



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, 21st March 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, David Broadbent, Peter Cornford, Peter Crathorne, Mike Wilmott, Lorraine Taylor-Green, Jayne Bridges, District Cllr Stephen Thirlwell and County Cllr Mike Perry.

In Attendance: 10 members of the public.

Apologies for absence: The following apologies were received and accepted: Cllr Peaches Melhuish.

Declarations of Interest and Dispensations:

- The Chair asked if Councillors had any interests to declare. No interests were declared.

Cllr Leech welcomed PC Sue Blundell and she introduced herself and said that she worked in the Alcester North Area with the support of two PCSO's. PC Blundell reported

- She dealt with crime enquiries, police priorities for the Community Forum and anything that came to the notice of the Police in the area.
- She went on to say that there had been a noticeable rise in anti-social behaviour in Henley and this had been made a priority and voted on for inclusion on the agenda of the Community Forum.
- She said that there were mobile police patrols during the evening and weekends and the SNT were also supported by Special Constables. The SNT were working with the School and the Hub and there would be a letter going out to residents shortly.
- The School has CCTV monitors and the SNT were also giving advice to both pupils and parents.
- Sue also advised that a further PCSO had been appointed to the Alcester North area.
- Cllr Crathorne introduced himself and said that he was Chair of the Hub at Henley and it appeared that the youths who were creating a nuisance were from outside Henley and came in on the train. Sue responded by saying that the SNT were working with the youths that had caused damage to property and to try and get them to reflect on their actions.
- Cllr Cornford asked if there were any foot patrols and Sue confirmed that there were. She recommended contacting the police telephone number 101 and you could leave a voice mail. Alternatively Cllr Crathorne said that you can email the SNT direct and report a crime on-line.
- Cllr Liz Jackson asked if Sue knew of a reason why there was a rise in anti-social behaviour and she responded by saying that as the warmer weather was approaching, there was an increase in petty incidents which had an impact on the community. Cllr Jackson asked if the SNT also worked with the Primary Schools and Sue responded and said that there was a dedicated team who liaised with Primary age children.
- Mrs Carsina Goodman advised that there were Neighbourhood Watch meetings held regularly in Henley and usually either Sue or a PCSO attended. Mr Chris Milsom said that he felt that this was average for this time of year, with the warmer weather etc.
- Cllr Leech said that the Police had 100% support from both Parishioners and Cllrs and thanked them for all their hard work on behalf of the community.

3.1 Public Participation Session:

- Mrs Carsina Goodman asked if the JPC could answer the question she had raised at the last meeting and their reason for wanting to remove the railings around the Market Cross.
- Cllr Leech advised that he had met with Ian George of Historic England and entered into a dialogue with him. He went on to say that the JPC did not intend to remove the railings.
- Cllr Crathorne advised that the JPC was looking at the whole environment to ensure that it is aesthetically pleasing. He said that there had been an increase in moss and lichen and therefore, a risk assessment needed to be carried out. Cllr Crathorne went on to say that the recommendation was to take no action regarding the removal of the railings.
- Mrs Goodman went on to say that Mr George Matheou was in charge of cleaning the Market Cross.
- Mrs Goodman asked where the proposed flagpole was going to be erected. Cllr Leech responded by saying that the flagpole would be erected temporarily at the Market Cross and would be part of the Queen's 90th Birthday Celebrations. Cllr Leech went on to say that he felt that the community were supportive and it was a mark of respect for the Queen. Cllr Leech advised that the JPC were consulting and liaising with SDC, WCC Traffic Department and Historic England regarding this matter.

