



# 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](mailto:clerk@henley-in-arden-pc.gov.uk)*

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### **The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday 22<sup>nd</sup> February 2016 at 7.00 pm in the Henley in Arden Memorial Hall, Station Road, Henley-in-Arden.**

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

In Attendance: 14 members of the public.

Apologies for absence: The following apologies were received and accepted: County Cllr. Mike Perry, Cllr Peaches Melhuish and David Broadbent.

Declarations of Interest and Dispensations:

- The Chair asked if Councillors had any interests to declare. Cllr Cornford advised that he would declare an interest if that was appropriate when the item was discussed. No other Cllr declared any interests.

### **3.1 Public Participation Session:**

- Mrs Carsina Goodman asked if she could speak and asked the JPC for their reason for the removal of the railings around the Market Cross. Mrs Goodman went on to say that she had been born in Henley and the Market Cross was an ancient monument that should be protected. She indicated that the JPC should use their energies for the good of the residents of Henley and clean up the Town rather than destroy it. She said that the Market Cross meant more to her than anyone. The Chair thanked her for her comments and said that this item would be covered later in the meeting.
- Mr Roger Hubbocks said that he agreed with Mrs Goodman and her comments above. He said that many organisations in Henley had been and were involved with the maintenance and upkeep of the Market Cross.
- Mr Hubbocks advised that some youths had thrown fireworks at a group of caravans which had been parked on the High School Playing Field. He requested that the JPC work with the Police regarding this matter. Cllr Leech asked if the caravans had been parked legitimately and Mr Hubbocks confirmed that they were part of a Caravan Rally who had visited Henley before. Cllr Leech said that the Town wanted to encourage tourism. Mr Hubbocks also advised that there had been an incident with youths using a step ladder to gain access to properties in Doctors Lane. Again Mr Hubbocks re-iterated his request for the JPC to work with the Police. Cllr Leech responded and said that the JPC were currently liaising with the Police and that he had attended a CCTV Meeting which he would mention later in the meeting.
- Mr Graham Hindley said he would like to thank Cllr Crathorne for his support and guidance regarding a diseased Elm Tree in the Churchyard. He advised that the Elm Tree had been surveyed by three tree surgeons and they had confirmed that it should be removed. Cllr Leech asked if there were any other Elm Trees nearby as the disease was highly contagious. Mr Hindley said that the removal of the Elm Tree would enhance the area, especially as it was next to a public right of way and the PCC had a duty of care to members of the public. Mr Hindley asked if the JPC would look sympathetically at the situation if SDC were to contact them.
- A resident in Henley said that she had emailed the Clerk regarding a planning application at 6 Brook End Close. She said that she thought that the proposed extension was

overbearing and intrusive. She went on to say that the side elevation window, although obscured glass, would look directly into the back garden of the property next door. 6 Brook End Close was in an elevated position and she felt that it was overdevelopment. Cllr Leech responded by saying that he was familiar with the plot and the planning application.

#### **4. Reports from District Councillor Stephen Thirlwell.**

- District Cllr Thirlwell advised that central government had agreed to pay the Council Tax grant supplement for the next two years. He confirmed that a management review was currently in progress and SDC was looking at an efficiency plan for the next four years.
- Cllr Cornford asked if the Small Business Rate Scheme would run into the future. Cllr Thirlwell responded that this would be debated in the future and he would report back to the JPC following the meeting. Cllr Cornford said that the Scheme benefited small businesses.

#### **5. Minutes of the meeting held on 18<sup>th</sup> January 2016 to be approved and signed.**

**It was resolved that the Minutes of the meeting held on 18<sup>th</sup> January 2016 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 18<sup>th</sup> January 2016**

The Chair read out the minutes and no one wished to make any comments on any matters arising.

