



The Beaudesert & Henley-in-Arden Joint Parish Council

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

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The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 28th November 2016 at 7.00 pm in the Henley-in -Arden Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chair), Liz Jackson (Vice-Chair), John Garner, David Broadbent, Peter Crathorne and County Cllr Mike Perry.

In Attendance: 11 members of the public

1 Apologies for absence and acceptance of apologies:

The following apologies were received and accepted: Cllrs Heather Hemus , Linda Jackson, Peter Cornford, Lorraine Taylor-Green, Peaches Melhuish, Mike Wilmott and District Cllr Stephen Thirlwell.

2 Declarations of Interest and Dispensations

The Chair asked if Councillors had any interests to declare and Cllr Crathorne said that he had given the Clerk a letter of Dispensation which declared a possible prejudicial interest in Item 13 regarding the discussion in respect of budget changes and the precept for the financial year 2017/18 as he is a Trustee of the Henley War Memorial Trust (HWMT) and the Hub@Henley Community Centre. Following a discussion, it was agreed that as there were a number of Cllrs who are Trustees of the HWMT and perhaps they should consider whether they need to submit similar letters of Dispensation.

3 Public Participation Session

- A parishioner from Castle Close said that he had concerns that the garages in Arden Road were going to be sold at auction as many parents use the garages to drop their children off at one of the primary schools. He went on to say that if the land was sold and owned by a private individual, there could be potential health and safety issues resulting from the sale of the land if parents and carers were not able to access parking spaces to drop children off to school. He praised Keith Hickenbotham for all his work at the Schools monitoring the traffic and preventing congestion.
- Cllr Leech said that Keith was the unofficial traffic warden and had undertaken the job of policing the area with the support of the parents and schools, helping to keep the traffic and vehicles flowing which prevented accidents and promoted children's safety.
- Keith responded and said that he had grave concerns regarding the transport of children to both primary schools in Henley. The area in front of the schools in the past had two minibuses delivering children to and from the Schools which everyone had managed successfully. However, this year WCC felt that it was necessary to transport three children in a full sized bus or coach, twice a day, causing congestion and danger to everyone approaching and leaving the Schools. Keith went on to say that he had been told that the decision had been agreed and finalised.
- Keith said that the reason that there was a full sized coach instead of a mini bus was that no-one had a taxi drivers licence in the company who laid on the coaches to transport the children, only HGV licences.
- Following a discussion, it was agreed that this situation should be investigated and Cllr Crathorne said that he felt that this issue fell under the remit of the Traffic and Parking WP.
- Cllr Leech requested that a vote of thanks be recorded to Keith for all his hard work which was so much appreciated by the community.

- A Parishioner said that she had concerns regarding on-going maintenance in Milking Lane and no-one seemed to accept responsibility. She went on to say that there were several issues that needed to be looked into, not least was the fact that the railings were dangerous and due to the lack of maintenance there was an issue with vermin in the area. She said that if Milking Lane was going to be kept as a public walkway, it needed to be maintained properly.
- Cllr Leech responded and advised that both WCC and SDC had dual responsibility for maintenance of the Lane.
- Cllr Perry responded and said that he had met with the Parishioner and all of the issues that were the responsibility of WCC were being dealt with and the issues that were the responsibility of SDC were also being looked into. He went on to say that he had exhausted examinations of the area and there was nothing further that he could do and that the issues which had been raised should be resolved.

4 Presentation to mark the many years of service of Mr Brian Jackson winding up the Church Clock.

- Cllr Leech said that this was an opportunity to thank Mr Jackson for his years of service in winding up the Church Clock, which is owned by the JPC. Cllr Leech went on to ask the Rector, John Ganjavi, to say a few words of appreciation. Rev Ganjavi said that the clock is situated in the middle tower in St John's Church and was on a seven day mechanism, which was required to be wound up twice a week, prior to it being mechanised. He went on to say how much the Town residents appreciated the dedication, strength and commitment that Mr Jackson had displayed over decades to keep the clock wound up and chiming. He said that it was the most extraordinary feat with Mr Jackson receiving a very modest honorarium for all the hard work that he had put in and he wished to show the appreciation of the JPC and the Town by presenting Mr Jackson with gifts on his retirement. Mr Jackson thanked everyone for their generosity and kindness.

