



# 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, 20<sup>th</sup> June 2016 at 7.00 pm in the Henley-in -rden Memorial Hall, Station Road, Henley-in-Arden.**

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

In Attendance: 2 members of the public

Apologies for absence: The following apologies were received and accepted: County Cllr Mike Perry, Cllrs Heather Hemus and Peaches Melhuish.

Declarations of Interest and Dispensations:

- The Chair asked if Councillors had any interests to declare. Cllr Crathorne declared an interest in Item 13 – 2. HWMT/Dell Court Pond Group - £500 for a mini grant as he is a trustee of HWMT. Similarly, Cllrs Bill Leech, Mike Wilmott, David Broadbent, John Garner and Jayne Bridges. It was noted that Dispensations had been received and accepted previously.

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

- The Chair asked if any members of the public would like to raise any issues and no one wished to make any comments.

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

- The Chair confirmed that County Cllr Mike Perry had submitted his apologies.
- Cllr Stephen Thirlwell reported :
  1. SDC had received a final report in respect of the Core Strategy and there would be a meeting held on 11<sup>th</sup> July to adopt the CS.
  2. A SDC Cabinet meeting had agreed to introduce the compulsory safe guarding of children and vulnerable persons training for Hackney Carriage and Private Hire Drivers in the Stratford area. Existing drivers are required to complete the course prior to 31<sup>st</sup> December 2016 and new applicants within six months of the granting of a licence.

### **5. Minutes of the ordinary meeting held on 16<sup>th</sup> May to be approved and signed.**

- **It was resolved that the Minutes of the ordinary meeting held on 16<sup>th</sup> May 2016 were confirmed as a true record and signed by the Chair.** The minutes were then unanimously approved by those Councillors present at the meeting on 16<sup>th</sup> May 2016.

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

- The Chair asked if there were any matters that Cllrs wished to raise in respect of the previous minutes and there were no issues mentioned.

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

- The Clerk reported :
  1. A fire proof cabinet had been previously mentioned and a quote had now been received for £479.00. Cllr Broadbent advised that he may be able to supply a fire proof cabinet FOC. It was agreed that this would be investigated prior to a decision being made.

2. JPC policies and procedures were now uploaded on to the JPC web site. A complaints policy and community engagement strategy would also be available once they had been agreed by members.
3. Cllr Leech and the Clerk had attended the WALC liaison meeting at SDC.
4. Cllrs Leech and Crathorne and the Clerk had also attended a liaison meeting with representatives from Highways and Street Scene at SDC, which had positive implications.
5. The Lord Lieutenant of Warwick had invited the Clerk to a Church service at St Mary's to celebrate the Queen's 90<sup>th</sup> Birthday.

## 8. Reports by Working Parties:

### Finance and Asset Councillor: Cllr Garner reported :

- A finance report had been previously circulated.
- Bank balances as at 20<sup>th</sup> June: Treasurers account: £948.88, Deposit account : £80,003.41.
- There were five small payments which had been made, including two separate amounts to UBC for the rental of the telephone line and transfer of calls. There were four payments requiring approval; noted on the finance report. A payment of £312.00 to Edge IT which was the final instalment of the old accounting system and since submitting the report, a payment of £300 was due for use of the Heritage Centre.
- Cllr approval was also required for the transfer of £5,000 from the deposit account to the Treasurers account to cover the payments due. Cllr Garner also confirmed that cover of up to £75,000 was given on the Lloyds accounts, however, consideration could be given to splitting the amounts in the future.
- **It was resolved that the payments submitted on the finance report and the transfer of £5,000 be approved. This motion was proposed by Cllr Bridges, seconded by Cllr Cornford and carried unanimously.**
- Cllr Garner reported that the national salary award for local government employees had been published and requested approval to apply this to the Clerk's salary, making her hourly rate rise from £14.94 to £15.09.
- **It was resolved that the award be applied to the Clerks salary. This motion was proposed by Cllr Bridges, seconded by Cllr Liz Jackson and carried unanimously.**
- The internal audit had been carried out by Bob Morgan and the Clerk had submitted all of the relevant documentation to the External Auditors, Grant Thornton. When the accounts were audited, they would be published on the web site. Mr Morgan had agreed to carry out an audit of the JPC procedures and accounts every three months and his re-appointment will be considered and ratified at the Annual Meeting of the Council in May 2017. Cllr Liz Jackson asked if it was necessary to audit the procedures and accounts every 3 months and it was agreed that whilst not strictly necessary, it would be good practice.
- Cllr Crathorne confirmed that he had been asked to contact the grant applicants that had not been successful. He advised that he had a meeting with Sue Westcott of Henley-in-Arden Primary School. Points that had come out of the meeting to be considered further by the Grants WP :
  1. The JPC documentation included with the application pack could have been clearer, particularly with reference to the definition of eligible organisations who could apply;
  2. The criteria to be applied by the JPC stating that statutory bodies would be excluded.