4. Reports from County Cllr Mike Perry and District Councillor Stephen Thirlwell.

- County Cllr Mike Perry reported that the WCC budget had been set and Council Tax had been set at 3.99%. He went on to say that Local Authorities could increase Council Tax to take into account 2% for adult social care. He said that this would equate to approximately £45.00 pa for a Band D property. He went on to say that WCC had to make savings of over £92m over a four year period. However, there were transitional savings available of £3m each year to 2018 which had been given to WCC. The £3m worth of transitional savings for this year had already been mostly spent.
- Cllr Perry advised that there were benefits for and against WCC joining with the Combined Authority and WCC had decided to look at whether this would be beneficial to the residents of Warwickshire over the next six months.
- Cllr Perry advised that notice had been served on the New Age Travellers in the Town.
- Cllr Perry said that the new barriers which had been installed on the Redditch Road where they stopped by the kerb collapsed if a vehicle were to impact with them and this had been done as a safety measure.
- Cllr Perry advised that the Puffin Crossing would be installed by the School in 2017/18 as part of the Safer Routes to School scheme. He said that the sign would be linked to the traffic lights at the cross roads and the automated School sign. Cllr Perry also confirmed that WCC had refused to install a crossing at Arden Road.
- Cllr Perry advised the JPC to consult with Highways regarding the proposed banners across the street and the installation of the flag pole as there may be safety implications.
- Cllr Perry confirmed that the WCC Cabinet had agreed to charge peppercorn rents and 25 year leases for community centres and community libraries.
- Cllr Perry confirmed that there had been no objection recorded by Highways in respect of the Planning Application for a Care Village at Henley College.
- Cllr Perry reported that he was Vice- Chair on the Health & Scrutiny Committee at WCC and following the junior doctors strike, 12 Outpatient clinics had been cancelled, 75 doctors took strike action and 57 had not.
- Cllr Perry confirmed that the Music Festival would be held over the Bank Holiday weekend and would last for two days, Saturday and Sunday, in the Jubilee Gardens. He went on to say that the Public Houses in Henley would put on their own Bands during the weekend and the Committee were working with the community to try and resolve some of the issues that had been raised.
- Cllr Leech advised that the gulley's by The Mill were flooding and Cllr Perry responded and said that Highways were going to jet them.
- Cllr Cornford advised that vehicles which approached the crash barriers under the Railway Bridge where the road bends to the right, towards Redditch could end up in the Brook if they were travelling at some speed in inclement weather.
- Cllr Broadbent advised that the drain by the Jubilee Play Area was completely blocked and could Highways attend to it.
- Mr Chris Milsom advised that Keith Hickinbotham was volunteering to help at the School. It was agreed that the JPC send him a letter of appreciation.

- District Cllr Thirlwell advised that the Inspector had advised that the re-submission of the Core Strategy was sound and would go out to consultation on 31st March. However, the consultation would just look at the decisions that had been made at the second public hearing only and the Inspectors final decision would go before Cabinet in July.
- Cllr Thirlwell advised that SDC had undergone a Senior Management Review and the Chief Executive would take voluntary redundancy. He went on to say that there would be two executive directors who would start on 1st April. He went on to say that he would report further on individual responsibilities.
- Cllr Thirlwell advised that SDC had opened Venture House to enable fledgling businesses in the area to access more information and support. He said that Venture House was the first pilot programme and the idea was to open more if it was successful, Henley in Arden being one location that had been mentioned.
- Cllr Thirlwell advised that the SDC Cabinet had accepted a 3.9% increase in the SDC element of the Council Tax; however, they were aiming to get it lower in the future.
- Cllr Leech advised that parking was a major issue and parking in Station Road had increased with up to 14 cars parked along the road to Bear Lane. Cllr Thirlwell confirmed that he was aware of the situation.

5. Minutes of the meeting held on 22nd February and 14th March to be approved and signed.

- **It was resolved that the Minutes of the meetings held on 22nd February 2016 were confirmed as a true record and signed by the Chair.** With regards to the minutes of the meeting held on 14th March, the Clerk requested that an amendment be made under Item 8 to include a copy of the Road Closure Order. The Clerk requested that a copy of the Road Closure Order be uploaded to the JPC web site. The minutes were then unanimously approved by those Councillors present.

6. Matters arising from the minutes of the meetings held on 22nd February and 14th March 2016

- The Chair read out the minutes of the 22nd February and 14th March and no one wished to make any comments on any matters arising.
- Following the Clerk's Report, Cllr Crathorne asked the Clerk how many emails she received from parishioners during the day. She responded by saying that she had received 16 emails from a particular parishioner and approximately 2 or 3 emails from the remainder of the Town per day. Cllr Broadbent advised that he also seemed to be receiving letters delivered to his home address, some of which were rude. It was suggested that he ignore the letters.

7. Report by the Parish Clerk – Gill Bailey

- The Clerk advised that the JPC were looking at trying to resolve the issues with parking in the Town and to gain more parking capacity. She advised that members of the JPC had met with representatives from SDC and Taylor Wimpey and the JPC had received a positive response from both organisations regarding their overall strategy.