#### **7. Report by the Parish Clerk – Gill Bailey**

- The Clerk advised that she had received an update from WALC regarding the model Standing Orders and the amendments had been previously circulated to Councillors. Cllr Crathorne confirmed that the notification from NALC had implications on the existing Standing Orders and recommended that the £50,000 is changed to £25,000 in respect of the Public Contracts Regulations 2015. It was also agreed that Section 1.4 should be amended to make it clear that the Proper Officer would make a decision on Dispensations. **It was RESOLVED that this amendment be adopted. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.**
- The Clerk confirmed that Cllrs Crathorne, Leech and herself were updating the Emergency Parish Plan for Henley. If anyone knew of anyone tradesmen, such as electricians and plumbers, who lived in Henley and would be prepared to help in an emergency, could they pass on their contact details. Cllr Crathorne advised that the JPC were trying to identify vulnerable residents in Henley so that they could be contacted first in the event of an emergency. He said that if anyone knew of anyone who was in that position, could they let the JPC know. Mr Milsom advised that this had been mentioned, however, residents were reluctant to admit that they were vulnerable. Cllr Bridges said that for some people this would be taking away their independence. Cllr Cathorne confirmed that all information held by the JPC would be kept in the strictest confidence. Cllr Leech asked if Mr Milsom would be prepared to help identify anyone was vulnerable in the event of an emergency.

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

- Cllr Hemus, reported that the JPC were considering planning application : 16/00370/FUL – 6 Brook End Close for a proposed two storey and first floor front extension and proposed single storey rear extension. Cllrs looked at the planning application plans. Cllr Hemus advised that the proposals were larger than the application submitted in 2003 and included an additional storey. The proposals were intrusive for the neighbouring property. A Parishioner commented that as the intention is to move the front aspect of the property forward, that this would involve Pile Driving and she had concerns with regards to the vibration on the structure and fabric of the neighbouring dwelling. The installation of an obscured window on the side elevation would also have an impact on the neighbouring property. Cllr Liz Jackson asked if the Parishioner felt the proposals were in keeping with the area and she confirmed that it would impact on the existing street scene. Cllr Crathorne said that he felt it was overdevelopment of the site and too much of an alteration to the street scene. **Following a discussion, it was RESOLVED that the JPC object to the planning application for the reasons given above. This motion was proposed by Cllr Hemus, seconded by Cllr Jackson and carried unanimously.**

- Cllr Hemus advised that the JPC had received an email from the case officer in respect of planning application : 15/04516/FUL – Henley Engineers, Edge Lane, Henley. Cllr Cornford declared an interest in this planning application as he was involved from a business perspective. The case officer indicated that she would refuse the application on the grounds that there would be a loss of a commercial site in the area, there would be a loss of green belt land if the development went ahead and this is contrary to current planning guidelines. The case officer also raised concerns regarding access, a change of the ridge height of the dwellings and the scale of the development. Cllr Hemus advised that the JPC had supported the application and this would trigger a committee response. **Following a discussion, it was RESOLVED that the comments that JPC had previously made would be changed to reflect the advice of the case officer and although, the JPC agreed in principle with the proposals, they had concerns regarding the points the case officer had made. This motion was proposed by Cllr Hemus, seconded by Cllr Liz Jackson, carried by the majority with one abstention from Cllr Cornford.**
- **It was RESOLVED to accept the Planning Working Party recommendations.**

## 9. Reports by Working Parties :

### Finance and Asset Councillor:

- **To note the Schedule of recent Payments and Bank Balances.**  
Cllr Garner reported that following last month's meeting, there were three small amounts that had been paid, namely £18.00 for a key cabinet, £54.00 for Henley Focus and £60.00 for WALC for a training course that he had attended with the Clerk. He reported that a Schedule of payments for approval had been circulated following the adjourned meeting last week and had been approved by Cllrs. (attached to these minutes as Appendix A).
- The JPC Bank Balances as at 22<sup>nd</sup> February were Current Account : £4,919.00 and Deposit Account : £68,622.00.
- Cllr Garner advised there was an outstanding payment for a repair to a street light. However, Cllr Crathorne confirmed that the wrong street light had been repaired and the Clerk was in the process of querying the invoice.
- **It was RESOLVED to approve the payments**, this motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.

### To approve the process to appoint the JPC Internal Auditor.

- The Clerk reported that following an advert for an Internal Auditor, she had received two applications and she was in the process of meeting with both applicants and would report at the meeting next month. Cllr Jackson asked who the applicants were and the Clerk responded by saying that the previous internal auditor had applied, together with an eminently qualified Parishioner. **Following a discussion, it was RESOLVED that the Clerk utilise her delegated powers to make a decision about the most appropriate person to appoint. This motion was proposed by Cllr Garner, seconded by Cllr Cornford and carried unanimously.**
- Cllr Garner advised that the Grants Working Party had met and discussed all the additional information required from applicants. The WP had also agreed a fair process for deciding whom they would recommend to receive a grant. This would be discussed at a public meeting on 14<sup>th</sup> March and then the decision would be finalised and ratified at a full JPC meeting on 21<sup>st</sup> March 2016. Cllr Crathorne asked if the applicants would be notified of the meeting in writing and Cllr Garner said that as he had been in touch with several applicants most were aware of the process. **It was RESOLVED that the Grants Working Party would hold a public meeting on 14<sup>th</sup> March at 7.00 pm in the Memorial Hall. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.**

