



The Beaudesert & Henley-in-Arden

Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

Clerk : Gill Bailey : email clerk@henley-in-arden-pc.gov.uk

The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday 16th November 2015 at 7.15 pm in the Baptist Church Hall, High Street, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), David Broadbent, John Garner, Peaches Melhuish, Peter Cornford, Peter Crathorne, County Cllr. Mike Perry, SDC Cllr. Stephen Thirlwell,

Cllr Leech opened up the JPC meeting by requesting everyone to participate in a Minute's silence as a mark of respect and solidarity for those people who had died and were injured in the Terrorist attack on Paris on Friday, 13th November 2015.

In Attendance: 20 members of the public.

Apologies for absence: The following apologies were received and accepted : Cllr Mike Wilmott, Cllr Lorraine Taylor-Green, Cllr Jayne Bridges, Cllr Heather Hemus, Cllr Linda Jackson.

Declarations of Interest and Dispensations:

- 2.1 Cllr Melhuish declared an interest in Item 9 and Planning Applications: 15/00567/FUL as she is a near neighbour to the proposed site. She also declared an interest in application 15/01959/FUL & 15/01960/LBC as these relate to a near relative.
- 2.2 There were no written requests for dispensations for DPI.
- 2.3 There were no requests for dispensation.

3.1 Public Participation Session:

- **David Hadley** asked if the proposed Burial Ground at Liveridge Hill would be discussed and Cllr Leech responded and said that it would be covered under Planning.
- **Sue Westmacott** asked if she could comment on the Music Festival when the appropriate item came up on the agenda. Cllr Leech asked if anyone else wished to comment about the Music Festival and several Parishioners said that they would like to speak.
- **John Clarke** introduced himself as the new Chairman of Henley Forest Football Club. Mr Clarke said that there were 120 members in the Club which were made up of Junior & Senior Teams. He went on to say that the Club was looking for additional funding towards the cost of maintaining and running the Club as well as providing more facilities. Cllr Leech wished him well on behalf of the JPC and asked if he would keep everyone informed.

4. Reports from County Councillor and District Councillors.

- **County Cllr Mike Perry reported :**
 1. Following an Ofsted inspection the Riverside School had come out of Special Measures and had received a good report. They were now fit for purpose, although they could not appoint Newly Qualified Teachers. The School and the Local Authority were working together to make further progress.
 2. There would be a Budget Road Show which would be held in Stratford where members of the public could meet officers and ask how they were proposing to make savings during the next fiscal year.
 3. A survey had been carried out with the general public participating and it was noted that the best things about living in Warwickshire included the open and green spaces, the historic environment and the friendliness of people.

4. WCC had been requested to maintain the car park at the High School, as it had achieved academy status and was no longer the responsibility of the LA.
5. He was looking at the speed limits in Henley, together with the provision of extra signage and the possibility of providing funds for a refuge crossing.
6. Cllr Leech confirmed that the JPC was looking at removing the old boundary signs to new sites. Cllr Perry requested that the JPC liaise with Highways with regards to this.
7. The gritting routes had been published and 50% of A and B Roads in Warwickshire would be gritted. He confirmed that there was a good reserve of grit available and if it was felt that a secondary gritting route was necessary to contact Highways direct. Cllr Leech confirmed that a copy of the Gritting Route had been placed on the JPC Noticeboard by the old Police Station. It was pointed out that the route to the Station was not on the current gritting route and it was suggested that this could be added as a secondary route.
8. The Clerk could contact the Patrol Wardens to request more cover on Friday evenings in Henley High Street if that were possible.
9. Confirmed that Henley Forest FC had received a Community Grant towards the cost of coaching youngsters.
10. There had been 500km fibre cabling laid and 220 cabinets installed in Warwickshire and 43,000 properties had access to broadband facilities.
11. Cllr Leech reported that the JPC had written letters of objection to various agencies within WCC regarding the proposed Burial Ground at Liveridge Hill. He requested Cllr Perry to ask if the responses from the Environment, Highways and Flood Risk agencies within WCC could review their responses again. Cllr Leech advised that there were both environmental and flood risks associated with this site and there were several protected species, including great crested newts. Cllr Melhuish reported that she lived alongside the proposed site and there were a certain type of bat present on the site. Mr Hadley said he was surprised that more residents in Henley were not objecting to the application on Social Media sites and the traffic implications. He said there was no demonstrated need in Henley as there were only 6/7 deaths per annum and 50% were cremated. Mr Hemus pointed out that to his knowledge, no site visits had been carried out. Cllr Broadbent said that he had attended a planning seminar and asked if there had been a site visit. Cllr Broadbent requested Cllr Thirlwell's support.