5 Reports from County Councillor and District Councillor.

- **County Cllr Mike Perry reported :**
- WCC Highways had responded with an objection due to potential safety issues in respect of the planning application that the JPC had submitted to SDC for a Variation to the condition for a Christmas Tree to be installed into the existing flag pole socket at the Market Cross. Cllr Leech responded and said that the JPC did not agree and wished to appeal the decision. He went on to say that 97 members of the public supported the application with only 13 objecting. Cllr Perry said that there would be a number of safety issues if a Christmas Tree were to be installed in the flagpole socket and that when planning permission was received, it had been stipulated that the socket was to be utilised for a flagpole to be inserted on a specific number of days throughout the year. Cllr Leech pointed out that the objection would have more credibility if WCC, Highways had also objected to a Christmas Tree being installed outside Barclays Bank as it was felt that this would be a more inappropriate site. Cllr Perry confirmed that if a Christmas Tree was to be installed outside Lloyds Bank, this would be less dangerous site than the existing flagpole socket.
- WCC had been looking into the safer routes to schools and was trying to introduce a 20 mph limit along Arden Road.
- WCC had funds of £300m to work alongside schools and young people to promote music hubs in the Warwickshire area.
- Cllr Perry acknowledged that he had received a letter from a parishioner regarding the pavement from Cheals to the Co-Op and confirmed that the pavement slabs were checked every month.
- Cllr Perry also advised that he had £5,000 as a Community Grant allowance and he confirmed that he had allocated some funds to various organisations in Henley.

- Cllr Leech said that he felt that it was important to support organisations in the Town.
- Cllr Perry went on to say that there was grant funding available from different organisations and the Clerk would have the details if any organisation wanted to apply.
- **No Report had been received from Cllr Stephen Thirlwell**

6 Minutes of the ordinary meeting held on 17th October 2016 to be approved and signed.

It was resolved that the Minutes of the above meeting were confirmed as a true record and signed by the Chair. This motion was proposed by Cllr Bridges, seconded by Cllr Cathorne and the minutes were then unanimously approved by those Councillors present at the meeting on 17th October 2016.

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

- Cllr Crathorne said that he had been contacted by members of the public agreeing that the Annual Report produced by the JPC had been well received and he thanked the Team for producing such a good document.
- Cllr Bridges advised that traffic restrictions were outside the jurisdiction of the JPC and Cllr Perry responded and said that WCC Safety Officers were looking at introducing a 20 mph speed limit in Arden Road and other safety measures.

8 Report by the Parish Clerk – Gill Bailey

The Clerk said that she had only just returned from holiday and did not have a report.

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

Cllr Broadbent reported that he had updated the Planning Spread sheet which was available to view on the JPC web site. The following planning applications had been received by the JPC in the Clerk’s absence :

Application no.	Proposal	Address	Submitted by	Comments due by / decision
16/03474/VARY	Removal of Condition 12 (removal of permitted development rights) of planning permission 15/03517/OUT (outline application for the demolition of 8no. detached dwellings (all matters reserved except for access)	Mayfield Farm, Bear Lane, Henley in Arden	Mr J Wilson (Oakley Mayfield Ltd)	No Representation - 29.11.16
16/03539/ADV	X 6 signs to front and side of building	2 Doctors Lane, Henley	R Young (Funeral Partners Ltd)	07.12.16 Cllr Broadbent would conduct a site visit & advise the Clerk.
16/03809/TREE	T1: Scots Pine: fell : T2: Unknown species – remove major dead wood	191 High Street, Henley in Arden	M Newell	No Representation - 15.12.16

10 To Ratify the Planning Protocol document (previously circulated)

Cllr Liz Jackson reported that she had updated the document and requested that this item be deferred until the next meeting for further consideration.

11 To ratify amendments to the JPC Financial Regulations (amendments previously circulated to all Cllrs.)

- **It was RESOLVED that the updated Financial regulations be approved and this motion was proposed by Cllr Garner, seconded by Cllr Liz Jackson and carried unanimously.**

12 Reports and Recommendations by Portfolio Holders

Finance and Assets (previously circulated and attached to the minutes)

1. Cllr Garner reported that the balance on the Treasurers Account was £1,482.74 and on the Deposit Account £93,004.05.
2. Cllr Garner went on to seek approval to pay the invoices on the attached Finance Report, together with the invoices received from both RC Windows

and Jon Vale which had been circulated. **It was RESOLVED that the invoices listed on the Finance Report, together with RC Windows and Jon Vale be paid, this motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**

3. Cllr Garner brought to the attention of Cllrs that as they had approved the updated Financial Regulations, paragraph 4.4 which mentions that transfers between deposit and current accounts no longer require separate authorisation.