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 parishioners who lived at Blackford Mill Farm had given him a copy of their response to the planning application for Henley College.
- Cllr Broadbent advised that the JPC had received a Notification for the installation of a DSLAM equipment cabinet at Liveridge Hill.
- The JPC had received planning application: 16/00723/FUL for a proposed loft conversion.
- Cllr Broadbent advised that the JPC were awaiting further information from the planner regarding application: 16/00687/FUL for the construction of an oak framed ancillary domestic storage building. He went on to say that he had carried out a site visit and he felt that nothing would happen for 2 or 3 years at least as there were just derelict buildings on the site at the moment. However, he questioned the terminology in the application and the plans.
- Cllr Broadbent advised that he had heard from the owners of 54/56 High Street and the planner had now refused the plans and had to submit a fresh application. Cllr Broadbent

also confirmed that the JPC had received an email from the planner at SDC regarding application no. 15/04538/FUL – Haven Pastures and she said that she has concerns regarding the size, position and design of the proposed dwellings and the impact on the green belt.

9. Reports by Working Parties:

Finance and Asset Councillor:

- **To note the Schedule of recent Payments and Bank Balances.** Cllr Garner reported that the JPC Bank Balances as at 21st March were Current Account: £2,334.91 and Deposit Account: £68,625.04.
- Cllr Garner confirmed that there were a number of small payments made since the last meeting which had been approved by the Clerk and 2 Cllrs. There were also a number of payments which required the approval of the JPC – all as detailed in Appendix A.
- Cllr Garner also advised that the pension arrangements for the Clerk had been agreed and the JPC had offered her a pension with NEST. The JPC would contribute 5% and she would also contribute 5%. A back payment had been required and paid of £638.77 and the Clerk's deductions will be taken from her March salary. The JPC is now fully compliant with the current regulations. Please see Appendix A for further detail.
- **It was RESOLVED to approve the payments and confirm the pension arrangements for the Clerk.** 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

- In the absence of Cllr Melhuish, the Chair advised that a report had not been received. Cllr Crathorne mentioned that it might be an idea if the rest of the JPC helped to deliver the items which had been identified. Cllr Bridges offered to sit on the WP and offer her assistance.

Children's Facilities Working Party – Report attached to the minutes

- Cllr Liz Jackson reported that a WP meeting had been held since the last JPC Meeting.
- The CFWP had received a positive response, in principle, to running a Family Fun Day to be held in Henley and to improvements to the Riverlands Play Area.
- **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 Cllr Leech, the Clerk and himself had met with Olly Scholefield at SDC and discussed the possibility of the JPC taking over the management of the Medical Centre Car Park. The JPC were awaiting a formal response from SDC and were optimistic that SDC would give the idea their consideration. However, the JPC would need to negotiate funding arrangements for the management of the Car Park. Cllr Cornford advised that he had also met with Peter Whiteman of Taylor Wimpey with regards to taking over the management of the Croft Car Park. Cllr Cornford advised that progress was being made and the overall aim would be that the JPC take over the management of the car parking arrangements in Henley.
- Cllr Cornford also requested a meeting with Mike Perry to discuss what options were available to the JPC and to discuss the overall problems and a strategy.
- Cllr Cornford advised that he was waiting to hear from Network Rail and Birmingham Midland Railways to hold an informal discussion on parking at the Railway station linked to the development of a long term car park for the Town. Cllr Liz Jackson asked if there were any costing's available yet and Cllr Cornford responded and said that he was just looking at the general principle and concept at the present time.
- Cllr Cornford asked if Business Relief may be applicable for the maintenance of the Car Parks, or possibly requesting SDC to reduce the amount of Council Tax parishioners paid.

It was agreed that there were several possibilities to look into and a lot of things to take into consideration.

- Cllr Crathorne advised that Graham Hingley had agreed to become a member of the T & P WP.
- **It was RESOLVED that the above action be approved. This motion was proposed by Cllr Cornford, seconded by Cllr Crathorne and carried unanimously**

Maintenance & Emergency Planning – Reports attached to these minutes

Emergency Councillor's Report – Report attached to these minutes

- Cllr Crathorne said that there had been a number of minor incidents regarding the flooding on 6th February and the main task of the Team had been to reassure concerned parishioners over the telephone. However, Cllr Crathorne advised that both his mobile and landline number had jammed with the amount of calls, so he suggested purchasing a pay as you go phone for the use of the Emergency Team. This would be in addition to the £250.00 for supplying kit bags for the Team.
- Cllr Crathorne confirmed that he had produced a Flow Chart which could be used the event of an emergency – copy attached to the minutes.
- Cllr Crathorne also reported that there had been a number of Parishioners who had agreed to act as observers and advise the Team regarding events as they happened.
- Cllr Crathorne advised that he would like to organise a Resilience Meeting again.
- **It was RESOLVED that the above actions be approved. This motion was proposed by Cllr Bridges, seconded by Cllr Hemus and carried unanimously**

Property Report

- Cllr Crathorne confirmed that the attached Report has been emailed to Cllrs and placed on the JPC web site.
- Cllr Crathorne advised that he and the Clerk had reviewed the contract of the maintenance man and recommended that the contract be extended to July, pending a complete review of the contract and the tender process.
- Cllr Crathorne advised that Cllr Leech and he had met with John Brown, Highways Locality Officer for WCC (Report attached). He said that it had been a very positive and helpful meeting. He went on to say that the JPC had agreed to store some bollards in the JPC garage so that they could be utilised in an emergency.
- Cllr Crathorne also advised that the maintenance man had been requested to clear the mess that had been made from the vandalised pots on the High Street.
- **It was RESOLVED that the actions mentioned in the attached Reports be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously**

Neighbourhood Plan Steering Group – No Report received.