- **District Cllr Stephen Thirlwell reported :**

1. He had lodged his objection to the proposed Burial Ground at Liveridge Hill on the SDC web site. He confirmed that the application would go before the SDC planning committee and suggested that consideration be given to an appropriate response by the JPC and residents. Cllr Liz Jackson asked if he knew the date of the planning committee and he responded and said that it would be either January/February 2016.
2. Core Strategy : a letter responding to the Planning Inspectors report of January 2015 had been submitted and if the results of the first hearing are approved and agreement is reached the policy would be ratified and adopted by SDC next year.
3. The pavement on High Street by the traffic lights would be swept when the leaves had fallen during the second week in December.
4. Cllr Leech asked the Clerk if she had received an update from SDC regarding the street cleaning schedule. The Clerk responded and confirmed she and Cllr Crathorne had met with a representative from SDC Street Scene and advised that High Street was swept twice a week and the litter bins emptied daily. It was agreed that the Clerk report this information on the JPC web site, Henley News and Henley Focus.

Elaine Field asked if there had been any progress with organising a Parish Assembly and the Clerk responded by advising that she was looking into whether there could be a Joint Parish Assembly. Cllr Cornford said that he had looked into the situation and felt that there was a requirement for two Assemblies, although they could be consecutive meetings. Cllr Crathorne pointed out that if anyone wanted to speak at both Assemblies they could do so once.

5. Minutes of previous meetings

- It was resolved that the Minutes of the ordinary meeting held on 19th October be approved and signed by the Chair. Proposed Cllr. Crathorne, seconded Cllr. Liz Jackson. Passed unanimously.
- It was resolved that the Minutes of the planning meeting held on 9th November be approved and signed by the Chair. Proposed Cllr. Crathorne, seconded Cllr. John Garner. Passed unanimously.

6. Matters arising from the minutes of the meeting held on 21st September 2015

There were no matters arising from the minutes of 19th October or 9th November 2015.

7. Report by the Parish Clerk including the Financial Report and schedule of recent payments

The Clerk advised that she and Cllr Crathorne had met with representatives from Street Scene at SDC and Highways, WCC and it had been a positive meeting. She confirmed that SDC were looking at improving the level of street cleaning etc. The Clerk also advised that she was looking into ongoing maintenance issues, together with planning applications for the JPC.

The Clerk also reported that the bank balances on 16th November 2015 were:

- **Current Account £7,836.00**
- **Deposit Account £78,615.00**

The Clerk also advised that she had submitted a VAT Claim for 2014/15 and the JPC had received an amount of £4,808.00. Cllr Garner confirmed that the VAT had not been claimed by the previous administration.

The following list of payments were approved:

- Jon Vale Gardens £963.73

Proposed Cllr. Crathorne. Seconded: Cllr. Garner. Passed unanimously

8. Review of the Committees and Working Parties

8.1 Financial and Asset Working Party

Cllr Garner reported that the JPC were looking to employ an Internal Auditor for the fiscal year 2015/16. The requirement for the Internal Auditor was to look at the accounts and the processes of the JPC. It was agreed that an advertisement be submitted to Henley News, Henley Focus and the JPC web site. Cllr Liz Jackson asked how the Internal Audit had been managed previously and Cllr Garner reported that he had seen an invoice from the Internal Auditor for carrying out the Audit and had questioned some of the report. Cllr Melhuish advised that she carried out internal audits as part of her job and Cllr Garner said that there was a requirement for the Internal Auditor to be someone who was independent of the Council.

8.2. Communications and Events Working Party

There was no written report from this Working Party, however Cllr Melhuish gave a verbal report:

- The link to the JPC on Facebook had been removed.
- It was confirmed that Henley News on line and the JPC web site were separate from Facebook. Cllr Liz Jackson advised that they were useful tools to inform the community.

8.3. Children's Facilities Working Party

Cllr Crathorne advised that there was no written report and the meeting organised for 19th November would be re-scheduled.

