



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 16th January 2017 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

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

In Attendance: 11 members of the public.

- **The Chair wished all residents of Beaudesert & Henley in Arden a very Happy and Prosperous New Year.**

1. Apologies for absence and acceptance of apologies

The Clerk reported that apologies had been received from Cllrs Linda Jackson, Peaches Melhuish and County Cllr Mike Perry.

2. Declarations of Interest and Dispensations

- The Clerk advised that she had received Five Dispensation Requests from members of the HWMT in respect of Item 11.4 & 5 on the Agenda. The letters of Dispensation that she had received stated 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. Cllr Liz Jackson agreed to Chair the WP.
- Cllr Cornford advised that he may have an interest to declare in Item 15 as he worked for John Earle, who had a business involvement and managed The Mount in Henley.
- Cllr Leech advised that he would be resigning from the HWMT in the coming year.

3. Public Participation Session

- A resident in Blackford Hill made the observation that an integral part of the manifesto that Henley Together had was that they would reduce the admin costs of the JPC and figures of approximately £20K were mentioned. In the first year, the JPC had set a budget of £27K for admin costs, which was a reduction of £18K on the previous year. During the fiscal year a new budget was ratified which inflated the admin costs by 13% to over £30K. He went on to say that the 2017/18 budget proposes a further increase of 16%, taking the admin costs to over £35K. He questioned whether any organisation looking at a 30% increase in overhead costs in a year needed to look at its productivity and efficiencies. He said he felt that there was scope for a more rigorous examination of the budget proposal for 2017/18. The Chair responded and Cllr Garner advised that he would be speaking about the budget later in the meeting.

4. Reports from County Councillor and District Councillor.

District Cllr Stephen Thirlwell reported :

- He wished everyone a very Happy New Year and hoped that it was a good one !
- The AGNOT Notice for proposed forestry works at Haven Pastures had been refused and the planner had worked hard to meet the deadline of 27th December to issue the decision.
- SDC was working behind the scenes on the Core Strategy, particularly as an application had been submitted to build 1,800 dwellings at Wellesbourne Airfield. This was contrary to the Core Strategy and a cabinet meeting had been held which had taken the decision to withdraw the Permitted Development Rights at the Airfield, which would protect current and future businesses on the site.

- SDC had been requested to find 74 Gypsy & Traveller sites originally but further examination of the report had concluded that only 17 pitches were required in the medium term. He went on to say that Henley was not affected, nor were special landscape areas, conservation areas or greenbelt land.
- Confirmation that the consultation on the siting of telephone boxes had been lodged with BT.
- Confirmation that SDC had been looking at their budgets for the up and coming fiscal year and had decided that Council Tax would remain at 2%, although this figure could have been increased.

5. Minutes of the ordinary meeting held on 28th November 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 Crathorne, seconded by Cllr Garner and the minutes were then unanimously approved by those Councillors present at the meeting on 28th November 2016.

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

There were no matters arising.

7. Report by the Parish Clerk – Gill Bailey

- The Clerk reported that she had received two letters of thanks, one from Brian Jackson thanking everyone for his presentation gifts and the other from the Guild Hall Trust in respect of the grants for the historical plaques and the Arts for All Week.
- The Clerk advised that the Tender process was underway for the grass mowing and maintenance contract for the following two years. Adverts had been placed in the Stratford Herald, Henley Focus and on the JPC web site.
- The Clerk confirmed that she had received an email from WALC asking for nominations for Cllrs who wished to attend the Royal Garden Party on 16th May 2017. As most of the Cllrs would like to attend it was agreed that the Clerk submit a nomination, following an elimination process. District Cllr Stephen Thirlwell was requested to pull a Cllrs name out of a jar containing all of the JPC Cllrs names. Cllr Hemus was selected.

8. To review the planning applications report (previously circulated)

Cllr Broadbent advised that there were no significant applications at the present time and the only contentious one was in respect of 16/03724/LBC. The spread sheet containing all of the current and past applications was uploaded on to the screen.

9. To Discuss the SDC Planning Process & Ratify the Planning Protocol document

The Clerk advised that the Planning Protocol had been previously circulated to all Cllrs and it was the intention to upload the document on to the JPC web site in order that members of the public could have access to the procedure.

It was RESOLVED that the Planning Protocol document be approved, this motion was proposed by Cllr Wilmott, seconded by Cllr Bridges and carried unanimously. It was further agreed that the Planning Protocol document would be uploaded to the JPC web site.

10. To ratify the Portfolio Holders for 2017/18 of JPC Working Parties and Review membership of the Committees and Working Parties.