Report from JPC Grants Working Party and to ratify the Grants Awarded for Community Organisations 2016/17 – Report attached

- Cllr Liz Jackson confirmed that the Grants WP had met on 14th March and it had been a positive and easily understood meeting. She said that the JPC had received applications for a total of £72,000 and there were available funds of up to £25,000 for a full grant and £5,000 for mini grants.
- Cllr Jackson went on to say that only the Library received all that they had requested and it was a very positive meeting with everyone understanding the process that had been explained.
- Cllr Jackson said that one or two of the grants came with conditions, such as the Guild Hall receiving a grant for a stair lift to be installed with the surety that all of the relevant legislation was in place. The Evergreen Group also needed to provide a copy of their accounts.

- **It was RESOLVED that the actions mentioned in the attached Report be approved. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Garner and carried unanimously**
- Cllr Crathorne requested that the same process applied to the full grants be equally applied to the process for the mini grants. He also mentioned that the organisations that had not been successful would receive feedback on their applications.
- Cllr Liz Jackson advised that the JPC would communicate formally with each application.
- Cllr Cornford advised that he was looking into sponsorship for Henley in Bloom and if successful that would free a further amount to give to another organisation. Cllr Crathorne suggested that consideration should be given to this when the JPC knew more about the sponsorship details.
- **It was RESOLVED that the above action be approved in respect of Henley in Bloom. This motion was proposed by Cllr Cornford, seconded by Cllr Jackson and the majority were in favour. Cllr Crathorne voted against.**
- Cllr Liz Jackson advised that there would be a further Grants WP meeting in two weeks; the date would be arranged by email.
- Cllr Leech thanked Liz, John and the wider team for all of their input and hard work.

Matters arising from previous meetings and new matters for consideration.

- **To approve the appointment of an Internal Auditor**
- Cllr Garner advised that Mr Bob Morgan had been appointed as Internal Auditor.
- **It was RESOLVED to appoint Mr Morgan as Internal Auditor. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**
- **To approve the change of venue for future JPC Meetings**
- Cllr Crathorne advised that he felt that the JPC should try and resolve the difficulties which had ensued with the Baptist Church Hall. He went on to say that full Council meetings could be held either in the Memorial Hall or the Baptist Hall, larger Town meetings in the School Hall and smaller meetings at the Heritage Centre.
- He went on to say that the Memorial Hall had only been booked for three months.
- Cllr Bridges said she felt that there should be one venue for every meeting; otherwise members of the public will get confused about the location. She said that 10/15 members of the public come to meetings so they are already engaged and aware of the venue. Cllr Liz Jackson agreed with this.
- Cllr Cornford said that he felt consistency would be helpful, if the location was to be the Memorial Hall.
- **It was RESOLVED to have a single location for future JPC meetings. This motion was proposed by Cllr Bridges, seconded by Cllr Linda Jackson and carried by the majority – 9 votes in favour and 2 against.**
- Cllr Leech advised that the location will be confirmed on a month by month basis at the Memorial Hall.
- **Honouring special residents from the Town for their years of public service and awarding them Freeman/Freewoman status**
- Cllr Crathorne advised that the JPC could approach potential recipients. If they are minded to accept the award, a confidential enquiry could be undertaken and reported to the JPC in confidence which could prevent any potential for embarrassment. He felt that was a prudent action to take and it seemed to be a way forward for other councils who had considered undertaking this initiative.
- Cllr Leech suggested that three Cllrs research the idea and then put forward a proposal and brief report at a JPC meeting.
- Cllr Cornford asked if the JPC had the authority to undertake this kind of initiative and Cllr Crathorne responded by saying that under the Local Government Act 1972 there were specific powers for a PC to be able to do this.
- Cllr Cornford asked if Henley were awarded Town status, would this alter the situation? Cllr Leech responded by saying that the WP would look into this question.