8.4. Traffic and Parking Working Party

Cllr Crathorne reported :

- The Working Party had circulated a Survey and Questionnaire which had been delivered to all the businesses in Henley by the Youth Club. He confirmed that he had not received any responses as yet. Cllr Cornford reported that he had been in contact with DTA Transport (London Midland) to ascertain whether the Survey could be carried out during four days on

a Platform, however, he was still awaiting a response. Cllr Broadbent reported that the JPC had received an email from a Parishioner regarding the traffic problems and delivery lorries around Bear Lane and he had requested them to email photograph . Cllr Cornford said although there were yellow lines, these were largely ignored by delivery drivers.

8.5.Standing Orders Working Party

- **To Ratify the Standing Orders**

1. Cllr Crathorne reported that he had circulated the third draft of the Standing Orders to members of the JPC and he believed that the final document had been simplified and contained all of the statutory requirements.
2. Cllr Liz Jackson advised that the final document needed to be re-formatted and the Clerk agreed to circulate a copy once this had been carried out.
3. Cllr Crathorne advised that the Standing Orders were required to be reviewed annually. Cllr Garner proposed that the Standing Orders be adopted by the JPC. This motion was seconded by Cllr Melhuish and carried unanimously.

- **To Ratify the Community Grants and Mini-Grants Programme**

1. Cllr Crathorne reported that he had circulated the proposed documents to members of the JPC. There were two proposals; the annual community grants programme and also the availability for a smaller grant throughout the year.
2. He said that the annual grants are tied to the precept and budget and would be finalised in January and a payment made in one lump sum in June or in two tranches in June and October.
3. There would be an amount set aside in the JPC budget for mini-grants.
4. The main grants would open on the 1st December and close on 31st December. The Standing Orders WP had simplified the process from previous years. He advised that the main difference was that applicants would not need to include a copy of their constitution and a set of audited accounts with their application, however, there was a requirement to have a set of up to date accounts published on an appropriate web site.
5. The process for awarding either grant would be held in public and there may be a requirement to hold a separate meeting.
6. Each application had to fulfil a set of criteria, which would affect each decision. There were clear guidelines for each process. The Clerk advised that if any community organisation required any help with the application process, they could contact either herself or a Cllr.
7. Cllr Crathorne proposed that the JPC open the application process for the annual grants on 1st December and close the process on 31st December. The decision for a grant to be awarded would be made in January/February and payment made in June. Cllr Garner seconded this motion and it was carried unanimously.
8. With regards to the mini-grant process, grants would be available for up to £500.00 and the same groups could apply for both grants. The application process for a mini grant would be in the form of a letter and the essential criteria would be clearly set out.
9. The letter would be submitted for consideration at the meeting following receipt of the application and a decision made. If successful, a payment would be made following the meeting.
10. Cllr Liz Jackson confirmed that an amount for mini grants would be set in the budget.
11. Cllr Perry asked if the grant processes had been circulated and the Clerk confirmed that she had submitted a piece to Henley News and Henley Focus and over 350 emails had been sent out to those on the JPC email contact list.
12. Amanda Dale asked how the JPC would categorize essential or non-essential criteria as it could be subjective. Cllr Crathorne responded and said that the process needed to be succinct and as time goes on would be refined. Cllr Melhuish agreed that the mini rant process needed to be more flexible. Cllr Liz Jackson agreed that the processes would be reviewed and refines and Cllr Leech said that he felt that modifications may need to be made.
13. Cllr Crathorne proposed that the mini grant process be adopted and that it should be reviewed in public, this motion was seconded by Cllr Melhuish and carried unanimously. Cllr Crathorne **proposed that Working Party be thanked for its work and closed**

8.6. Emergency Planning Working Party

1. Cllr Crathorne reported that he had been in contact with the CSW Resilience Team and they had sent an updated pro-forma document for Emergency Planning to the Clerk. He confirmed that he hoped to have a document ready for the next JPC meeting, however, a list of vulnerable people needed to be compiled.
2. Four volunteers had come forward so far and he was looking for a team of twelve who would work alongside the Community First Responders and the Emergency Services.
3. Cllr Crathorne agreed to submit an article on to the JPC web site, Henley News and Henley Focus.
4. Cllr Perry asked if a Snow Warden had been appointed and in the event of a heavy fall of snow, a Warden could be activated. He went on to say that the JPC had a gritting machine available for use by the Team. Cllr Crathorne advised that the grit bins were full and sand bags were available.
5. Cllr Cornford asked if the Fire Station held chain saws if required when a tree had fallen. Cllr Perry confirmed that in this eventuality, Highways should be contacted.
6. Cllr Crathorne advised that he was looking for a grant of £250.00 to provide each emergency team member with a ruck sack with essential equipment. Training would also be organised.
7. Cllr Leech advised that he and Cllr Crathorne had attended a Flood Defence Conference and it encouraged individual resilience.