- **Children's Facilities** (*previously circulated and attached to the minutes*)

1. Cllr Liz Jackson reported that a third estimate had been received from a company who was quoting to upgrade the Play Area near to the Medical Centre. She went on to say that the WP was currently reviewing the estimates received from each supplier and they had been asked to update their proposals to reflect the changes the WP had asked for, prior to choosing a preferred option. Revised proposals should be received in December.
2. Cllr Crathorne said that each of the suppliers would be asked to present their proposals to a small group in January which would include local families. He also asked whether Cllr Garner could look into the costs of obtaining finance to partially fund the refurbishment proposals.
3. Cllr Crathorne also advised that there was grant funding available and whichever supplier was chosen would support the grant process.
4. Cllr Crathorne confirmed that the Hub had agreed to work with the JPC to arrange a Big Family Festival Weekend, which would include family friendly activities on the grounds of the High School.
5. Following a short discussion, **it was RESOLVED that the provisional proposals to apply for a grant in conjunction with the Hub@Henley Community Centre CIO, all as set out in the attached Report be approved subject to the costs and funding being established. This motion was proposed by Cllr Crathorne, seconded by Cllr Liz Jackson and carried unanimously.**

- **Traffic & Parking** (*previously circulated and attached to the minutes*)

1. Cllr Crathorne thanked all those residents who had got in touch with him following the town presentation on traffic and parking. He went on to say that the majority disagreed that the Green Belt should be utilised for parking, although some thought that the idea merited further investigation.
2. Cllr Crathorne confirmed that the WP had considered the results of the ad-hoc survey carried out at the town presentation and concluded that without exceptional measures being introduced, there would be no resolution to the on-going car parking issues. The WP considered that piecemeal action at the Croft and Medical Centre Car Parks would reduce the future viability of businesses in the area without additional car parking provision. The WP recommends that the JPC continue to investigate an exception being made to breach the Green Belt as there are no known solutions which would be acceptable which provide long term parking in sufficient numbers. The WP recommends that the idea is discussed and a decision made at the next JPC meeting.
3. Following a discussion, various options to provide additional long term parking in the town were considered. It was suggested that both the NDP and the JPC work together to try and find an accommodation.
4. Cllr Crathorne advised that he was resigning from the WP due to on-going commitments and that Robin Rumbles had offered to join the WP and Cllr Leech also agreed to do the same.
5. **It was RESOLVED that the Reports of the Traffic and Parking WP be approved and reviewed and a decision postponed until the next JPC meeting when decisions will be agreed. It was also RESOLVED that the JPC will do all it can to obtain a safe and**

sensible resolution to the traffic problems outlined in the attached Report at both of the primary schools. It was also RESOLVED that Robin Rumbles and Cllr Leech be appointed to the Traffic & Parking WP. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.

- **Maintenance & Emergency Planning**

1. Cllr Crathorne reported that a full report had been previously circulated as usual prior to the meeting and had been uploaded to the JPC web site. To date there have been no emergencies.
2. Cllr Crathorne advised that there were currently two allotments available and he recommended the change of use from the community plots (N25 and N26) to be utilised for additional plots. He went on to say that fifteen allotment holders had set up an Allotments Association to work together and also to try and resolve the infestation of rabbits.
3. Cllr Crathorne particularly thanked Nick Haycock who worked tirelessly to manage the allotments and Cllr Leech suggested that a letter or card of appreciation should be sent to him.
4. **It was RESOLVED that the actions noted in the Property Report, in particular the change of use of Allotments N25 & N26 be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**

- **Neighbourhood Plan Steering Group –**

Cllr Leech reported that the NDP Steering Group were also looking into the parking issues in the town and it was anticipated that a town presentation would be organised for the New Year.