- Mrs Carsina Goodman advised that as her name had been mentioned as a potential recipient of this honour, she would like to decline as she had worked on behalf of the community for 24 and a half years and did not want or need any recognition, thank you. It was agreed that Cllr Crathorne pursue enquiries into the other potential candidate.
- **To discuss having plants cut out in the shape of Henley in Arden in planters by the boundary signs**
- Cllr Taylor-Green said that she felt that as Knowle had plants cut out in the shape of Knowle in planters, consideration could be given to the same idea for Henley in Arden.
- Cllr Bridges responded and said that the name of a Town is generally done with annuals, as they are all the same size, however, she felt that it would be impractical for Henley in Arden as it is a much longer name.
- Cllr Bridges went on to say that she was in the process of buying planters which would fulfil the criteria and would be low maintenance and something of interest in each planter. She advised that she was currently looking at different options and would report back to the next JPC meeting. Cllr Crathorne confirmed that there was no further action to be taken.
- **To discuss appointing a residents' Street Audit Team**
- Cllr Leech advised that he had received comments from Parishioners who were concerned about the number of litter bins and street furniture cluttering up High Street.
- Mr David Hadley said that he would be happy to assist a Team to help re-claim the High Street, although it was a confusing situation with the 'Lords Waste' having to be taken into consideration. He suggested that JPC carry out a Survey. Mr Malcolm Coulter agreed to volunteer, as did Cllr Linda Jackson. Mr Hadley went on to say that a total of four refuse bins outside business premises would not be allowed in Woodstock or Broadway and it set a terrible image for Henley.
- Cllr Mike Perry advised that WCC only allow one A-Board per business as they can sometimes cause an obstruction and impede progress along footpaths.
- Cllr Thirlwell advised that Environmental Health could give the JPC guidance and possibly suggest an alternative way of disposing of food items.
- It was agreed that Cllrs Linda Jackson, Lorraine Taylor-Green, Peter Crathorne, Heather Hemus, Jayne Bridges and Mr Hadley join the JPC Working Party. Cllr Crathorne, the Cllr looking after Properties of the JPC agreed to co-ordinate.
- Mr Coulter suggested that perhaps new businesses could be alerted prior to them putting their refuse bins out.
- **To approve the production by Heritage Guides of a Henley Town Guide incorporating the JPC Report and Accounts 2016 at no risk and no cost to the Council. To approve the letter of authority attached. See <http://heritage-guides.com/>**
- Cllr Leech advised that he had sought quotes for providing a Brochure and handed out copies from two companies. He went on to say that the brochure could incorporate the annual report and accounts from the JPC and it would be at no cost to the JPC, only distribution costs. A decision would need to be made at the next JPC meeting.
- Cllr Cornford pointed out that the companies who produced the brochure raised their funds from advertising and it would need to be made clear to them that they were not to harass local businesses for advertising. Cllr Leech responded by saying that the JPC would have total editorial control.
- Cllr Leech said the other option was to produce an annual report and accounts for just the JP, which would be around eight pages long.
- Following a discussion, it was agreed that three Cllrs meet the publishers – Cllrs Bridges, Linda Jackson and Cllr Cornford if he had time. Cllr Leech agreed to support. Cllr Cornford said that the Court Leet, Henley in Bloom and other organisations in the Town would also need to be involved.
- Cllr Crathorne advised that reports from Cllrs would need to be produced as soon as possible, although Cllr Garner advised that he would not be able to produce his report until the end of the fiscal year. It was agreed that the word count would be around 150 words for each report.

Reports from Councillors – exchange of information only.

- Cllr Crathorne requested that the meeting pattern for the JPC discussed at the next meeting and that it was made an agenda item.
- Cllr Broadbent requested that mini-grants be placed on the next agenda.
- Cllr Crathorne advised that a Parish Assembly cannot start earlier than 6.00 pm but he felt that changing the time to 6.30 pm would be a good idea. Cllr Crathorne went on to say that following research, it was possible to amalgamate both Beaudesert & Henley in Arden Parish Assemblies in the Local Government Act 1972, Section 12, paragraph 15. Cllr Crathorne confirmed that the Parish Assemblies should be held between 1st March and 1st June.
- Following a discussion, it was agreed that both Parish Assemblies be postponed from 11th April to a date later in May and the Clerk agreed to email all Councillors with a proposed date and that the Assemblies would commence at 6.30 pm.
- County Cllr Mike Perry advised that the JPC would be notified of a road closure between 2nd - 4th April which would be a diversion from the M40, during evening hours only.

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 18th April 2016 – commencing at 7.00 pm.

The meeting closed at 9.15pm

Signed as a correct record.

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Date 18th April 2016