



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 18th January 2016 at 7.00 pm in the Baptist Church Hall, High Street, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), Liz Jackson (Vice-Chair), David Broadbent, Heather Hemus, Linda Jackson, John Garner, Peaches Melhuish, Peter Cornford, Peter Crathorne, Cllr Mike Wilmott, Cllr Lorraine Taylor-Green, Cllr Jayne Bridges, District Cllr Stephen Thirlwell.

In Attendance: 13 members of the public.

Apologies for absence: The following apologies were received and accepted: County Cllr. Mike Perry.

- **The Chair requested that a proposal be put forward to wish all residents of Beaudesert & Henley in Arden a very Happy and Prosperous New Year. This was carried unanimously.**
- **The Chair also proposed that on behalf of all residents of Beaudesert & Henley in Arden and the JPC wished to thank the Beaudesert & Henley in Arden Christmas Lights Committee for organising this season's Christmas lights and decorations. This was carried unanimously.**

Declarations of Interest and Dispensations:

- The Clerk advised that she had received Five Dispensation Requests from members of the HWMT in respect of Item 11.2 on the Agenda. She read out a letter of Dispensation that she had received, together with the reasons given for the request. She went on to say that it was her recommendation that a Grant Working Party should be made up of two HWMT Trustees and the remainder of the members of the JPC, in order that the overall majority of Cllrs on the WP would be non-trustees.
- There were no further requests for dispensation.

3.1 Public Participation Session:

- The Chair asked if any members of the public wished to speak and no one wished to do so.

4. Reports from County Councillor and District Councillors.

- District Cllr Thirlwell wished everyone a Happy New Year.
- Cllr Thirlwell advised that the SDC Cabinet was proposing a 3.9% increase in the SDC element of the Council Tax due to a further cut back on grants by central Government. SDC is one of 20 District Councils in the Country that could increase Council Tax up to £5.00 per household based on a Band D property. SDC would review the services they provide, how they operate and look at alternatives in the future.
- Cllr Thirlwell confirmed that SDC had rejected the proposal to join the West Midlands Combined Authority at the latter end of last year. However, ten District Cllrs requested that SDC re-visit the decision or to combine with another organisation.
- Cllr Thirlwell advised that SDC had submitted modifications to the Core Strategy in October 2015, following a number of changes. Following this latest examination the Inspector confirmed that after such major modifications, the CS would need to go out to public consultation once again. This will mean that there will be another delay in the document being ratified by SDC.
- Cllrs Bridges and Crathorne queried the raise in Council Tax and Cllr Thirlwell confirmed that the 3.9% rise is only on the SDC element of the Council Tax.

5. Minutes of previous meetings

It was resolved that the Minutes of the meeting held on 15th December were confirmed as a true record and signed by the Chair. The minutes were then unanimously approved by those Councillors present.

6. Matters arising from the minutes of the meeting held on 15th December 2015

- Cllr Leech asked if there was an update on the faulty lamp in Swancroft footpath. Cllr Crathorne advised that the lamp had not been repaired at the present time, however, the reason for this was that a contractor had installed a handrail in front of the lamp so the lamp could not be changed. He advised that he was looking to resolve this fault as soon as possible.

7. Report by the Parish Clerk – Gill Bailey

- The Clerk advised that she had received an email from WALC asking for nominations for the Royal Garden Party on 24th May 2016. Cllrs Bridges, Taylor-Green and Cornford said that they would like to attend. It was agreed that the Clerk submit a nomination.
- The Clerk advised that she had received notification that Castle Road would be closed between 9th February and 12th February to facilitate the installation of a long common pipe.
- The Clerk advised that she had received an email from a Parishioner requesting that the JPC look at making the High Street more aesthetically pleasing with the removal of rubbish bins and unnecessary clutter. **It was agreed that the Clerk approach those organisations and parishioners who kept their rubbish bins on the High Street, to try and facilitate a resolution to this issue, in a sensitive manner.**