- Financial and Asset Working Party – Cllr John Garner**
- Planning – Cllr David Broadbent**
- Maintenance & Emergency Planning – Cllr Peter Crathorne**
- Traffic & Parking – Cllr Peter Cornford**
- Children’s Facilities Working Party – Cllr Liz Jackson**

It was RESOLVED that the above Cllrs would continue to act as the Portfolio Holders for the Working Parties stated. This motion was proposed by Cllr Garner, seconded by Cllr Hemus and carried unanimously.

11. Reports by Working Parties and Steering Groups

- **Finance and Asset Working Party**

- **To note the Schedule of recent Payments and Bank Balances.**

- Cllr Garner confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs. However, following payments made earlier that day, the current balances were Treasurers Account: £2,974.94 and the Deposit Account was £80,000. £35.00 had been paid to the Information Commissioner and £56.00 had been paid to the Memorial Hall for rental of the meeting room.

- **To approve the process to re-appoint the JPC Internal Auditor**

- Cllr Garner reported that the present Internal Auditor, Bob Morgan, had been asked if he would be prepared to conduct the Internal Audit for 2017/18 and Mr Morgan had accepted. **It was RESOLVED that Mr Morgan be appointed as Internal Auditor and this motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**

- **To discuss membership of the CAB**

- Following a discussion, Cllr Crathorne said that there were organisations in Henley, such as the Hub and Seniors Club, who had referred some of their members to the CAB. He said that he felt that a presence on a regular basis would benefit those who needed help and advice most and a suitable venue could be found. He went on to say that an Outreach worker had visited the Library regularly and Ms Judith Lindlay confirmed that an Outreach worker was available every two weeks, however funding had stopped and they had not been for two years.

- It was RESOLVED that a Cllr should open up discussions with the CAB and request that they re-visit Henley on a regular basis. This motion was proposed by Cllr Crathorne, seconded by Cllr Liz Jackson and carried unanimously.**

- Cllr Leech asked Cllrs to note that the JPC grant procedures were open to Henley organisations only and if a grant were offered to the CAB this might set a precedent for organisations outside the town to apply for a grant in the future.

- **To ratify grant process for 2017/18**

- Cllr Garner advised that the entire grant process had already been ratified at a previous meeting. However, he requested that the deadline for grants to be received should be extended to the JPC February meeting. The new deadline would be published in Henley Focus, HNOL and the JPC web site.

- It was RESOLVED that a Grants WP would be formed and Cllr Liz Jackson agreed to Chair the WP, with Cllrs Lorraine Taylor-Green, Peter Cornford, John Garner, Peter Crathorne also being members. This motion was proposed by Cllr Garner, seconded by Cllr Liz Jackson and carried unanimously.**

- **To ratify a mini-grant for the CFRs**

- Cllr Garner confirmed that an application for a mini grant had been received from the CFR's and previously circulated to all Cllrs. **It was RESOLVED that a grant of £500 be given to the CFR's to go towards the costs of their new vehicle. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**

- **Children's Facilities Working Party – Verbal Report**

- Cllr Liz Jackson advised that a report had been circulated to all Cllrs and uploaded on to the JPC web site. She went on to say that revised proposals had been received from two of the proposed contractors in respect of upgrading the Play Area at the Riverlands. A projected plan of the site was uploaded on to the screen so everyone could have access to the proposals that had been suggested. The

proposals for the junior children included a zip wire and trail and the pre-school area was enclosed.

- Cllr Jackson confirmed that the cost for the proposals to be implemented would be between £70-75K and the CFWP were looking for part funding from the JPC. The larger proportion of the costs of the project would be supplied from grant funding. Following a discussion, it was agreed to that the CFWP started to prepare and submit funding applications and look at the access requirements with the Environment Agency, together with preparing questionnaires to be sent to each of the Henley Primary Schools to gauge their views. It was also proposed that a town consultation be held in March so that local residents could review and comment on the proposed plans.
- Cllr Crathorne agreed to look into the availability of the Memorial Hall for this event and the CFWP was seeking authority to spend up to £250 on hire costs and refreshments for the event.
- Cllr Cornford asked District Cllr Thirlwell about any CIL payments that may be available and Cllr Thirlwell responded by saying that SDC were waiting to receive the Inspectors Report in respect of the proposed charging regime, which should come out in March 2017. Any CIL payments can be used for capital projects, however CIL payments can only be applied to new builds and there are a minimum amount of dwellings to take into consideration. Section 106 payments will still be in force until CIL payments have been agreed.