13 To agree the 2017/18 Budget process and any Dispensations requested

- Cllr Crathorne referred to Item 2 on the Agenda and said that he had sent a letter of dispensation to the Clerk.
- **Following a discussion, it was agreed that Cllr Garner investigate the budget process and requirements to increase the precept in line with current legislation, in liaison with the Clerk.**

14 To note BT programme of intended public payphone removals

- Cllrs noted that the payphone that was intended to be removed by BT was situated opposite Hill Cottage, Liveridge Hill, Henley. Cllrs also requested the Clerk to look into whether the payphone situated by the Bus Shelter in Warwick Road could also be removed.

15 'Wires across the High Street and additional Christmas Lights' Project – Update

- Cllr Leech reported that the JPC had submitted two planning applications to SDC. One for a Variation to a Condition allowing for a Christmas Tree to be installed into the existing flagpole socket at the Market Cross and the other one for a Christmas Tree to be installed outside Lloyds Bank, together with Catenary Wires. He went on to say that both WCC and SDC are both aware of the time restrictions for installing both the Christmas Tree and the Lights and planning permission would not be received until 1st December which would be too late.
- Cllr Broadbent said that he felt the Christmas Tree could be installed in the flagpole socket. Cllr Perry responded and said that the JPC had to abide by the planning process. Following a short discussion, it was agreed that the JPC would challenge the decision made by WCC when they objected to the installation of a Christmas Tree in the existing flagpole socket.
- Cllr Leech went on to say that representatives from the JPC had met with officers from WCC on a number of occasions and had been informed at the end of October that the JPC was required to complete a Section 178 Seasonal Decorations Form and the JPC did not receive the form until 25th November and it would take eight

weeks to process. He went on to say that because of this, it would be impossible to install the Christmas Tree and Lights in time for this year.

- Cllr Leech advised that he had also written to Jim Graham, Chief Executive of WCC to seek a speedy resolution to all of their queries and to ask him if he would be prepared to take an interest and he felt that WCC had let Henley down badly.
- Cllr Perry stated that there was a procedure to follow and it was not fair to blame WCC publicly because they worked hard on behalf of the residents in Henley. He then walked out of the meeting.
- Cllr Crathorne advised that at the WCC pre-application meeting, Highways said that they would object to the Variation in the use of the flagpole socket.
- Cllr Bridges advised that the Christmas Festivities had been discussed for months and a substantial amount of work had been carried out supplying both WCC and SDC with the necessary information, which seemed to have been duplicated by both authorities.
- Cllr Liz Jackson also pointed out that the JPC had continually tried to work with the Christmas Lights Committee to try and resolve some of the differences and the Rector, John Ganjavi, had tried to mediate between both groups.
- Cllr Crathorne advised that the Christmas Lights Committee had circulated a leaflet to all of the households in the town which had stated that 'This year due to the position of the new Joint Parish Council the Christmas Lights will not receive a grant from the Council for 2016/17, and so we need to try and raise extra money to replace the grant and ensure that the lights for 2016 are in the form that we have come to expect, and ensure that enough funds are carried forward to 2017'. He went on to say that this was not true because all of the social organisations in the town had had the opportunity to apply for a grant earlier in the year and the Christmas Lights Committee had not applied for one. Cllr Crathorne advised that there was an amount allocated in the budget to the Christmas Lights Committee of £3,500 if they were to approach the JPC and request a grant. Cllr Crathorne said that the JPC had tried to build bridges with the Christmas Lights Committee but he felt that the Christmas Festivities could be better managed and funded.
- Cllr Bridges pointed out that all of the organisations that had applied for a grant this year had to supply specific information regarding their accounts and it was possible that the Christmas Lights Committee were not willing to do this.
- Cllr Crathorne said that he had emailed the Rector offering to help with the Christmas Festivities and had received no response (email attached).
- Cllr Leech said that he had concerns over the wires which were only 12ft high in Back Lane because an emergency vehicle would not be able to access the Lane.
- **Following a discussion, it was RESOLVED to lodge a formal complaint to WCC and the Clerk would write a letter in the New Year. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Garner and carried unanimously.**

16 To Consider two Mini-Grant Applications from the Guild Hall Trust for the Historical Plaques and for 'Guild Hall Arts for All Festival' (previously circulated)

- Following a brief discussion, Cllr Crathorne advised that the Henley Plaque Working Group would like to install three plaques in memory of prominent members of the public who were associated with Henley and the second application was to support the Arts for All Week to be run in the Guild Hall in April 2017.
- It was RESOLVED that both applications for Mini Grants be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Liz Jackson and carried unanimously.

