



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, 18th February 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

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

In Attendance: 10 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 questioned Item 13 on the agenda and Cllr Crathorne acknowledged that this would be discussed later in the meeting.
- A Parishioner asked the JPC to look at the Pond by the Medical Centre as he felt that there was a lot of debris and rubbish in it which was causing it to smell badly and it needed to be cleaned out. Cllr Tomlinson said that he had looked at the area and agreed that the Pond did need to be cleaned out. He went on to say that the JPC had looked at the work that was required, however, it should be carried out after the newt breeding season had elapsed. A Parishioner also said that it was felt that the JPC had allocated the funding for cleaning out the Pond elsewhere and this was denied as the funds were still available.
- A Parishioner also questioned Item 13 on the agenda.
- A Parishioner said that he had concerns regarding the speeding of vehicles in the town, particularly when they were travelling from a 50 mph to a 30-mph limit and he had mentioned this on Henley Matters. He went on to say that he had spoken to the Traffic Safety Team at WCC, however, the approval of the JPC was required to instigate a Community Safety Watch scheme. He said that there was no extra signage or repeater signs and he felt that a serious accident would occur. Cllr Cornford said that he agreed, and a community camera had been successful in other parts of the Country, but volunteers were required. He went on to say that the JPC had tried to initiate a volunteer scheme in the past and only one volunteer had put their name forward. Cllr Horner advised that the JPC could request the use of a mobile camera for a Community Speed Watch scheme and volunteers would need to be trained. He said that it would need at least three people for each shift and the data collected would send a signal to the Police. Cllr Crathorne said that a campaign should be launched to request volunteers. He also said that members of the community could vote for this topic to be added to the list of issues which would take priority over the next few months via the Community Forum and is a vote on line.
- A Parishioner said that he wished to speak about Item 13 and asked if the JPC had a legal mandate to initiate a Judicial Review in respect of the SDC Community Governance Review which had been carried out recently. He said that out of the

few responses SDC had received, the majority had been against Henley becoming a Town and the JPC needed to respect that decision.

- A gentleman introducing himself as Fraser Pithie, Secretary of the Shakespeare Line Promotion Group said that he had met with several JPC Cllrs last year and he had recently engaged with Cllr Field regarding the potential to expand the car parking provision at the Station, with an access via Bear Lane. Mr Pithie said that he would like to discuss moving a project forward with Network Rail, the JPC and WCC as he felt that the rail link to Birmingham would increase to a half hourly service in the next 4/5 years. He also said that he would like to discuss the redevelopment of the railway building for use by the community in Henley.
- Mr Pithie also said that average speed cameras had been installed in Hockley Heath and 1,200 fixed penalty notices had been issued. Consequently, the average speed had lowered to 33/34 mph.
- Cllr Cornford said that he would like to take discussions forward regarding the land in Bear Lane, along with Cllrs Leech, Harfield, Tomlinson and Broadbent. Mr Pithie advised that there were various grants available, however, there needed to be a cohesive plan prior to applying for any funding. It was agreed that this item would be encompassed within the Tourism Working Party and the Clerk was requested to put this item on the Agenda for next month.
- The Chairman thanked Parishioners for their contributions.

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from Cllrs Bill Leech, David Broadbent, Jayne Bridges and Liz Jackson.

2 Declarations of Interest and Dispensations

Cllrs Peter Crathorne, Marijana Bainbridge and John Garner declared an interest in Item 12 as they are Trustees of HWMT and the Hub.

3 Reports from County Councillor and District Councillor.

- **County Cllr John Horner reported:**
- WCC confirmed a general Council Tax increase of 3% and an additional 2% as the last year of the Adult Social Care Levy. WCC has also accepted that £30-40m of savings would need to be achieved over the next four years. He went on to say that the Police will also be increasing their precept by 10.5% per year for a Band D property.
- Central Government will be producing an adult social care white paper this year and will look at the delivery of adult social care in a more sustainable way. Warwickshire has been able to manage its adult social care costs with the help of the additional levy which has been provided by tax payers over the last few years. However, the cost of children's social care in Warwickshire has been higher.
- As the social care budget increases, there will be a reduction in other services and discussions are ongoing on how to mitigate them and one solution would be to allow third party funding, such as from Parish and Town Councils.
- WCC has allocated £500,000 county wide to support community transport services which would help to support isolated communities and individuals.
- Prior to average speed cameras being installed, three or more fatalities or serious injuries needed to occur.
- **District Cllr Stephen Thirlwell reported:**
- Police cameras were appearing in various areas on the A3400 Birmingham Road.
- SDC would be setting their budget next week and there was a one and a half percent increase proposed for 2019/2020.
- Cllr Thirlwell clarified that the JPC had requested a total precept of £116,600 from SDC including a Council Tax Reduction Grant of £840, which equated to an

amount of £115,760 and this meant that there was an overall increase of 2.8% year on year.