It was agreed that the clerk and Cllr Crathorne prepare an updated Emergency Plan based on the framework adopted by Coventry, Solihull and Warwickshire Resilience Group, prepare an action plan for the organisation of volunteers team to be established by the January Meeting of the council. In addition an amount of up to £250 to be deployed by the clerk in marketing, promoting and equipping a volunteer emergency team including refreshment at a launch meeting.

9. To consider the Council's responses to the following substantial planning application(s) and to review the planning applications report.

The Cemetery Application:

Cllr. Cornford advised that this application would be referred to the SDC Planning Committee and requested Cllr Thirlwell to confirm that this would be the case. Cllr Thirlwell confirmed that there were detailed objections to this application on the SDC web site and when the application does go before the SDC Planning Committee, it would be advisable to mention only the key points. Cllr Broadbent advised that it was the quality of the objections that had been made, not necessarily the quantity.

The Clerk advised that following the planning meeting on 9th November, she had received a further three applications; 15/03875/TEL28, 15/03897/LBC and 15/03994/TREE and that she would use her delegated powers to respond to each application with a comment of No Representation. Two amendments had been received in connection with the following applications:

Cllr. Melhuish left the room as she had declared an interest in the following application.

Application No	Proposal	Address	Applicant
15/01959/FUL 15/01960/LBC	Change of Use from B1 to residential dwelling	54/56 High Street	Mr & Mrs Melhuish

9.1. Following a discussion, it was agreed that the Clerk contact the applicants and request a site visit. It was also agreed that the Clerk contact the planner.

9.2. Cllr Crathorne suggested that the membership of the Planning Working Party be increased. Cllr Liz Jackson requested the Clerk to re-circulate the Planning Protocol as terms of reference for members of the JPC. It was proposed that Cllrs Liz Jackson and Bill Leech join the Planning Working Party on a short term basis. This motion was seconded by Cllr Garner and carried unanimously.

Matters arising from previous meetings and new matters for consideration.

- 15/016 To consider moving the Town Boundary signs to new positions.
Cllr Broadbent confirmed that he had received a quote for £300 from a contractor who could carry out the work and remove just the signs and leave the planters. It was agreed to speak to Henley in Bloom, whom it is believed owns the planters. It was agreed that specific locations for the signs need to be identified and to place this item on the agenda for next month.
- 15/017 To report on response from SDC regarding Town Status.
It was agreed to defer this item until the results of the Neighbourhood Development Plan Questionnaire are known.
- 15/030 To consider a maintenance programme for the properties and land in the ownership of the JPC. Cllr Crathorne reported:
- A Maintenance Report had been circulated to members of the JPC and it was available on the JPC web site.
 - The railings by the Skateboard Park had been damaged and he had received a quote from a specialist firm to repair the railings at a cost of £890.00. The incident had been reported to the Police. The Clerk had contacted the JPC Insurers and enquired whether the JPC could make a claim. As the railings were not specifically mentioned on the Asset Register, no claim can be made. The School are anxious that the railings are repaired as soon as possible. The Clerk advised that she was waiting for a brochure to see whether she could organise a competitive quote. Cllr Melhuish agreed to look into whether the firm that she works for would be able to supply an alternative estimate. The actions set out in the report were approved.
 - Cllr Elizabeth Jackson requested that a more user friendly report should be produced making clear what changes have taken place. Cllr Crathorne agreed to review the process of writing the report.
- 15/ To consider the impact the Henley Music Festival has on the Community
- Cllr Leech suspended Standing Orders to allow members of the public to speak. Cllr Perry's presence as Chair of the Music Festival was questioned. Cllr Leech responded and said that he had the right to be present.
 - Nathan Howe said that he felt that the length of time the Music Festival was on for was too long and the Committee could consider 48 hours instead of 96 hours. He also questioned the licencing hours during the after event. He said that he was not opposed to the Festival but thought that a different venue with more control may be a way forward.
 - Nick McKenzie said that he lived in the Centre of Henley and was bombarded with music during the Festival and Matracardis as they were also holding a wedding reception. He said that the reception went on to well after midnight, which was unacceptable. He went on to say that he lived close to the Three Tuns and they held events which he did not hear.
 - Sue Westmacott said that someone had responded to the complaints about the Festival on Facebook and had been vitriolic in their response. She went on to say that had to right to say what she wanted and that she should have freedom of speech. Sue and her husband raise at least £5,000 per year which was donated to various community groups. Sue said that four days was too long to hold the Festival. She confirmed that she had written a letter of complaint to the JPC as she had been told that this was the correct course of action by SDC. Sue also said that she felt it was the democratic decision of the Town.
 - Paul Thompson said that he lived in a property which backed on to the White Swan. He advised that he had taken a decibel reading and it was way above the level permitted. He went on to say that he was not complaining about the Festival, however, he was objecting to the landlords and landladies of the public houses in Henley who seemed to be flouting