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

- In the absence of Cllr Melhuish, the Chair advised that a meeting of the WP had covered a number of topics which had been deferred pending further actions and there would be a report at the next JPC meeting.

- Preparation of the Annual Report and Accounts – Cllr Crathorne expressed concern that the production of the annual report would be delayed. He said that the final draft of the annual report should be available for the next JPC meeting and that each Cllr would be consulted. Cllr Leech would be preparing the report and requested the assistance of Cllr Crathorne to which he agreed.

#### **Children’s Facilities Working Party – Report attached to the Minutes**

- Cllr Liz Jackson reported that Emma Mansfield had joined the WP, however the WP were also looking to recruit a further one or two members.
- Cllr Jackson reported that at a recent WP meeting, improvements to the Riverlands Play Area were discussed. However, as there is a restrictive covenant in the title deeds in favour of JS Bloor Limited, all proposals will have to receive consent from them.
- The CFWP would also like to facilitate a Family Fun Day to be held in Henley in 2017 with the aim of raising funds for local community organisations. Cllr Jackson said that it would be a good way of bringing together the community and could also involve the promotion of local businesses and could be held annually or bi-annually. Cllr Bridges asked what the Fun Day would comprise of and Cllr Jackson responded by saying that it would be a fund raiser, with activities for children and a day out for all the family. The event would be tailored to suit the community in Henley. Cllr Bridges said that she would contact Cllr Liz Jackson as she might have a few suggestions. Cllr Linda Jackson suggested that it could be held over the Spring Bank Holiday weekend. Cllr Crathorne said that it would involve a wide range of organisations in the Town and he hoped that they would become involved with the organisation of the event itself as well. Cllr Liz Jackson said that she hoped that organisations like Henley in Bloom and local Schools would become involved. Cllr Bridges suggested that there could be an overall theme for the day so that all organisations could become involved with the theme. Cllr Cornford said that there used to be an event held in Henley called the Alternative Regata. Cllr Crathorne said that the CFWP would consult widely and email Cllr Jackson with ideas. **It was RESOLVED that the actions set out in the attached Report be approved. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Crathorne and carried unanimously.**

#### **Traffic & Parking – Verbal Report**

- Cllr Cornford reported that a vote of thanks should be expressed to County Cllr Perry for instigating that the traffic works at the Cross Roads be carried out over Half Term week with the minimum of disruption. Cllr Leech advised that the contractors had made a good job of re-surfacing the road.
- Cllr Cornford advised that the Clerk had written 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. He went on to say that no response had been received and the Clerk would write again.
- Following a discussion regarding inappropriate parking in the Town, such as on the double yellow lines outside the Co-Op, together with speeding vehicles, Cllr Cornford suggested meeting with Cllr Perry to discuss all options available.
- Cllr Bridges advised that there are community traffic volunteers in Kenilworth who are very vigilant. Mr Hubbocks, as a former Chair of the JPC was asked about what they had carried out in the past and he confirmed that volunteers had carried out speed checks and Henley had been the first Town to implement this arrangement successfully. He said that the volunteers had high visibility jackets, speed guns and handed out notices from the police. He indicated that the JPC had worked with the Police and had the authority from them. Mr Hubbocks went on to say that delivery vehicles outside the Co-Op were quite large and caused an obstruction.
- Mr Hubbocks confirmed that in the past the previous JPC had tried endless things to resolve the situation and suggested that the JPC contact the parking division of WCC and request more visits by the parking wardens.