- SDC would also be considering a Rural and Urban Capital Grant Scheme next week for grants of up to £25,000 per project, with a view to submitting the proposals to full council in June.
- Cllr Cornford asked what the latest situation was regarding Hungar Hill and Cllr Thirlwell responded and said that the issues which had been identified by SDC Enforcement Officers at Brookside/Hungar Hill were still on-going.

4 Cllr Crathorne proposed that Item 13 be moved: To discuss an approach to SDC/ Judicial Review in respect of the decision by SDC not to commence a Community Governance Review.

Cllr Crathorne asked for a proposal and a resolution, which needed to be seconded. Cllr Willmott proposed that the JPC resolved to examine the invitation which was sent out to all residents in Beaudesert & Henley in Arden regarding a Community Governance Review and whether the decision was valid and appropriate.

- The Clerk was asked if the above was a valid proposal and she advised that the decision made by SDC was both valid and appropriate.
- Following a brief discussion, Cllr Field put forward a counter proposal that this matter was not taken any further forward. **It was RESOLVED that the JPC do not approach SDC or consider a Judicial Review. This motion was proposed by Cllr Field, seconded by Cllr Bainbridge and carried by the majority; 5 Cllrs for, 2 against and one abstention.**
- A Parishioner requested the name of the Cllr who had requested that the item be placed on the agenda and the Clerk deferred to the Chair who declined to answer.

5 Minutes of the ordinary meeting held on 21st January 2019 to be approved and signed.

It was RESOLVED that the Minutes of the meeting held on 21st January 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Tomlinson, seconded by Cllr Garner and carried unanimously by all those present at the meeting.

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

- Cllr Cornford asked if the Affordable Housing Needs Survey would be covered and Cllr Crathorne confirmed that the Clerk would be covering this matter.
- Cllr Crathorne advised that the JPC would need to contact the various Clubs in Henley and ask if they would like to participate in the Annual Parish Assemblies. It was agreed that Cllrs Crathorne and Field contact the various organisations. It was also agreed that the Clerk contact the usual speakers to invite them to attend the Assemblies.
- Cllr Crathorne advised that the IT Working Party had met with a potential Supplier and they would be organising a visit to another provider who had quoted for the work.
- Cllr Bainbridge asked about the pathway by The Hawthorns, including the two Bus Stops which needed to be trimmed back as it was very overgrown and overhanging the pathway. Cllr Tomlinson advised that this matter had been discussed at the SDC/WCC/JPC Quarterly meeting and SDC had confirmed that the necessary work had been carried out by them prior to Christmas 2018. However, Cllr Tomlinson said that he felt that the work was becoming urgent as the pathway was not traversable. Following a brief discussion, it was agreed that the Clerk request Jon Vale Gardens to undertake the work required as it was a health and safety issue now.

7 Report by the Parish Clerk – Gill Bailey

- The Clerk reported that she had received an email from Alcester Town Council regarding a charity called Lifespace which delivers Mental Health First Aid training to young people. She went on to say that she had emailed Cllrs to ask them whether they would be interested in learning more and she asked the

availability of the three Cllrs who had responded. It was agreed that she contact Alcester Town Council clerk to organise a meeting once she had received some dates from Cllrs Field, Bainbridge and Harfield.

- The Clerk reported that she had received three consultations whilst she was away and requested Cllrs to assist with the responses. It was agreed that Cllrs Tomlinson, Bainbridge and Crathorne assist with the completion of the various consultations.
- The Clerk reported that she had circulated an email regarding the proposed development at the rear of Glenhurst Road and she confirmed that she had also emailed a response but had not heard anything. The Clerk circulated a copy of the letter and it was agreed that she could send the letter.
- The Clerk reported that she had spoken to WRCC about an Affordable Housing Needs Survey and she confirmed that there was not a specific survey for affordable housing. However, as the last Housing Needs Survey had been carried out in 2014, a further Survey could be carried out to gather more up to date data. She went on to confirm that WRCC would cover the costs of producing the Survey and collecting the data and the only cost to the JPC would be to deliver the Survey to each household.