the licencing laws.

- Cllr Perry responded and said that he appreciated everyone's comments and concerns. He went on to say that the wedding at Matracardis went on until 12.30 am and the Festival was not involved. He said that music was played in the gardens of the White Swan, Nags Head and Black Swan Pubs and the Festival were looking at changing the hours. He advised that he had received 31 complaints about the music being played in the pub gardens in 19 months. He said that the Festival generated a lot of income for Henley with bed and breakfast, hotels, taxi's etc. He said that parishioners had made some important points, however, it was held over one weekend a year.
- David, another Festival committee member said that they were holding a meeting to discuss the issues that had been raised and they would take on board the complaints and the last thing the Festival committee would wish to do is upset anyone.
- Nathan said that it would help if the music were to stop when it said that it should.
- Cllr Leech said that the JPC could not get involved in noise abatement and Cllr Thirlwell said that SDC, Environmental Health, should be told of issues with regards to noise and licencing issues. He went on to advise that there were premises in Henley which had created issues.
- A number of Parishioners said that they felt the complaints were justifiable and it was a democratic decision.
- Amanda Dale said that the Festival helped to raise money for Henley and she thought that a family sharing music together outside was a wonderful thing. However, she felt that the Festival should not go over the published hours.
- Cllr Liz Jackson said that after hearing all the comments perhaps a way forward would be to hold a shorter weekend at a different venue and perhaps at different times of the year.
- It was generally agreed that the comments that some members of the public had made on Facebook were unacceptable and inappropriate. Cllr Leech urged those commenting on social media to be circumspect.
- Cllr Leech suggested that the Festival committee meet with residents who had expressed concerns and make sure that complaints were addressed. He suggested deferring this matter until the next meeting.
- Cllr Cornford also suggested that the Festival committee could meet with the proposed venues so that the event is managed properly.
- Cllr Cornford proposed that the JPC request the Festival Committee to meet with the complainants and the venues resolve the issues and that Cllr. Perry is requested to bring a report to the next council meeting stating how the concerns had been addressed. The council would offer any constructive help to assist with this. This motion was seconded by Cllr Liz Jackson and carried unanimously.

15/

To consider the support of the Business Community in Henley in respect of the Neighbourhood Development Plan

Cllr Crathorne reported that there needs to be a mechanism in place for engaging the business community in Henley. Cllr Crathorne proposed that he make additions to the Questionnaire as set out in the report from the Traffic and Parking Working Party, which will be delivered to each business in Henley. This motion was seconded by Cllr Cornford and carried unanimously.

15/050

To discuss fly posting in Henley in Arden

Cllr Leech reported that there was an issue with fly posting on the Market Cross and traffic lights which was an ongoing issue. Cllr Leech proposed that the JPC maintenance contractor and other authorised person remove the fly posters as a matter of procedure following an instruction from the clerk an authorised person with the JPC. This motion was seconded by Cllr Garner and carried unanimously.

Reports from Councillors – exchange of information only.

Cllr Crathorne advised that he and Cllrs Leech, Cornford, Broadbent had attended a productive meeting with Warwickshire College regarding their sports facilities and whether they would be amenable to the suggestion that the JPC and the War Memorial Trust were to work together to seek a resolution and ultimately work in partnership with the college to preserve the sporting facilities for our community.

Items for private session

There were no items to be discussed in private session.

To confirm the date and time of the next meeting

The Clerk confirmed that the next ordinary meeting is scheduled for Monday 14th December 2015 – commencing 7.00 pm.

Signed as a correct record.

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Date 14th December 2015