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

- Cllr Broadbent advised that the JPC were still looking at the proposed application for 54/56 High Street. He confirmed that he and the Clerk would be attending a meeting with a representative of the Planning Department at SDC on 28th January, which would include a discussion on how to resolve the issues with this application.
- Cllr Broadbent confirmed that the JPC had submitted a comment of No Representation for planning application 15/04306/FUL – 221 High Street for the part demolition of the existing factory unit and the construction of three dwellings. However the JPC would request that the Planners consider that the contractors vehicles be contained on the Goldsmith site and no contractors should utilise the Medical Centre Car Park or Prince Harry Road. Full emergency access should be provided to the Medical Centre at all times during the construction of the dwellings.
- Cllr Broadbent confirmed that JPC would submit a comment of No Representation in respect of application 15/04301/FUL for a two storey side and rear extension and a glazed canopy to the rear.
- Cllr Broadbent advised that the JPC had commented on Planning Application 15/03819/FUL in respect of the demolition of the existing building and the erection of three dwellings at Ye Olde Pound Café.
- Cllr Broadbent confirmed that members of the JPC had met with representatives of RCA Regeneration Limited in respect of the proposals at the Warwickshire College site. A number of issues were discussed, including access at the junction with Birmingham Road and the installation of a central reservation. It was agreed that the road could not be widened and there would be less vehicle movements if the proposal went ahead.
- It was also agreed that Warwickshire College would maintain the sports facilities for Henley for a period of eighteen months or so, however, Cllr Cornford advised that the possibility of closure could not be ruled out and that the use of the sports facilities needed to be a viable business proposition. The use of the daytime slots would increase revenue. Cllr Crathorne advised that he would be attending a meeting with the Business Manager at Warwickshire College with Cllr Broadbent and they would be able to report on the retention of the sporting facilities following the meeting.
- **It was RESOLVED to accept the Planning Working Party recommendations.**

9. To ratify the Portfolio Holders for 2016/17 of JPC Working Parties and Review Membership of the Committees and Working Parties.

It was **RESOLVED** that the undernoted Cllrs would be the Portfolio Holders for the following Working Parties and individual responsibilities. This motion was proposed by Cllr Bridges, seconded by Cllr Melhuish and carried unanimously : -

- a. **Finance & Assets – Cllr John Garner**
- b. **Planning Working Party – Cllr David Broadbent**
- c. **Maintenance & Emergency Planning – Cllr Peter Crathorne**
- d. **Traffic & Parking Working Party – Cllr Peter Cornford**
- e. **Communications and Events Working Party – Cllr Peaches Melhuish**
- f. **Children’s Facilities Working Party – Cllr Liz Jackson**

Reports by Working Parties :

Finance and Asset Councillor:

- **To note the Schedule of recent Payments and Bank Balances.**
Cllr Garner reported that a Schedule of payments for approval had been circulated (attached to these minutes as Appendix A) and the JPC Bank Balances as at 18th January were Current Account : £10,038.32 and Deposit Account : £68,620.66. **It was RESOLVED to approve the payments**, this motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.
- **To approve the Budget and Precept for 2016/17.**
- Cllr Garner confirmed that the precept would remain the same as last year at £87,082.00.
- Cllr Garner reported that the JPC Budget had been circulated to members of the JPC and he asked if there were any comments or whether it could be accepted.
- Cllr Crathorne said that he felt that the money set aside for the Grants was too low. He said that as the JPC support the community more funds need to be available.
- Cllr Crathorne went on to say that there were various projects which would need to be funded in the future, such as the children’s play area, a resolution to the issue of traffic and parking and changing the Riverlands area.
- Consideration should be given to a substantial increase in the funding for the property and land that the JPC owns as residents have indicated that this area is important to them.
- Cllr Crathorne asked if the JPC would consider raising the precept in the future to improve the street scene and invest in the areas that he had mentioned previously. Cllr Liz Jackson suggested that this could be the subject of discussion in twelve months.
- Cllr Crathorne suggested the JPC needs to have a clear understanding of what the Town wants and how much they would be prepared to pay for it. He said that the JPC could embark on a dialogue with the Town next year to gain significant improvements.
- Cllr Liz Jackson said that she felt that the JPC had given substantial funds to the grant process this year.
- Cllr Bridges said that she felt that the ideas needed to have a real substance to them prior to the JPC commenting on them.
- **It was RESOLVED that the budget was approved and that the precept for 2016/17 will be £87,082.00. In addition each WP and the principal organisations in Henley would engage with the Town in a consultation exercise about the level of maintenance required. JPC would also consider the amount of resources to be made available to our key organisations and how this would impact on the precept next year.** This motion was proposed by Cllr Crathorne, seconded by Cllr Wilmott and carried unanimously.