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

- **There were no planning applications for consideration. The Planning Sub-Committee minutes were noted.**

9 To approve the Tender Process for the Grass Mowing and Maintenance Contract Renewal

- The Clerk advised that she had circulated the documents to Cllrs Crathorne, Tomlinson, Field and Garner. Cllr Garner asked for clarification in respect of the Grass cutting and Maintenance Schedule and asked what 16/24 signified. Cllr Crathorne said that it was to consider the number of cuts per season, weather permitting. Cllr Tomlinson confirmed that he had looked at the documents and made some recommendations. He agreed to send the Clerk a copy. **It was RESOLVED that the Clerk place the advert in the Stratford Herald and commence the tendering process. This motion was proposed by Cllr Garner and seconded by Cllr Field and carried unanimously.**

10 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*)**
 - Cllr Crathorne confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as an Appendix. He went on to say that the details of the payments and balances were available to see on screen. The Clerk confirmed that the current balances as at 18th February 2019 were Treasurers Account: £1,885.71 and the Deposit Account was £65,000.
 - It was also reported that £9,006.39 had been transferred from the current account to the deposit account to cover any invoices outstanding. There was one invoice requiring approval; Jon Vale Gardens for £472.80 and Cllr Crathorne confirmed that the work specified in the invoice had been carried out.
 - Cllr Tomlinson asked if the JPC Maintenance Contractor could look at the bench opposite the Children's Play Area in the Riverlands which had been vandalised. The Clerk agreed to contact Jon Vale Gardens.
 - **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 Tomlinson and carried unanimously.**
 - **To approve the balance owed of £4,600 on the satisfactory installation & completion of the bus shelters – update**

- Cllr Garner confirmed that a payment had been made to Lignum Crafts for the remaining £4,600 on satisfactory installation and completion of the Bus Shelters. Cllr Crathorne confirmed that he had written to the contractors and received various undertakings from them regarding the outstanding items which had been identified and an undertaking to inspect the Shelters with the JPC following a three month and six month period following installation.
- **To discuss & ratify the fee charged for plots on the JPC allotment gardens - £18.00 for a small plot & £36.00 for a large plot.**
- Cllr Crathorne advised that the expenditure for the allotments over the year almost equated to the rental income which had been received for the various plots. **It was RESOLVED that the rents of £18.00 for a small plot & £36.00 for a large plot remain the same. This motion was proposed by Cllr Cornford, 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)**
- **Cllr Crathorne advised that there were no emergencies to report.**
- **Cllr Tomlinson reported the following:**
 - The trees on the verge and which are very close to various residences in Prince Harry Road had been brought up again at the quarterly SDC/WCC/JPC meeting and WCC confirmed that they were on the list of works to be carried out.
 - He had looked at the Bridge from Warwick Road to the Hub which was corroded and needed to be repaired. It was agreed that the Clerk write to WCC, Bridges to ask them to carry out urgent repairs as soon as possible.
 - Cllr Crathorne reported that the bins outside Curry Republic had been boxed in.
 - Cllr Crathorne confirmed that a joiner had been found to design and make a protective shelf for the notice board on St John's Church.
 - Cllr Crathorne confirmed that a letter had been sent to the owners of the land where the large Leylandii is situated on the pathway from Milking Lane to School Road to ask them to cut the tree back.
 - Cllr Crathorne confirmed that the fence along Birdcage Walk was down and the Managing Agents for the Mount had accepted liability would be undertaking the necessary repairs.
 - Cllr Crathorne asked if the Clerk could request the JPC maintenance contractor to remove all the wood from the River Alne.
 - Cllr Crathorne asked for some assistance in compiling an approved list of contractors who would be able to help with small jobs in the parishes and completing jobs in a timely manner.
- **It was RESOLVED that the actions set out in the Property Report, which is attached as an Appendix and the expenditure identified be approved. This motion was proposed by Cllr Tomlinson, seconded by Cllr Cornford and carried unanimously**

Traffic & Car Park Acquisitions Working Party Report (previously circulated)

- The Clerk reported that she had received a quorate number of responses in agreement for her to sign the Letter of Engagement dated 24th January which she had received from Thomas Guise. She asked if Cllrs were happy for her to send the signed letter to Thomas Guise and Cllrs responded in the affirmative.
- The Report of the Traffic & Car Park Acquisitions WP and Heads of Terms for the Prince Harry Road Car Park are noted.
- Cllr Cornford reported:
 - Jem Jones had resigned from the Working Party and Cllr Crathorne confirmed that he had responded to the email that Mr Jones had written. The JPC thanked him for his contributions.

