



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

Tel: 01564 795499 or 01926 814491

The Minutes of the Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday 20th February 2017 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), David Broadbent, Heather Hemus, John Garner, Peter Cornford, Peter Crathorne, Mike Wilmott, District Cllr Stephen Thirlwell and County Cllr Mike Perry.

In Attendance: **6** members of the public.

1 Apologies for absence and acceptance of apologies

The Clerk reported that apologies had been received and were accepted from Cllrs Liz Jackson (Vice-Chair), Peaches Melhuish, Jayne Bridges and Lorraine Taylor-Green.

2 Declarations of Interest and Dispensations

- The Clerk advised that she had previously received Dispensation Requests from members of the JPC who were also trustees of HWMT in respect of Items 9 & 13 on the Agenda. The letters of Dispensation that she had received stated the reasons given for the request. Cllr Crathorne requested the Clerk to look into whether there was still an interest to be declared if Cllrs who are relevant trustees need to seek dispensation for prejudicial interests now the council has decided that the interests of the relevant trusts and the council coincide.
- 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.
- Cllrs Leech and Wilmott advised that they had resigned as trustees from the HWMT.

3 Public Participation Session

- A Parishioner thanked the JPC for the grant towards the cost of three plaques which recognised prominent Henley residents, which would be presented to the town on Court Leet Day. Cllr Crathorne asked whether any surviving relatives had been contacted and we were advised that this was already in hand. Thanks were also expressed to the JPC for the grant towards the cost of the Arts for All Week, which would be held in the Guild Hall and which would encourage visitors to Henley and thus promote local businesses. Cllr Leech wished both projects success.
- A Parishioner thanked the JPC for the grant they had given towards the 'Own Books' project. She went on to say that she had now requested the support of the JPC for a new grant which would promote the well-being and health of youngsters. It is anticipated that the project will be named the 'Earthing' project and be based around The Mount, with its wealth of flora and fauna. The project will be aimed at the young people in the town and familiarise children with the natural properties of plants and herbs and engage them with nature. She read out an extract from the Guardian newspaper which highlighted the issue of children becoming more and more reliant on screen based activities. The grant she had asked for was for three sessions per year at £500.00 each, making a total of £1,500 requested. Cllr Leech advised that Cllr Crathorne may be able to assist and wished her well with the project.

**4 Reports from County Councillor and District Councillor.
County Cllr Mike Perry reported:**

- WCC was looking to set their portion of the Council Tax at 3.99%, which equated to an extra 96p per week on a Band D property. He went on to say that WCC had been prudent with their expenditure and had to consider reducing their budget by a further £66m. WCC had supported front line services such as Highways and spent £137m on adult social care, additional LED lighting which was more cost effective, together with extra care housing and protecting Children's Centres.
- The puffin crossing at the High School was programmed for installation this year; however, it may not be possible to link the crossing in with the existing traffic light sequence.
- Two directional signs would be installed outside the two Primary Schools and the zig zag lines would be re-painted. A Traffic Speed Survey had been carried out in Arden Road and the average speed had been 23mph. Cllr Perry also praised the warden for his work in keeping the traffic moving in the area.
- Warning signs for the elderly crossing would be installed by the Medical Centre and the double yellow lines would be re-painted.
- Parishioners had been in contact with him about the railings outside the Mill House which obstructed vision. WCC, Highways had issued an enforcement notice because the railings were an impediment to vision. The Safety Officer had been involved in the stretch of highway from the traffic lights to Glenhurst Road and the foliage would be cut back to the railings, as it was causing an obstruction. Cllr Leech advised that the JPC maintenance contractor had been requested to clear the leaves away from the end of Warwick Road to Glenhurst Road.
- The Arden Community Forum would take place in Wootton Wawen on 8th March.
- Cllr Perry said that if the JPC were considering a Speed Survey, the contact was Richard Harding if they wished to pursue this request.
- The Stratford Library had been refurbished.
- WCC was one of the top providers of apprenticeships in the Country.
- Cllr Leech asked if there was anything that could be done about the broken kerb stones outside the Guild Hall. He went on to say that Highways had been notified and a longer term solution needed to be found.
- Cllr Crathorne asked Cllr Perry why the cut backs had affected the Youth Service and it was virtually non-existent at the present time. He went on to say that the JPC was supporting Henley Library by giving them a grant of £8,000 as the organisation was financially insecure and was not sustainable. Cllr Perry responded and suggested that perhaps individual organisations could raise funding themselves, rather than being overly reliant on WCC. However, the Library at Henley had received a huge amount of community support and the Hub had also received some revenue. Cllr Crathorne pointed out that the running costs for the Hub were approximately £40,000.