## **Maintenance & Emergency Planning – Reports attached to these minutes**

### **Emergency Councillor's Report**

- Cllr Crathorne said that he had submitted a Report regarding the flooding incidents on 6<sup>th</sup> February. Cllr Crathorne advised that the River Alne had overflowed to the first defending bank and no property had been affected.
- Some residents in Arden Road were affected by water running of the hill behind their properties and overflowing the ditch around their houses which caused issues with rising water levels of toilets. Cllr Crathorne confirmed that the responsibility of the ditch is Orbit Housing.
- Cllr Crathorne also reported that the rainwater drains around The Mill had been overwhelmed by water from the river coming back from the culverts. He suggested that the JPC could contact the Environment Agency and request that one-way valves be installed to prevent this happening again.
- Cllr Jackson asked if Cllr Crathorne had the contact details for the vulnerable property and he indicated that he the Emergency Officer did.
- Cllr Crathorne also confirmed that sandbags had been given out to those properties who needed them.
- Cllr Crathorne advised that the drains in Camp Lane could not cope with the amount of water and were blocked by debris following hedgerows that had been recently trimmed.
- Cllr Crathorne also mentioned that vehicles were travelling through the flood water too quickly. Signage had been put out by members of the Emergency Team which were removed the following day. One SLOW sign has been removed and not returned.
- It was **RESOLVED** that the actions mentioned above and in the attached Report be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.

### **Property Report**

- Cllr Crathorne confirmed that the above Report was emailed to Cllrs and on the JPC web site.
- Cllr Crathorne advised that representatives had met with Historic England regarding various issues with the Market Cross and the possibility of removing the small notice which contained a grammatical error and was also a trip hazard. Mrs Goodman advised that the signs were approved by WCC and Mr Hubbocks said that everyone had been notified, as set out in the Report which had been sent to members of the JPC.
- **It was RESOLVED that the actions mentioned in the attached Report be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously**

### **Neighbourhood Plan Steering Group – Verbal Report**

- The Clerk advised that she had recently attended a meeting with the Chair of the Steering Group and Matt Neale, policies at SDC regarding taking the NDP forward. She said that she felt that it was a very positive meeting with a lot of outcomes, particularly with regards to applying for grants and looking at the possibility of hiring a planning consultant to assist with the policies.

### **Matters arising from previous meetings and new matters for consideration.**

- **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 suggested deferring this item until Cllr Perry was able to attend a meeting. Mr Hubbocks informed everyone that Cllr Perry was still unwell and Cllr Crathorne passed on the best wishes of the JPC for a speedy recovery. Cllr Crathorne suggested that representatives of the JPC could meet with the Music Festival Committee and Mr Hubbocks said that a letter would suffice. Cllr Bridges said that she thought a face to face meeting would be better, however, Mr Hubbocks said that the MF Committee was not part of the JPC and therefore a letter would be more appropriate. He went on to say that the MF Committee had answered the concerns of residents.

- **It was RESOLVED to write a letter to the MF Committee. This motion was proposed by Cllr Crathorne, seconded by Cllr Hemus and the majority were in favour. Cllr Linda Jackson voted against and Cllr Liz Jackson abstained.**
- **To authorise a budget of £500 for the Queen's Birthday celebrations**  
Cllr Leech advised that the JPC would like to celebrate the Queen's 90<sup>th</sup> Birthday on 21<sup>st</sup> April 2016 and involve the community. Cllr Leech advised that he was in discussions and liaising with the High Bailiff, the Court Leet and the Church regarding the celebrations. Cllr Bridges asked whether it would be more appropriate to celebrate the Queen's Birthday in June as many of the people involved in the Court Leet and the JPC work. Cllr Cornford suggested a Church service and a function at the Court Leet afterwards. Cllr Crathorne advised that any decisions would have to be made at the next JPC Meeting. **It was RESOLVED to spend up to £500.00 on the Queen's Birthday celebration, the final amount to be approved at the next JPC meeting. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and the majority were in favour. Cllrs Bridges and Linda Jackson voted against.**
- **To authorise a street audit**  
The Clerk reported that she had received an email from a Parishioner who was concerned about the High Street and the amount of wheelie bins outside certain establishments which did not make the street scene aesthetically pleasing. She went on to say that there was a street audit form which she encouraged everyone to fill in if they would like to make their views known. Cllr Crathorne said that it was a good opportunity for residents to say what they liked and disliked about the street scene in Henley and for the JPC to prioritise what really mattered to the Town. Cllr Liz Jackson suggested that it would be a good idea to have a deadline for residents to complete the form and perhaps printed copies could be made available. **It was RESOLVED that a street audit be completed and printed copies of the street audit form be made available and to be returned to the JPC. This motion was proposed by Cllr Cllr Ctahorne, seconded by Cllr Bridges and carried unanimously.**
- **Report on SDC CCTV Meeting**  
Cllr Leech reported that he had been present at the above meeting and only Shipston and Henley Parish Councils were in attendance. Cllr Leech said that they had reviewed the CCTV coverage for Henley and there had been 109 incidents logged between 1<sup>st</sup> April to 31<sup>st</sup> December 2015. Cllr Leech went on to say that Shipston Town Council did not contribute towards their out of hours CCTV monitoring. The JPC are in the middle of a two year contract and although it is a good resource for District and County Councils, he questioned whether £2,000 was good value for the Parish.
- Cllr Ctahorne advised that vulnerable parishioners had been tracked down with the help of the CCTV monitors and Cllr Cornford said that it acted as a deterrent, although he felt that coverage should be more widely publicised.
- **To Form a Street Scene Working Party**  
Cllr Crathorne that this WP was not required at the moment and it was decided to defer and just have a street audit.
- **To Authorise Staff Pensions**  
Cllr Garner advised that the JPC are legally obligated to offer their employees a pension and register with the Pensions Department. Cllr Garner advised that he had looked into the Local Government Pension Scheme. The Clerk advised that if she were to join the LGPS, she would have to pay a contribution of 5.8%, however, the JPC would have to pay over 21% until April, rising to over 22% of her salary and as residents paid partly towards her pension, she felt it was too much to ask for.
- Cllr Garner advised that he had contacted a local Pension Provider, who would charge £500.00 for advice regarding an appropriate pension for the Clerk. Cllr Cornford advised the company he worked for has had to offer pensions to their employees and suggested that Cllr Garner contact Thomas and Young requesting advice about the Basic Government Pension Scheme. Cllr Crathorne mentioned that there was a tight timeframe to comply with