To approve the process to appoint the JPC Internal Auditor.

- Cllr Garner reported that an advert for an Internal Auditor had been submitted to the JPC web site, Henley News on Line and Henley Focus and the closing date was the 14th February. The Clerk confirmed that she had not received any applications to date.
- Cllr Garner advised that the JPC are legally obligated to offer their employees a pension and register with the Pensions Department. He said that if the commitment to provide a Pension goes beyond the next Election, it should be discussed at a full Council meeting, giving 28 days notice of the intention to institute a pension. Cllr Garner confirmed that he

would circulate the figures prior to the next meeting and would place this item on the Agenda for February.

- Cllr Garner advised that there should be an amount set aside for the Clerk to authorise small payments. **Following a discussion, it was RESOLVED that the Clerk could authorise payments up to £150.00 with a cap of £500.00 per month. These payments would be authorised by the Clerk and two Cllrs. It was agreed to review this situation in three months.** This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.

Communications and Events Working Party – Verbal Report on recent WP Meetings

- Cllr Melhuish advised that the WP had discussed a number of initiatives – See Report attached to these minutes as Appendix B :-
- Preparation of the Annual Report and Accounts – It was agreed by the WP that the document needed to be useful and more interesting. It was agreed that Cllr Melhuish look into the costs of making it into a community document. Cllr Crathorne proposed that a date for submissions for the Annual Report be ratified at the next JPC meeting and that they could utilise the Harbury Annual Report as a basis. All Cllrs could contribute to the AR and write it up in sections. It was agreed that Cllr Melhuish circulate what is required to all Cllrs within the next two weeks. These motions were seconded by Cllr Bridges and carried unanimously. Cllr Crathorne said that a Henley Handbook should be produced, but a lot more work had to be done.
- Support for Court Leet Day – The High Bailiff had said that they are not looking for any support at the present time, however, they would welcome any publicity. A Court Leet Event was organised for 16th January.
- Banners across the High Street – Cllr Melhuish agreed that she would circulate more information and obtain further quotes prior to the next JPC meeting. The figures could then be ratified. It was also agreed that all six property owners who would be affected could be approached for their views.
- Cllr Melhuish also reported that the current location of the Henley Christmas tree outside the Police Station could be moved this year to the front of the Market Cross, which would be more of a focal point for Christmas events. Mr Chris Milsom interrupted and informed the JPC that they had no right to do this and Cllr Leech responded by saying that under Section 144 of the LGA 1972, the JPC did have that right.
- Cllr Melhuish reported that the Henley Christmas Wreaths could be a way to involve the whole community and it was agreed that local Organisations such as the WI, the Court Leet and Schools participate, however, the Wreaths would have to be a uniform colour and size.
- It was RESOLVED that :
 1. **All members of JPC would be asked to contribute a section to the Annual Report – the final draft will be available at the JPC meeting in March.**
 2. **The idea of a Town handbook was approved in principle and the Communications & Events WP were authorised to continue with this project.**
 3. **There should be a consultation exercise with residents over the proposed new location for the Christmas tree**
 4. **The Communications & Events WP was authorised to consult with engineers, obtaining quotes and property owners about installing wires across the High Street for lights and banners**
 5. **The matter of uniform Wreaths for the High Street was deferred to the next meeting.**
 6. **Proposed : Cllr Melhuish, seconded: Cllr Bridges, Cllr Linda Jackson, Cllr Liz Jackson. All of the above items carried unanimously.**

Children’s Facilities Working Party – Verbal Report

- Cllr Liz Jackson reported that the WP meeting had been postponed until next week. She went on to say that Amanda Dale had resigned as a member of the WP due to work commitments. However, Emma Mansfield had agreed to become a member of the WP. **It was RESOLVED that Emma Mansfield be invited to become a member of the WP.** This motion was proposed by Cllr Jackson, seconded by Cllr Melhuish and carried unanimously.