District Councillor Thirlwell reported:

- SDC had received the enforcement notice for the old Mill.
- The JPC had written to SDC advising them that they wished to withdraw their request for a Community Governance Review. This item would be discussed at a full Council Meeting of SDC on Monday. Cllr Leech responded and confirmed that the JPC felt that due to the resignation of a Cllr recently, there was the potential to have two elections this year at a potential cost of £3,000 and it had seemed to be prudent to wait until the next scheduled elections of the JPC in 2019.
- SDC was the last of the organisations to set their portion of the Council Tax and he felt that it would increase by 5p per week, which equated to an increase of £2.66 per annum on a Band D property.

5 Minutes of the ordinary meeting held on 16th January 2017 to be approved and signed.

Cllr Crathorne advised that the draft minutes, Item 13, had been altered slightly to reflect a true record of the resolution of the meeting held on 16th January. The Clerk advised that the minutes had already been altered, circulated to all members and a fresh copy uploaded to the JPC web site.

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.

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 16th January 2017.

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 twelve grant applications in total and the Grants WP would evaluate each request and make recommendations for the meeting held on 20th March.

8 To review the planning applications report.

Cllr Broadbent reported that the planning spread sheet had been updated and was available on the JPC web site. There was nothing significant to report other than the application in respect of Sunnyside and Ferndale had been allowed on appeal and fresh proposals had been submitted with minor amendments. Cllr Cornford pointed out that the JPC needed to be objective when they responded to planning applications and if they opposed new development, they may lose their influence in the future, if that matter goes to appeal and is decided by a planning inspector. Cllr Crathorne agreed with this statement.

9 Reports by Working Parties and Steering Group

• 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. The current balances were Treasurers Account: £1,130.35 and the Deposit Account was £73,003.26. Cllr Garner reported that he had just received a letter from the person who dealt with the Clerk's PAYE and NI payments, requesting that the JPC formally re-new her contract. She would not increase her fee of £84.00 per annum for five years. She had also requested that the JPC complete a form in respect of anti-money laundering. Cllr Garner suggested that Cllr Jackson have a look over the proposed contract and anti-money laundering forms prior to agreeing to the terms.

To note the receipt of main grant and mini grant applications

Cllr Garner said that this item had been covered by the Clerk, however the JPC Grants WP would consider and evaluate all of the applications and make recommendations at the JPC meeting on 20th March. Payments would be made following receipt of the half yearly precept in April.

- **Children’s Facilities Working Party – Verbal Report**
- The Clerk reported in the absence of Cllr Jackson that she had received an email advising that there had been no further progress and the WP was considering procurement options.
- Cllr Crathorne reported that the JPC had been unsuccessful with their application for a grant towards the costs of the Family Day which had been scheduled for July.
- Cllr Crathorne proposed that the Family Day joint event with the Hub@Henley Community Centre be delayed until July next year in order that they could apply for grant funding again.
- **It was RESOLVED that the ESPO Contractor service be investigated as the potential expenditure for upgrading the Riverlands Play Area would be well in excess of £25,000. This motion was seconded by Cllr Hemus and carried unanimously.**