### Planning Working Party – Cllr David Broadbent reported :

- The updated planning spread-sheet was available to download from the JPC web site.
- He would be attending a site visit at 81 High Street, which was a grade II Listed building regarding the planned alterations.
- The JPC had not objected to any of the planning applications received during the month.

### Communications and Events Working Party

- As Cllr Melhuish was absent from the meeting, no report had been submitted.
- Cllr Bridges suggested that the above WP did not seem to be moving forward in a proactive way. Cllr Leech confirmed that the Henley Guide Book and Annual Report and Wires Across the Street projects were moving forward.

- **It was resolved that a review of the Communications & Events WP be placed on the agenda for the next JPC meeting. This motion was proposed by Cllr Bridges, seconded by Cllr Taylor Green and carried unanimously.**

#### **Children's Facilities Working Party – Cllr Liz Jackson - Verbal Report**

- A WP meeting had been held and Play Force, who were a design and development company dealing in play equipment and play areas, had given a presentation. They would be submitting their proposals in July. Cllr Jackson advised that two other companies had also been approached; Play Dale and Wicksteed Leisure, who would also be invited to submit their design proposals. All of the companies would assist the JPC in applying for appropriate grant funding.
- Cllr Crathorne advised that there would be a group of youngsters who would meet with the representatives of the companies and listen to all of the proposals and assist the JPC in making their decisions.
- The proposal was to increase the size of the Riverlands Play Area and the proposals would include suitable equipment for youngsters aged from primary to secondary school children.

#### **Traffic & Parking – Cllr Cornford - Verbal & Written Report**

- The Clerk read out an email from Cllr Perry which advised that funding had been secured for a gateway sign to be installed on the A3400 opposite Henley Golf Club. The sign would be the same as the one installed on Blackford Hill. Cllr Broadbent advised that he had emailed Cllr Perry requesting that consideration be given to additional signage in this area. Cllr Leech advised that he and Cllr Crathorne had met Cllr Perry at the Arden Community Forum meeting and additional signage had been discussed. It had been agreed that JPC representatives meet with Highways to discuss the possibility of erecting flashing speed signs and additional traffic calming measures and the costs involved. It was agreed that Cllr Crathorne and the Clerk liaise over this matter.
- A Traffic and Parking WP report and draft letter to restaurant owners in Henley had been previously circulated.
- The proposal for the JPC to take over the Croft Car Park was proceeding following contact with Peter Whiteman of Taylor Wimpey and funds may be available to the JPC. SDC had advised that no funding would be forthcoming if the JPC were to take over the management of the Medical Centre car park.
- Discussions had taken place with representatives of Network Rail. Contact was awaited from Centro, the company which runs the Station car parks in the area. It is believed that an additional forty car parking spaces are required at Henley Station.
- A presentation would be given to the town in the Autumn which would detail the WP proposals. The recommendations would then be incorporated in the draft Neighbourhood Development Plan, which will be submitted to all residents in a referendum in Spring 2017.
- Cllr Liz Jackson asked if some signage could be improved directing visitors to the car parks. Following a discussion it was agreed that this would not be cost effective.
- Cllr Crathorne advised that representatives from the JPC meets with WCC Highways and SDC Street Scene quarterly and improvements to on street parking signs could be discussed at that time.
- Cllr Cornford advised that a draft letter to restaurants in the town requesting that consideration be given to the viability of business premises adjacent to restaurants who have empty spaces during the evening, providing free spaces for restaurant customers.
- **It was resolved that the letter be distributed to restaurants in Henley. This motion was proposed by Cllr Crathorne, seconded by Cllr Cornford and carried unanimously.**

#### **Maintenance & Emergency Planning - Reports attached and previously circulated**

##### **Property Report - Cllr Crathorne**

- A report had been emailed to Cllrs and placed on the JPC web site.
- A number of allotment holders had suggested that a strimmer be purchased to assist with the management of the site, rather than engage the services of the maintenance contractor. The cost of the strimmer would come out of the maintenance budget and would need to be a heavy duty model. Cllr Crathorne said that existing allotment holders were keen to bring

the allotments to a reasonable standard and the strimmer would be used on unused allotments and the footpaths on the site.