17 To Review the 'Town Status' – Project

The Clerk advised that she had spoken to SDC and they had confirmed that members of the JPC would have to stand down and seek re-election in 2017 for this project to proceed. It would appear that if the JPC made representations to SDC, it would be possible to postpone the introduction of Town status until the current term ends in 2019.

18 To review the Town meeting on Traffic & Parking in Henley in Arden

It was agreed that this item had been covered earlier in the meeting.

19 To review the Town Meeting on the 'Future of the Social Organisations in Henley in Arden' (previously circulated and attached to the minutes)

- Cllr Crathorne confirmed that there had been an overwhelming response in favour of supporting the social organisations in the town and Cllr Garner said that the JPC would have to establish whether the figures are robust.
- **Following a discussion, it was RESOLVED that a budget preparation group be formed consisting of the Vice Chairman, Finance Councillor, another Volunteer Councillor and Mr Bob Morgan to prepare detailed proposals for the four groups set out in the attached report, to calculate the effect on the total precept for 2017/18 taking account of the annual savings made by economies during this financial year and the reduction in requirement to provide grants for the aforesaid social organisations. They are further charged with ensuring that the activities to be commissioned are within the powers of the council. They are authorised to enter into discussions with each organisation to see if any reductions in the proposals can be found without adversely affecting the capacity of the organisation to deliver the demands of the commission from the council. In addition the Clerk is asked to establish with the finance Department of SDC their response to a significant increase in the precept for the next financial year.**

20 To consider a Henley Flood Alleviation Scheme

Cllr Leech advised that he and Cllr Crathorne had attended the Flood Forum and received advice and suggestions on creating a Flood Alleviation Scheme. He went on to say that it may be possible to create a concrete spillway alongside the river which would cater for a peak flooding period of up to six hours which would reduce flooding and reduce the capacity of the river to prevent flooding roads and properties. Following a discussion, it was agreed that the Clerk would organise a meeting with Flood Safety officers at WCC to ascertain whether a scheme would be a viable option. It was also agreed to contact the owner of the Mount and two adjoining land owners.

21 To request that the Internal Auditor conducts a search for any previously undeclared assets.

Following a brief discussion, it was RESOLVED that the JPC request Bob Morgan, the Internal Auditor to look into whether there were any undeclared assets owned by the JPC. This motion was proposed by Cllr Bridges, seconded by Cllr Liz Jackson and carried unanimously.

22 Bus Shelter Review – Update

The Clerk reported that she had made contact with Johnsons Coaches and she and Cllr Crathorne had met with representatives to discuss how best to manage this project and to see whether they had any suggestions. Cllr Crathorne said that if at all possible, Johnsons would like to install an electrical connection in order that they could run electronic on time computer screens. The Clerk advised that she would contact three suppliers in the New Year with a view to meeting up and receiving estimates. She would report back at the next meeting.

23 To approve the purchase of a video projector and screen

- Cllr Leech advised that three companies had provided quotes for the installation of a video projector and screen for future meetings of the JPC and the NDP Steering Group. Following a brief discussion, **it was RESOLVED that three Cllrs form a small group to look through the estimates and select a preferred supplier and they were authorised to commit to £6,000 expenditure (excluding VAT), in line with the Financial Regulations. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously.**
- Cllr Garner pointed out that whilst these items of expenditure had not been budgeted for, there was funding in reserves.
- Cllr Crathorne said that as well as assisting JPC meetings and running a Rural Cinema, it would be helpful in future for the public to have access to the reports produced for JPC meetings which would be linked to a lap top, alongside plans for planning

applications which were being discussed. He pointed out that it would improve communications with the community and the expenditure was justified.

24 Reports from Councillors – exchange of information only.

There were no reports from Cllrs.

25 Items for private session – There were no items for Private Session.

The meeting closed at 9.40 pm

To confirm the date and time of the next JPC meeting on Monday 16th January 2017 commencing at 7.00pm in the Memorial Hall Committee Room.

Signed as a correct record.

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Date 28th November 2016