- **Traffic & Parking – Written Report**
- Cllr Cornford reported that the Traffic & Parking WP report had been uploaded on to the JPC web site and would be attached to the minutes. He read out the report for the benefit of everyone present and which is attached to the minutes. Cllr Cornford proposed that a new Working Party be set up to have the full authority to negotiate with Taylor Wimpey, Stratford upon Avon District Council, Forward Group and Local Parking Security Ltd (L P S Ltd) and to agree with all these parties Heads of Terms that would be able to recommend to the JPC. The new working party would be called “The Parking Acquisitions Group” and is to be made up of Cllrs Peter Cornford, Liz Jackson, John Garner and Heather Hemus.
- Cllr Crathorne proposed an amendment as he queried the necessity for a new Working Party and asked whether the new WP would be subject to the same regulations as the existing Working Parties.
- Cllr Cornford confirmed that the existing Working Party regulations would also apply to the new Working Party and would recommend to the full JPC and all items would be dealt with in closed session as sensitive information would be discussed. **It was RESOLVED that a new Working Party be formed, all as noted above. This motion was proposed by Cllr Cornford, seconded by Cllr Hemus and carried unanimously.**

- **Maintenance & Emergency Planning – Written Report.**
- Cllr Crathorne reported that there had been no emergencies during the month.
- Cllr Crathorne reported that the JPC and Medical Centre had been approached by Hough Gold, Managers of Henley Court, regarding ownership of the trees in the car park of the offices. Hough Gold advised that they had been contacted by tenants who had raised concerns about the trees as they felt they were a hazard. In their most recent Health and Safety and Fire Risk Assessment Report, Hough Gold was advised that the trees should be periodically checked for safety due to their size.
- A resident had raised an issue with the trees/bushes in the Market Way development and the responsibility for their maintenance. The JPC does not have responsibility and is acting in a supportive role. Cllr Crathorne suggested that a letter be sent to Taylor Wimpey as the area seems to be attracting vermin and cannot be accessed to maintain the trees.
- A Flood Alleviation meeting had been held on 2nd February at The Hub, which had been well attended by residents in Glenhurst Road and Warwick Road who may be affected by the flooding of Ullenhall Brook and who had riparian rights. The JPC owned neighbouring land at Littleworth Field. Discussions took place about forming a co-operative maintenance plan and Cllr Crathorne advised that he had prepared a draft constitution for The Ullenhall Brook Co-Operative Management Group.
- Cllr Crathorne confirmed that discussions were taking place between residents in Glenhurst Road and Warwick Road and the JPC about responsibility and funds being held by the JPC in their bank account. Cllr Garner queried whether the JPC could legally hold funds on behalf of another organisation and there may be the need to open a separate bank account, and to alter the financial regulations. Cllr

Leech pointed out that the JPC does not have a Bank of England licence and would not be able to hold funds on behalf of another organisation.

- Cllr Cornford queried whether the proposed Management Group could organise an Association on their own without involvement from the JPC as it was more responsibility on the JPC. Cllr Crathorne responded and said that as the JPC owned neighbouring land and were riparian owners themselves, it made sense to work together.
- Cllr Crathorne proposed that a sum of £500.00 from the existing maintenance budget be set aside to finance a specialist company to conduct a survey of the river and to ascertain what the likely maintenance costs would be. **It was RESOLVED that a specialist company be instructed to carry out this work in order that the JPC would be aware of the likely costs and how much of a contribution each residence would need fund. This motion was proposed by Cllr Crathorne, seconded by Cllr Wilmott and carried by the majority with one abstention. It was also RESOLVED that the report of the Emergency and Property Management Cllr and the actions contained therein were approved.**