- **Traffic & Parking – Verbal Report**

- Cllr Cornford advised that a report had been circulated to all Cllrs and uploaded on to the JPC web site. Following the town meeting on 31st October, the TPWP met and decided to seek some guidance from WCC about any measures that could be introduced, including single and/or double yellow lines.
- Cllr Cornford reported that Cllr Leech, the Clerk and himself had attended a meeting at WCC to discuss whether any traffic calming measures could be introduced. We asked if more yellow lines could be painted and it was pointed out that it would be difficult to instigate as it involved months of consultation. We also asked whether parking meters could be introduced and this would also be very difficult.
- Cllr Cornford also reported that he and the Clerk had met a representative from Taylor Wimpy, who owns The Croft Car Park. We were shown a plan which highlighted the area that they own, which included the roadway down to the High Street.
- We discussed the wish of the JPC to purchase the car park, provided that we received a lump sum to cover any maintenance issues that may arise. It appears that there is an option for SDC to acquire The Croft Car Park as they have a legal right to do so. Following the meeting, the Clerk confirmed that she had spoken to SDC and asked if this option would be taken up.
- Cllr Thirlwell intervened and said that SDC would not be taking up the option mentioned and it was suggested that this could be put in writing. The Clerk agreed to look into the insurance implications if the JPC were to purchase the Car Park. Cllr Cornford confirmed that the JPC had expressed an interest in taking over the ownership and management of both the Medical Centre and Forward House Car Parks. Cllr Cornford agreed to report on any progress.

- **Maintenance & Emergency Planning – Verbal Report**

- Cllr Crathorne advised that a report had been circulated to all Cllrs and uploaded on to the JPC web site. He uploaded a copy of the report on to the screen so that everyone could access the details. Cllr Crathorne reported that planning had been obtained to carry out tree works on two Silver Birches overhanging residents' gardens on Stylers Way land and the Medical Centre land.
- Cllr Crathorne also reported that work on six Willow trees at Littleworth Field would commence at Half Term due to access issues.
- Cllr Crathorne also reported that the JPC had identified issues with Ullenhall Brook and were working alongside the owners of the dwellings in Glenhurst Road and Warwick Road to discuss a mutually beneficial maintenance programme. The Chair

and the Clerk had also met with a hydrologist to discuss possible flood alleviation measures in the area.

- Cllr Crathorne advised that the JPC had to move out of the garage which was used for storage purposes in Arden Road because it had been sold to a private developer, however, a new garage had been rented.
- **It was RESOLVED that the actions set out in the Property Report be implemented. This motion was proposed by Cllr Crathorne, seconded by Cllr Hemus and carried unanimously.**
- **Neighbourhood Plan Steering Group – Verbal Report**
Cllr Leech reported that the NDP Steering Group were making steady progress and were holding a meeting on 17th January.

12. 'Wires across the High Street and additional Christmas Lights' Project 2017 – Update

The Clerk reported that planning permission had been received from SDC for the installation of a Christmas Tree outside Barclays Bank. She went on to say that the JPC were working on the protocols for 2017 and she and the Chair had a meeting organised with a lighting assistant at WCC. She would report further progress at the next meeting.

13. To review the discussion paper on the future of the social organisations in Henley in Arden

- Cllr Garner reported that following on from the town meeting held on 31st October, the Budget Planning Group looked at the implications of the JPC becoming more involved in promoting and ensuring the sustainability of Henley Library, Henley in Bloom, The Hub and Henley War Memorial Trust.
- Cllr Garner confirmed that Bob Morgan had been asked to visit each of the organisations mentioned and look at the financial implications for them to continue.
- -The Library had just received a mini grant so that they can remain solvent in the current fiscal year. For the Library to run next year, they require a grant of £8,000 to remain sustainable. Cllr Bridges made the point that the rent of £5,500 is quite high and Judith Lindlay confirmed that alternative locations had been looked at. It was suggested that the JPC become more actively involved and help to look for an alternative location.
- - Henley in Bloom runs within its means and has some reserves, although this includes a grant of £3,000 from the JPC. H in B is currently undergoing a reorganisation and is looking at the most cost effective way of plant watering in the future, which may involve increased costs. H in B currently needs approximately £6,000 to continue to run the organisation and members of the JPC would like to become more involved in discussions going forwards as they feel that this is an extremely important, community organisation. It was suggested that Henley in Bloom could look at increasing their business sponsorship and Cllr Cornford said that perhaps local businesses could receive some kind of publicity if they were to have sponsorship.
- - The Hub is an extremely well-used facility which serves a broad section of the community, from Mothers and Toddler Groups to the Seniors Club. Due to cut backs in funding, the Hub is finding it increasingly difficult to obtain grant funding and is reliant on reserves. To continue along the current lines, a grant of approximately £20,000 plus would be required and consideration given to whether a salaried employee could be recruited and retained which would make the organisation more sustainable. Cllr Crathorne reported that the Hub has four months of funding available in reserve. Mr Morgan confirmed that a number of Cllrs are trustees and in his opinion a Cllr should also be a Community Trustee. Cllr Crathorne advised that the Hub was a facility that was much needed and wanted by all members of the community.
- The HWMT is self-sufficient and financially sound although dependent on Duncan Bainbridge's management, although there are a number of more complex issues which have been outlined previously. Mr Morgan asked if the JPC and HWMT could look at whether it would be feasible if all or part of the HWMT could come