the Regulations. Cllr Garner advised that the situation needed to be resolved prior to the next JPC meeting. However, the Clerk suggested emailing Cllrs and gaining agreement and then ratifying the decision at the next JPC meeting.

- **Review of Town Status**

The Clerk advised that she had spoken to Graham Raspin at SDC who had confirmed that following the resignation of Darren Whitney, the post would be taken up again at the end of March and requested that a meeting be organised with the new incumbent. She confirmed that she would request a meeting as soon as possible.

- **Review security arrangements following Cllrs comments at the JPC Meeting on 18<sup>th</sup> January 2016**

Cllr Taylor-Green reported that 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. Cllr Taylor-Green advised that travellers had marked her foal with a 'Tinkers Plait' and following the incident the Police had attended her property three times a night. She went on to say that due to the cut backs in the Police, the average attendance for an incident is 60 minutes and 15 minutes in an emergency.

- Cllr Taylor-Green went on to say that she employed a Security Company with a dog handler whilst she went away on holiday and she suggested that a company could be employed for the security in Henley and the cost shared between residents. The security guard would attend an incident in 5/7 minutes and it would also act as a deterrent as a guard would be patrolling the area. The security company would provide a Security Guard and a dog and would be willing to demonstrate their services at a JPC meeting.
- Cllr Liz Jackson asked about the cost which would be £100 per night but could be split between a group of people. Cllr Taylor-Green said that she felt it would be a good idea in isolated areas and may stop vandalism.
- Cllr Cornford suggested that a presentation could be arranged prior to the next NDP meeting. However, if someone was apprehended and harmed on public property, there could be insurance implications.
- Cllr Crathorne suggested that a meeting could be organised, involving the Police and Community Resilience Team, in respect of 'Protecting yourself in an Emergency'. It was agreed that Cllr Taylor-Green liaise with Cllr Crathorne.

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

- Cllr Crathorne said that the JPC would like to honour special residents from the Town for their years of public service and suggested that Mrs Carsina Goodman and John Love receive Freeman/Woman of Henley status. It was agreed to place this item on the next Agenda.
- Cllr Taylor-Green requested that consideration be given to having plants cut out in the name of Henley in Arden, as planters by the boundary signs, in a similar way to Knowle. It was agreed to place this item on the next Agenda.

**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 thanked everyone for attending the meeting and confirmed that the next JPC meeting was scheduled for Monday 21<sup>st</sup> March 2016 – commencing at 7.00 pm.

The meeting closed at 9.05pm

Signed as a correct record.

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Date 21<sup>st</sup> March 2016