- The TP1 Transfer Form has been received from Taylor Wimpey's Solicitors.
 - The draft lease had been received by Thomas Guise (the JPC's Solicitors) from SDC's Solicitor.
 - The lease to LPS and the management agreement is now being drafted by Thomas Guise.
- **To authorise up to £250 plus VAT to be spent on Consultant Peter D Lowe B.Eng., C.Eng. M.I.C.E. and past Chairman of BPA and President, to over-see the draft car parks management agreement.**
 - Cllr Cornford advised that he was recommending that the JPC engage the services of a consultant, Peter Lowe, to review the draft documents, for comment, to advise and, if necessary, amend the management agreement prior to sending them to LPS's Solicitors.
 - Following a brief discussion, **it was RESOLVED that the JPC agree to pay up to £250 + vat on the professional services of Peter D Lowe to advise on the content and terms, in the lease to and management agreement with, LPS Ltd. This motion was proposed by Cllr Cornford, seconded by Cllr Garner and carried unanimously.**
- 11 Plastics Free Henley Report & to approve the Terms of Reference for the Working Party** *(previously circulated)*
- The report of the Plastics Free Henley WP was noted.

Cllr Crathorne reported:

- a. The Group had met several times and a press release had been sent out and a page had been set up on the JPC web site to announce the existence of the group.
- b. A Facebook page has been set up with links into other pages such as the JPC and Henley Matters.
- c. The Group is preparing to contact businesses encouraging them to replace plastics. This could be a list sent out from the JPC that had been prepared by the working party. The communication would be recommended to the council and sent out from the JPC under the Clerk's signature.
- d. The Group had been supportive of the terms and arrangements set out in the Working Party Terms of Reference that accompany the attached report.

It was RESOLVED that the Plastics Free Working Party Terms of Reference be approved. The members of the Working Party are Alex Hamilton, Rosie Vetter, Chris Hancock and Cllrs Crathorne, Broadbent and Bainbridge. This motion was proposed by Cllr Cornford, seconded by Cllr Harfield and carried unanimously.

- 12 To discuss the JPC grants process & ratify the members of the Grants Working Party** *(previously circulated to all Cllrs)*

Cllr Garner reported:

- He had circulated the proposed Grant Application Form & Guidelines for 2019 to all of the members of the previous JPC Grants WP, who all confirmed their agreement to the recommended amendment to include 'Applicants will be asked to provide a copy (paper or electronic) of their organisation's most recent independently examined accounts'.
- He went on to say that he had also recommended that under the Grant Guidelines the following paragraph be deleted: 'The council will expect that normally the organisation applying will be funding 50% or more of the cost of the activity or project'.
- The JPC will consider the applications at a public meeting in March 2019 using the same criteria as in previous years.
- **It was RESOLVED:**
 - **The members of the Grants Working Party are Cllrs John Garner, Peter Cornford, Liz Jackson and Elaine Field.**
 - **It was agreed to approve the amendments to the Grant Application forms for 2019, as specified above. An amendment was received to**

the resolution to include 'Any organisation applying for over £500.00 to provide a copy (paper or electronic) of their organisation's most recent independently examined accounts'.

- It was agreed that the closing date for applications will be 22nd March 2019 at 5.00 pm. The Grants WP will submit their recommendations to the JPC meeting on 15th April 2019.
- Applicants will be given an opportunity to present their case in person to the Grants Working Party.
- The amendment to the resolution was proposed by Cllr Cornford, seconded by Cllr Field and carried unanimously.

13 To note progress of the NDP

- The Clerk reported that she had initiated the Regulation 14 Consultation and had sent all the documents to the statutory consultees and an advert placed in the local press. She went on to say that she had received several responses so far, together with the SEA and HRA Screening document which she had circulated to all the members of the JPC and the NDP Steering Group. She confirmed that Lepus Consulting had advised that no further SEA work is required on the draft NDP.
- The Clerk advised that once the consultation period ended, she would arrange a meeting with some of the members of the Steering Group and go through the comments that had been made and make any adjustments or amendments necessary.

14 Reports from Councillors – exchange of information only.

- **Cllr Harfield** asked if the Clerk had heard from Taylor Wimpey in respect of the lights in the Croft Car Park. The Clerk responded and said she had not heard from anyone to date. It was agreed that the Clerk request WCC to quote for the repairs to the three lights and report back to the JPC as this was a health and safety risk.
- **Cllr Field** reported that she had met with two proposed suppliers of playground equipment and she was meeting with the SDC portfolio holder for Tourism.
- Cllr Crathorne asked if there was any news about the provision of Town maps?
- He felt that there should be more notes on the JPC Facebook page telling residents and businesses in the town what the JPC is doing.
- He had found a company to engrave the name of Cllr Leech, as a past Chairman, on the Chairman's chain of office at an approximate cost of £40.00.

15 Items for private session

There were no items to discuss in private session.

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

1. **Planning Sub-Committee Meetings – 4th March 2019 commencing at 6.00 pm at the Heritage Centre**
2. **JPC Ordinary Meeting – 18th March 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.

Signed

Date