under the umbrella of the JPC as it does in other parishes and towns. There is a concern regarding the age of the HWMT trustees whereas a Parish/Town Council is a statutory body and will always have volunteers. **It was RESOLVED that the Report by the Budget Review Group is approved and the budget is adjusted to provide funds at the levels recommended by the Report. Cllr's Leech, Garner and Crathorne are authorised to open discussions with the Hub@Henley Community Centre CIO, the Library Group and the Henley-in-Arden War Memorial Trust to draw up detailed terms of reference for each organisation. These terms to be reported to the next council meeting."**

- **These motions were proposed by Cllr Garner, seconded by Cllr Wilmott and carried by the majority, Cllr Bridges against.**

14. To approve the Budget and Precept for 2017/18

- Cllr Garner reported that the budget had been previously circulated to members of the JPC and he asked if there were any comments.
- Cllr Garner advised that admin expenditure had been 56% of the original budget in 2015/16 but had been reduced by the current JPC, after it took over, to 45% in that year. In 2016/17 the admin spend was 30.8% but the current proposal for 2017/18 amounts to 33.6%. This was due mainly to an increase in the Clerk's hours. Following a discussion, it was agreed that the role of the Clerk had expanded on that initially thought and the level of service that the JPC provided had increased significantly in the last year.
- Cllr Garner advised that the current level of precept for an average property in Henley was approximately £47.00 per household. Following the town meeting on 31st October, it was suggested that if the current precept was increased by 20%, which would equate to £10 per household, per annum, the JPC could consider a stronger level of support for organisations such as the Hub and the Library and in the main, the response from parishioners had been a positive one to this suggestion.
- Cllr Liz Jackson advised that although there are allocated reserves of £10,000 for the play area, this would not be enough and she would like to see the proposals for the playground seen to fruition.
- Cllr Garner advised that there are currently 1,713 households in Beaudesert & Henley and more houses being built would lessen the impact if the precept were to be increased.
- Cllr Crathorne proposed that the level of precept be increased by £15.00 per household, which would make the precept request £112,000, equating to a 28% increase.
- Following a robust discussion, Cllr Broadbent said that the JPC had taken over more responsibilities from both SDC and WCC due to the budget cuts of both authorities and if the precept were to be increased by £15 per household, this would equate to approximately an extra 29p per week for each household.
- A Parishioner asked why funds could not be used from reserves and Cllr Leech responded by advising that the NALC guidelines suggest reserves of 45% of the precept.
- **It was RESOLVED that the precept be increased to £115,000. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.**

15. To discuss the forming of a Working Party for the commemoration of the ending of the First World War & the lighting of a Beacon on the Mount – 'The Battle is Over - A Nation's Tribute'

- Cllr Leech advised that the Pageant Master had written to the JPC asking whether the JPC would like to be involved in lighting a beacon to commemorate the ending of the First World War on 11th November 2018. The Chair confirmed that he had contacted the owner of the Mount and requested his permission to organise an event.
- Cllr Leech advised that contact would be made with the Court Leet, the Rotary Club and the British Legion and they would be invited to participate and develop the

event if they would like to. It was also suggested that Cllr Crathorne be appointed as the Safety Officer.

- Cllr Cornford advised that the Mount was owned by Crocketts Holdings Ltd and perhaps it would be a good idea to look at whether the project was feasible as the Mount was a scheduled monument and therefore any event would have to be carried out in a structured way. Cllr Cornford suggested that contact be made with his colleague, Alys Routley at John Earle as she should be notified.
- It was agreed that Cllr Leech and the Clerk prepare an invitation and letter outlining the project for each of the organisations mentioned and this could be placed on the agenda and ratified next month.

16. Bus Shelter Review – Update

The Clerk reported that she had made contact with B & C Bus Shelters and had arranged to meet with them next Monday. She confirmed that she would report back at next month's meeting.

17. Reports from Councillors – exchange of information only.

Cllr Crathorne said that he had concerns over the resilience of the parish council's activities as the responsibility fell on some of the individual key members of the JPC and if they were absent, what the consequences and impact on the JPC would be. He asked Cllrs to consider what contingencies could be made and he would prepare a paper for consideration by the JPC. It was agreed that this would be placed on the agenda for next month.

18. Items for private session

There were no items for private session.

To confirm the date and time of the next JPC meeting on Monday 20th February 2017 commencing at 7.00pm in the Memorial Hall Committee Room.

Signed

Dated