- Cllr Liz Jackson advised that the public footpaths by the allotments were overgrown and Cllr Crathorne confirmed that he was aware of this issue.
- At a recent residents meeting, the Mount Steering Group had reported progress. It had been suggested that funds of up to £3,000 be reserved which could be put towards signage and information boards for erection on and around the Mount. It was felt that the JPC should contribute towards the cost of the signage. The signage would need to be agreed by the owner of the Mount, Ray Chamberlain, Historic England and the Mount Steering Group.
- The Mount Steering Group had been considering establishing a separate trust to liaise with Mr Chamberlain in respect of the wishes of the town regarding the development and maintenance of the Mount, which would also involve opening a separate bank account. Concern was expressed if a separate trust were to be formed as there were not enough current volunteers and they did not have a treasurer. It was agreed that Cllrs Broadbent and Crathorne, who are members of the Steering Group, expressed the concerns of the JPC and request them to consider liaising with the HWMT over this matter.
- Residents of Fieldhouse Close had complained that the trees at the rear of their properties were obscuring their light. The trees are situated on the Riverlands which is owned by the JPC. A tree surgeon had inspected the trees last year and reported that the height could not be reduced. This was confirmed by the SDC tree officer who advised that planning permission would not be granted.
- Cllr Bridges advised that Cllr Crathorne and herself liaise over the cost of the strimmer as she may be able to get a discount. It was agreed that the strimmer would be kept in a secure location.
- **It was resolved that the actions as stated in the Property Report be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.**

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

- Cllr Crathorne reported that there had been no emergencies during the month.

### **Neighbourhood Plan Steering Group**

- Cllr Liz Jackson confirmed that a NDP meeting had been convened for 26<sup>th</sup> June in the Memorial Hall. There were five sub groups, including housing, working and shopping and sustainability of the town, who had put forward their finalised plans for inclusion in the NDP. A specialist planning consultant would give his advice in respect of the Plan, and this would be put forward for public consultation and approval in the Autumn of 2016.

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

#### **9.To consider adopting the name of 'Henley in Arden' Town Council' for the Joint Parish Council and request the Clerk to liaise with SDC.**

- Cllr Leech requested that members consider the proposal to change the name of the JPC to Henley Town Council. He advised that it was a complex process because of the Grouping Order which was signed in 1975.
- If this proposal was approved, this would involve amalgamating the electoral roll, holding one set of elections and one annual assembly. Henley was regarded as a town by SDC and the wider public and could recognise its three Royal Charters.
- Cllr Linda Jackson said that if the status of the JPC were to change to a town it would be a benefit. Cllr Liz Jackson confirmed that there would still be twelve Cllrs and Cllr Leech said that he felt Beaudesert was over represented with five Cllrs and Henley under represented with seven Cllrs. Cllr Crathorne expressed his concerns that Beaudesert would not be represented at all if the name changed to Henley Town Council. Cllr Cornford advised that the parishes would not disappear and Cllr Leech advised that the suggestion was just to change the name of the JPC to a Town Council.
- Mr Fred Dowling suggested that residents should be asked their opinion. It was pointed out that the change of name from the JPC to town council had been mentioned at the two parish assemblies, which had a very poor turnout, and there had been other opportunities

for residents to offer their opinions. The agenda had also been available on the noticeboards and web site for a week if residents would like to offer their opinion.

- Following a discussion, it was agreed that a referendum would not be practical, however, the Clerk could add to her regular report in Henley Focus and ask residents what they thought of the idea.
- **It was resolved that the Clerk look in to whether it would be possible to change the name of the JPC to Henley Town Council and to consult with residents about their views. This motion was proposed by Cllr Bridges, seconded by Cllr Broadbent and carried by the majority. Cllr Crathorne voted against the proposal.**

#### **10. 'Wires across the High Street and additional Christmas Lights' Project – Update**

- The Clerk reported that she had met with Duncan Bainbridge and she was waiting to hear from him in respect of a date to meet with WCC Highways for a pre-application meeting.
- Cllr Leech advised that Henley Pharmacy and the landlords of Headturners had agreed to the proposals. Cllr Cornford advised that he was waiting for additional documentation to pass on to his Clients. The Clerk agreed to send this to him via email.
- Mr Graham Hindley asked if the wires would obscure the CCTV camera and Cllr Leech responded by saying that the number of banners had been reduced from three to two.

