub@Henley and the Library.
- The Chair suspended the meeting whilst a Parishioner suggested that an external facing cash machine be considered. The meeting resumed, and it was

agreed that the Clerk contact Studley and Shipston on Stour PCs to ask them for any detail about the cash machines in their towns. The meeting was suspended whilst a Parishioner said that Link have 29 cash point members and perhaps contacting Link may be an idea.

- The meeting resumed, and it was agreed that all suggestions be put forward to the Clerk.

12 To Adopt a JPC Social Media Policy - previously circulated & on the JPC web site

- Cllr Field reported that she would like to propose that the JPC have their own Facebook page which she would manage. Cllr Field went on to say that it would be a closed page and only people with an interest in the town would be allowed to join. It would be used for communication purposes only and content will need approval prior to be uploaded. She went on to say that SDC have a social media policy and this could be tailored for the JPC.
- The Chair said that the JPC had a current media policy and any press releases should be approved by the Clerk prior to publication and he felt the same should apply for a Face book page and there should be an additional Cllr in case of any potential challenges about the content.
- **It was RESOLVED that the Clerk amend the JPC media policy to appoint Cllrs Field and Harfield to administer the Face book page. This motion was proposed by Cllr Field, seconded by Cllr Broadbent and carried unanimously. Cllr Field requested Cllr Leech to send her the header and logo from the JPC web site which he agreed to do.**

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

- The Chair requested that this item be deferred until the next meeting pending a communication from the HWMT.

14 To discuss the cracks in the Market Cross and engaging an expert on how to manage the scheduled monument – Update

- Cllr Tomlinson advised that he, Cllr Leech and the Clerk had met with a representative from Historic England following hair line cracks in The Market Cross appearing during the Winter period. He went on to say that HE will speak to their specialists to see whether any maintenance is required.
- Cllr Tomlinson requested the JPC to consider the removal of the railings if Lloyds Bank were to sell/sub-let their building as he did not feel that The Cross would come to any harm and vandals would not be encouraged to deface the monument.
- Cllr Cornford said that he felt that the railings protected The Cross as it was an unstable remnant of the original structure.
- Following a discussion, there were mixed views from Cllrs and Cllr Leech made the point that he felt that the railings were not made of good quality materials and had only been installed for a short period of time. He also said that they were not pleasing to the eye.
- Cllr Jackson asked whether Historic England had a view and Cllr Tomlinson said that they felt that nothing was gained with the installation of the railings and they obscured the monument. Cllr Broadbent said that he felt that the monument would look better if the railings were removed and low-level planters be installed around the perimeter to protect The Cross.
- The Chair said that there would be a public consultation to seek the views of residents prior to any decision being made.
- The Chair suspended the meeting (5).
- The meeting resumed, and the Chair said that he felt that this subject would provoke a discussion following publication of the minutes.
- **It was RESOLVED that the management of the cracks in the Market Cross fall under the remit of the maintenance Cllr. This motion was proposed by Cllr Broadbent, seconded by Cllr Harfield and carried unanimously.**

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

- The Chair reported that students at Moreton Morrell would be able to use their own sporting facilities as the College had recently gained planning permission for the installation of new sporting facilities in the grounds. He went on to suggest that he and the Clerk liaise with Warwickshire College regarding this information. It was acknowledged that this matter was now urgent.

16 To discuss the purchase of two replacement Bus Shelters for Henley (outside Costa & Shakespeare Hospice) at a potential cost of £9,500 - Update

- Cllr Broadbent reported that three quotes had been received and had been uploaded on to the screen for everyone to view, together with a drawing of the proposed structure. He went on to say that a quote had been received from Lignum Crafts for £9,200 and if anyone would like to see their craftsmanship they were currently working at the Heritage Centre.
- The Clerk reported that she had sought the views of the Shakespeare Hospice shop, Peter Clarke and the owners of their building, together with the Manager of Costa and they had all agreed that if wooden bus shelters were installed, they would be a vast improvement on the existing metal shelters.
- The JPC considered three quotations:
 - Lignum Crafts £9,200
 - B & C Shelter Solutions £5,120 (metal)
 - English Heritage £12,048
- **It was RESOLVED that Lignum Crafts be instructed to install the Bus Shelters at a cost of £9,200. This motion was proposed by Cllr Broadbent, seconded by Cllr Leech and carried by the majority, with one Cllr voting against.**

17 Reports from Councillors – exchange of information only.

- Cllr Broadbent thanked Cllr Field and her team for organising the town litter pick as they had done a brilliant job. Cllr Field responded and said that she had the dates for the next litter picks and encouraged Cllrs to become involved and she would email the Clerk with the dates.

18 Items for private session

There were no items for private session.

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. There needs to be a resolution at the meeting for items to be discussed in private session.

The meeting concluded at 9.00 pm.

To confirm the date and time of the next JPC Meeting - JPC Ordinary Meeting – 18th June 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.

ADDITIONAL COMMENTS MADE BY THE PUBLIC DURING THE MEETING

- (1) A representative from the architects for the applicant of 54 High Street spoke. He advised that the application had initially requested householder consent, however, they had now applied for a variation of a previous consent.
- (2) A parishioner asked for confirmation that an email he had sent on behalf of several residents had been forwarded to Cllrs in respect of parking on the High Street.
- (3) A parishioner advised that she had a conversation with the JPC maintenance contractor at the bottom of The Mount who had challenged some dog walkers to pick up after their dogs had fouled. The Parishioner went on to say that she felt that there was some confusion regarding the law and dog walkers on private land.
- (4) A Parishioner suggested that if the location for the Lloyds mobile banking vehicle was not central, could it be sited in the former entrance to the Prince Harry Road car park ?
- (5) A Parishioner said that the railings did protect The Cross and there had been evidence of vandalism prior to the railings being installed and another Parishioner agreed with her.