Traffic & Parking – Verbal Report

- Cllr Crathorne gave a comprehensive report and suggested the following resolutions – See Report attached to these Minutes as Appendix C : -
- Cllr Jackson requested that each part of the resolution should be discussed and voted on separately, the JPC agreed. **It was RESOLVED that :**
 1. The clerk write to Taylor Wimpey, Stratford District Council, Network Rail and Birmingham Midland Railways to request an informal without commitment discussion on parking at the Railway station linked to the development of a long term car park for the Town. This motion was proposed by Cllr Crathorne, seconded by Cllr Melhuish and carried unanimously.
 2. That a proposal should be entered into the Neighbourhood Development Plan proposing parking plan for Henley that incorporates long term parking, shoppers car parking, control of street parking and protection for local residents from car owners seeking free long term parking while they visit, work or travel from Henley. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.
 3. The council review their decision about developing the green belt land adjacent to the coal yard in the light of research by the Traffic and Parking Working party that shows there is no suitable land available within the town boundary to enable a comprehensive strategy to manage parking in Henley to be instituted. Following a discussion, this motion was proposed by Cllr Crathorne, seconded by Cllr Bridges, three Cllrs objected and the motion carried.
 4. The Traffic and Parking Working Party are authorised to meet with Cllr. Perry and the County Council's Roads Officer to look at longer term improvements to the design of the roads and pavements outside the shops in the centre of the town. This motion was proposed by Cllr Crathorne, seconded by Cllr Cornford and carried unanimously.
 5. Funding of up to £250 is approved to enable the Traffic and Parking Working Party to carry out its authorised work and organise the printing of a questionnaire. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner, four Cllrs objected and the motion carried.

Maintenance & Emergency Planning – Verbal Report

- Cllr Crathorne reported that the CSW Resilience Team would be giving a short presentation on 1st February and he asked for assistance with teas and coffees. The Clerk agreed to help.
- **Cllr Crathorne requested that the Property Report that he had submitted be added to the JPC web site.**
- Cllr Crathorne advised that he was also responsible for the allotments and that he had prepared a draft Statement of Allotment and Garden Rules (attached to these minutes) for consideration by the JPC and consultation with the allotment holders before implementation. He said that he had proposed a new system and rules, including the creation of opportunities to the reduction in size and the splitting of allotments to encourage potential and existing allotment holders.
- **It was RESOLVED that following consultation with the allotment holders the rules and letters be implemented.** Cllr Crathorne proposed and Cllr Bridges seconded. Carried unanimously.
- Cllr Crathorne asked if Cllrs would be able to assist him with contacting various contractors and organisations etc., which are specified in the Emergency Plan.
- Cllr Crathorne also reported that he had looked through the Warwickshire Minerals Report and advised that Henley is only mentioned once but not in relation to any development of mineral extraction..

Neighbourhood Plan Steering Group – Verbal Report

- David Jackson, Chair of the Steering Group submitted a report advising that the next NDP meeting would be 26th January in the Guild Hall.
- David reported that SDC have produced a report following the consultation process and this will form the basis for the draft NDP, which should be ready for review by the Town by the end of March, with further consultations taking place in April.
- Cllr Crathorne asked if late submissions could be included and Cllr Leech suggested that he contact David direct.

Matters arising from previous meetings and new matters for consideration.