#### **11. Production of a Henley Town Guide, with an insert for JPC Annual Report and Accounts**

- Cllr Leech reported that the Guide was progressing well under the expert guidance of Brian Twigg and the editorial team. Cllr Crathorne requested a list of those members on the editorial team which should be included with the minutes. It was noted that if anyone would like to contribute, to contact either Mr Twigg or Cllr Leech.

#### **12. To approve the automation of the Town Clock at a cost of £2,313.00, plus VAT**

- Cllr Leech asked if Mr Hindley would like to give a report. Mr Hindley said that the Town Clock in St John's tower requires manual winding at the present time and for many years a parishioner had been paid by the JPC to carry out this task. However, the Rector now is recommending that the Clock be automated. John Taylor and Company is familiar with the mechanism of the Clock and it has been recommended that they carry out the work, although two quotes had been requested.
- Cllr Broadbent advised that he knew of a volunteer who would like to wind the clock. Following a discussion, it was agreed that the clock be automated.
- **It was resolved that John Taylor & Son be appointed to carry out the work as specified in their quotation. This motion was proposed by Cllr Wilmott, seconded by Cllr Bridges and carried unanimously. The Clerk agreed to appoint John Taylor & Co. Mr Hindley agreed to oversee the project.**

#### **13. To discuss and approve Mini-Grants as detailed below & previously circulated :**

##### **1. Own Books - £500**

- Cllr Crathorne reported that this group had missed the deadline for the main grants. A full report of the proposal had been previously circulated to Cllrs. He went on to say that he had met with Julie de Bastion and he was happy to recommend the mini-grant. The group aimed at providing books to those families who are not able to access them and books were supplied to all the schools and two nurseries in Henley.
- **Following a robust discussion, it was resolved that £250.00 be paid as a mini-grant. This motion was proposed by Cllr Linda Jackson, seconded by Cllr Garner, carried by the majority, with two abstentions.**

##### **2. HWMT/Dell Court Pond Group - £500**

Cllr Crathorne reported that this mini-grant would go towards supporting residents to maintain a seating area in the above location. The group had raised £170 and had received an interest free loan from HWMT. The Group had requested two quotes for the refurbishment of the pond area and had chosen the most cost effective at £952. **Following a short discussion, it was resolved that a grant of £500.00 be paid. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**

#### **14. Report by Cllr Crathorne on the future relationship between the JPC and the principal social organisations of the Town.**

- Cllr Crathorne reported that he had produced a paper which detailed various options for the JPC to consider, which had been previously circulated and was available on the JPC web site. Many significant social organisations in Henley share the challenges of ensuring that their organisations are robust and sustainable in the future. Whilst in past years, Henley was able to take advantage of local residents who had an expertise in a particular area and who were able to combine their working life with volunteering for various organisations. Unfortunately, many young people do not have the time to commit, as modern life does not enable them to volunteer in the same way. It was noted by Cllr Bridges that the HWMT looks after many of the facilities that most local councils would normally, particularly with sports clubs etc.
- Cllr Crathorne said that he felt it was the duty of the JPC to be supportive of the local social organisations, particularly if they are to survive in the modern age and the paper that he had produced was intended to provoke a discussion.
- Cllr Crathorne said that there were various options for the JPC to consider; and it was suggested that a Town meeting be held in October to discuss the discussion paper and the potential impact on the council's budget prior to setting the precept level. It was suggested that the JPC could employ appropriate staff to co-ordinate the contribution of volunteers, together with managing the finances and maintenance issues etc.
- Cllr Crathorne advised that Studley Town Council have a Health and Well-Being Board as part of the council which included the medical centre, social services etc., as well as various social organisations. It was noted that there would always be a parish/town council, however, without appropriate succession planning, there may not be the level of local social organisations in the town.
- Mr Fred Dowling pointed out that some social organisations may not have the same concerns and that it may be perceived that the JPC were trying to take them over. Cllr Crathorne responded and said that the object of producing the discussion paper was to start a discussion on the sustainability of many of the social organisations.
- Cllr Crathorne agreed to produce an amended paper which would be more definitive and which could be circulated to all of the social organisations in Henley.
- **It was resolved that the terms of the report under discussion are forwarded to Cllr Crathorne, Cllr Garner, Cllr Bridges and Cllr Wilmott. The final proposals to be presented to the July meeting of the JPC and the timetable as set out in the paper is approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**
- Mr Fred Dowling requested a 20 mph speed limit from the bridge to the traffic lights and Cllr Leech responded and said that this had been requested by the JPC.