Assessment of the JPC's resilience as an organisation

- Cllr Crathorne advised that he had prepared a Report testing the resilience of the JPC. The report had been uploaded on to the JPC web site and is attached to the minutes. Cllr Crathorne went through each of the items and pointed out areas of concern. Document management and distribution was highlighted as an area for improvement and training, together with the JPC web site and financial management. Cllr Crathorne suggested an annual review and having a discussion with Cllrs to strengthen the JPC's activities. Cllr Leech felt that it was a useful document which should be reviewed every quarter. **It was RESOLVED that Cllr Crathorne be authorised to discuss further the issues raised in the report, such as the JPC web site, meeting IT, finance, document management, making recommendations to the full JPC. This motion was proposed by Cllr Crathorne, seconded by Cllr Leech and carried unanimously.**
- **Neighbourhood Plan Steering Group – Verbal Report**
Cllr Leech reported that the NDP Steering Group was making progress and would be holding a meeting this week to discuss the next step.

- 10 To discuss the process for election/co-option of an additional member of the JPC**
The Clerk reported that ten electors in Henley had not requested an election, therefore, she would post a notice on the JPC Web site and Notice Boards that the JPC was in a position to co-opt an additional member. She went on to say that she had received two applications to date and she would circulate the details of each applicant and would report further in due course.
- 11 To discuss the formation and participation in a Car Park Acquisitions Working Party.**
Cllr Leech stated that this item had been covered earlier in the meeting.
- 12 'Wires across the High Street and additional Christmas Lights' Project 2017 – Update**
The Clerk reported that she had met with the proposed contractors and the agent for the JPC regarding their compliance with current requirements, together with completion of the Section 178 Seasonal Decorations Form. She went on to say that she would report progress at the next meeting.
- 13 To discuss & ratify Terms of Reference for the JPC Working Party appointed to discuss the implications of financial support given for social organisations.**
Cllr Crathorne advised that the above WP had circulated the Terms of Reference to all members of the JPC, together with the Internal Auditor who had been an independent assessor. Cllr Crathorne went on to ask about members of the JPC joining the Library directors and Cllr Garner advised that there were risks involved as it was the director's

job to run the library and perhaps that is something that the JPC should not be involved in. He went on to say that the JPC was committing funds for the library to remain sustainable and perhaps the funds could be handed over quarterly, alongside a regular report. Following a discussion, it was **RESOLVED that the Working Party consultation group consisting of Cllrs Leech, Garner and Crathorne, who would be monitored by the Internal Auditor, initiate discussions with the Library directors, the Hub trustees and the HWMT trustees and be guided by the Terms of Reference attached to the minutes. Cllrs who would remain as Hub trustees are Cllrs Garner and Crathorne. They would make recommendations regarding the Library and the Hub which should be presented to the full JPC and the report on consultations with the HWMT at the November 2017 meeting at the latest. This motion was proposed by Cllr Crathorne, seconded by Cllr Cornford and carried unanimously.**

14 To discuss a request for a banner to be erected for The Shakespeare Hospice – Dragon Boat Race.

Following a brief discussion, it was agreed that Cllr Crathorne contact the Shakespeare Hospice and ask if they would like to erect a banner alongside the Hub.

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’ – Update

- The Clerk reported that she had formulated a letter which would be circulated to all of the appropriate organisations in the town.
- Cllr Cornford advised that he had spoken to the owner of The Mount and it had been agreed to open up the site two days prior to the event and the field cleared of livestock and permission to put down a metal roadway if required.
- Cllr Cornford said he had also been in discussions with Historic England regarding a suitable Beacon to be installed. It had been agreed that as much land as possible should be utilised which was not on the scheduled monument site.

16 Bus Shelter Review - Update

The Clerk reported on the current situation with the town's bus shelters and confirmed that she and the Chair had met with a contractor to agree a programme for their renovation and had received a quote of £10,000 for the provision and removal of three bus shelters. She went on to say that she would meet with a further two contractors during the month and when she had received their quotations, would circulate them all to members for their consideration and to ratify at the next JPC meeting.

17 Reports from Councillors – exchange of information only.

There were no reports from Cllrs.

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 March 2017 commencing at 7.00pm in the Memorial Hall Committee Room.

Signed

Dated