- **To review the recent Boundary Signs relocation and the new signs installed by others and agree any further work**
- Cllr Broadbent reported that all four of the Boundary Signs had been re-positioned, although there seems to be two additional signs near to the School, which he assumed had been erected by WCC. Mr Hubbocks advised that the previous JPC had requested that they were erected for the safety of the school children.
- Cllr Broadbent asked if Cllr Bridges would still be happy to plant roses around each boundary sign. Cllr Bridges responded by declaring an interest as she has a gardening company, although she would plant the roses for nothing. Cllr Bridges went on to say that there may be a problem with the cement surrounding the posts, so suggested that Henley in Bloom be contacted to ascertain whether they would be prepared to plant roses in boxes by each sign. However, the roses need to be installed prior to the end of March. Cllr Cornford advised that boxes had been vandalised in the past. Cllr Bridges agreed to speak to Henley in Bloom and report back to the next JPC meeting.
- **To agree terms of reference for a Working Party to review annual Community Grant applications and report on their recommendations at the next meeting**
- Cllr Crathorne advised that he had written the Terms of Reference for the WP which he had circulated and was the standard format for all of the JPC Working Parties (attached to these minutes).
- Cllr Crathorne went on to say that the JPC would find it a difficult and challenging situation when discussing the grant applications as there were more applications than in previous years. Cllr Crathorne proposed that the Grants WP should be : -
 1. Two Cllrs who were Henley War Memorial Trustees; Cllrs Garner and Crathorne
 2. Five remaining Cllrs; Cllr Liz Jackson to Chair, Cllrs Melhuish, Taylor-Green, Cornford and Linda Jackson
- It was agreed that an initial meeting, possibly by email, would be organised, on how to agree to engage with the public and invite the applicants to submit further information, if required. The second meeting should take place in public and the WP report on their recommendations. The public should be able to comment.
- Cllr Liz Jackson requested an amendment and proposed that a written report be submitted by the March meeting.
- **It was RESOLVED that the amended Grant WP terms of Reference be approved (attached to the minutes)**
- Proposed by Cllr Leech, seconded by Cllr Garner and carried unanimously.
- **To review the responses by Cllr Mike Perry to residents' concerns about the Music Festival 2015 and discuss arrangements for the 2016 event**
- Cllr Leech advised that the JPC had received an email from Cllr Perry. However, as Cllr Perry was absent from the meeting, **it was RESOLVED that two Cllrs – Cllr Crathorne and Bridges – meet with Cllr Perry to discuss the issues that were raised.** This motion was carried unanimously.

- **To consider response to request for Supporting Mitigation of the Effects from Proposed Major Housing Development – South West of Stratford upon Avon and the wider aspect of SDC Planning**
- Cllr Leech advised that the JPC had received an email with regards to the above. Cllr Thirlwell confirmed that there were issues regarding the traffic implications for the major developments if they were to be approved.
- Cllr Cornford advised that there was also an issue with regards to the extent of the railway line to Honeybourne. It was agreed that Cllrs Wilmott and Garner look at the documentation and respond.

Reports from Councillors – exchange of information only.

- Cllr Crathorne confirmed that the JPC had received notifications from NALC which had implications on the existing Standing Orders which recommend that the £50,000 is changed to £25,000 in respect of the Public Contracts Regulations 2015. It was agreed that a proposal be submitted at the next JPC meeting.
- Cllr Taylor-Green informed everyone that a person had tried to steal her foal last year and that she and her husband had had to employ a security company, who reacted to a call out a lot quicker than the Police. The security company would provide a Security Guard and a dog and would be willing to demonstrate their services at a JPC meeting. It was agreed that this should be placed on the agenda for the next meeting.
- Cllr Melhuish advised caution and sensitivity when Cllrs meet with the Music Festival Committee.
- Cllr Broadbent advised that as from the 1st January 2016 if Rights of Way had not been mapped out prior to 1949, they could be lost in the future. Cllr Crathorne suggested passing this information on to the Henley Walking Club.

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 meeting is scheduled for Monday 15th February 2015 – commencing 7.00 pm.

The meeting closed at 9.25pm

Signed as a correct record.

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Date 15th February 2015