#### **15. To adopt the following wording on the JPC Model Code of Conduct regarding Cllrs Register of Interests**

- The Clerk reported that the following wording was required to be incorporated in the JPC Model Code of Conduct 'Parish Councillors must declare any disclosable pecuniary interests as defined in regulations made by the Secretary of State. Details of the interests which councillors have registered can be seen by visiting the JPC page on the Stratford District Council website'.
- **It was resolved that the above wording be included in the JPC Model Code of Conduct. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.** The Clerk advised that a copy of the Model Code of Conduct was available on the JPC web site.

#### **16. To agree and approve nominations for Community Assets/Fields in Trust**

- It was noted that an Asset of Community Value (ACV) gives communities the right to identify a building that they believe will be of importance to the community's social wellbeing. If the nominated asset meets the definitions of an ACV, the local authority will list it. Nothing further will happen until the owner decides to dispose of the asset and unless an exemption applies, the owner will not be able to dispose of the asset for a six

month period. In this period, it allows for a community to express a written intention to bid during the interim period of six months.

- Potential organisations that could be listed as an ACV would be the Guild Hall, the Heritage Centre, Memorial Hall and the Sports Hall, all of which are important assets to the town.
- **Following a robust discussion, it was agreed that the Clerk would approach and liaise with other villages and towns in the area, such as Harbury and Shipston and ask if they have any ACV's listed on SDC's register.**

#### **17. To note the Warwickshire Council's Local Charter.**

- Cllr Leech reported that there are three levels of local government for Warwickshire. Warwickshire County Council, North Warwickshire Borough Council, Rugby Borough Council, Stratford on Avon District Council and Warwick District Council are referred to as Principal Councils, and Parish and Town Councils are referred to as Local Councils. This document is a framework to support a mutually beneficial working relationship between the tiers of authority in Warwickshire. Working better in partnership will benefit local people.
- It was agreed that the JPC consult with Cllr Perry regarding traffic calming measures for Henley. **It was resolved that the Local Charter be noted.**

#### **18. Bus Shelter Review**

- Cllr Leech reported that the Bus Shelters in Henley are in need of maintenance and repair. Following a short discussion, **it was resolved that the Clerk and Cllr Crathorne research the options and cost implications in respect of renovating the Bus Shelters. This motion was proposed by Cllr Garner, seconded by Cllr Liz Jackson and carried unanimously.**

#### **19. To discuss planters for presenting plants by the new Henley signs**

- Cllr Bridges advised that this subject had been discussed in previous meetings and some of the options available were impractical. She went on to say that she had been investigating the cost and suitability of what was available. Suitable planters need to be robust, heavy enough not to be stolen and must be able to withstand damage from mowers and strimmers. Suitable planters would cost approximately £150.00
- However, there are maintenance implications insofar as they would be located further away from the town, Henley in Bloom would not be prepared to maintain them, therefore, it would be the JPC's responsibility.
- Cllr Bridges stated that it was her opinion that as the JPC is trying to save funds, the installation of planters would not enhance Henley significantly without substantial expenditure in the future. Following a discussion, **Cllr Bridges went on to propose that no action was taken this year and an amended and complete scheme could be submitted next year. This motion was proposed by Cllr Bridges, seconded by Cllr Garner and carried unanimously.**

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

- Cllr Leech advised that he and Cllr Crathorne had attended the Arden Community Forum meeting and the police vote for Henley had come out as the favourite. There will be more police patrols in Henley.
- Cllr Crathorne advised that there is a serious concern regarding existing youth services in Henley and the surrounding area. Youngsters would be making a presentation at Wootton Wawen Village Hall on 22<sup>nd</sup> September, which is the date of the next Arden Community Forum..
- Cllr Crathorne went on to say that the JPC took part alongside the Court Leet to celebrate the Queen's 90<sup>th</sup> Birthday and had shared the costs of the event. Following a discussion, it was agreed that the JPC continue to liaise closely with the Court Leet over various events and these would be approved by the JPC as and when they came up.
- Cllr Broadbent advised that he had completed the repairs to the Jubilee Play Area steps and will see what was required at the ridge walk.
- Cllr Cornford advised that he had met with a resident of Becks Croft regarding their parking issues. He went on to say that perhaps adequate parking should be a consideration when the JPC responds to planning applications in the future.

**21. 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 Chair thanked everyone for attending the meeting and confirmed that the next Ordinary JPC meeting was scheduled for Monday 18<sup>th</sup> July 2016 – commencing at 7.00 pm.

The meeting closed at 9.20 pm

Signed as a correct record.

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Date 18<sup>th</sup> July 2016