



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 20th March 2017 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

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

In Attendance: **16** members of the public.

1 To ratify the co-option of an additional member of the JPC

The Chair reported that he and the Clerk of the JPC had met with the two candidates who were interested in being co-opted on to the JPC. It was their recommendation that David Tomlinson was co-opted and he was welcomed on to the JPC with immediate effect. **This motion was proposed by Cllr Leech, seconded by Cllr Garner and carried unanimously. It was RESOLVED that the JPC co-opt David Tomlinson.** David was welcomed to the JPC and invited to say a few words about himself. David said that he had lived in Henley 19 years, was a retired chartered surveyor and he felt that it was time to put something back into the community.

2 To ratify main grant and mini grant applications – report circulated

- Cllr Garner advised that the Grants Working Party had met and the decision analysis in respect of the various applications was attached to these minutes and would be uploaded on to the JPC web site.
- Cllr Garner confirmed that the Christmas Lights Committee would be awarded £3,500 which was what they had requested, as it came top in the rankings for the grants. He went on to say that Henley in Bloom had been awarded a grant of £1,000 plus a further £2,500 to match sponsorship by businesses in Henley.
- Cllr Garner advised that The Mount project would not be awarded anything as it was felt that it was an educational project and invited Cllr Crathorne to explain the circumstances.
- Cllr Crathorne said that it had been felt by the Grants WP that in the rules it explains that any statutory organisation would not receive a grant. The grant would be used for three projects for primary school children and if the school felt that the projects were important they would fund them.
- Cllr Garner confirmed that the grants would be paid out in April. Cllr Garner proposed that the grants be paid in accordance with the attached Decision Analysis; this motion was seconded by Cllr Broadbent and carried unanimously.
- **It was RESOLVED that the actions proposed in the Decisions Analysis be carried out.**

3 Apologies for absence and acceptance of apologies

The Clerk reported that apologies had been received and were accepted from Cllrs Peaches Melhuish, Heather Hemus, Mike Wilmott, Lorraine Taylor-Green and County Cllr Mike Perry.

4 Declarations of Interest and Dispensations

- Cllr Crathorne advised that he had previously submitted a Dispensation Request as he was a trustee of HWMT and The Hub in respect of Item 10 on the Agenda. Cllrs Broadbent, Bridges and Garner stated that they had also submitted a Dispensation request. The letters of Dispensation that the Clerk had received stated the reasons given for the request and were available for scrutiny. Cllr

Crathorne requested the Clerk last month to look into whether there was still an interest to be declared if Cllrs who are relevant trustees of the HWMT need to seek dispensation for prejudicial interests now the council had decided that the interests of the relevant trusts and the council coincide. The Clerk advised that in her view, trustees of the HWMT still needed to request a Dispensation as the HWMT and the JPC were separate organisations.

- Cllr Cornford advised that he may have an interest to declare in Item 17 as he worked for John Earle, who had a business involvement and managed The Mount in Henley.

5 Public Participation Session

- A Parishioner representing the Mount Project said that he was disappointed that the JPC Grants Working Party had not allocated a grant to the project. He went on to say that the Trust had been set up to re-invigorate the facilities of the Mount and enhance the history and natural environment of the area. The reason that the project had requested grant funding was for the young people of the Town to have an appreciation of the facilities at the Mount and the project had run a taster session last autumn which had been hugely successful. He felt that this was a worthy reason to safeguard the future of the Town.
- The Chair of Henley in Bloom said that she was not happy that £2,500 was to be matched funding by businesses in the Town as approaching them required careful planning and she felt that they would request advertising space in return. She went on to say that the organisation felt that it was important for Henley in Bloom to maintain their independence, although they already had £2,000 which could be used as match funding.
- She went on to say that she had received an email from a member of the JPC Grants WP which had come as a surprise as it had mentioned match funding.
- Cllr Crathorne confirmed that he had been the author of the email and he said that he felt that it been fair to advise Henley in Bloom of what the Grants WP were planning to recommend to the JPC. He went on to say that the Grants WP felt that businesses should support Henley in Bloom.
- Cllr Garner said that if Henley in Bloom already had £2,000 (as stated by the Chair of Henley in Bloom) that this would open up some doors of the various businesses in the Town and he would be happy to talk with Henley in Bloom to assist them in achieving additional funding and requested to see evidence of the £2,000 so that a matching payment could be made.
- Cllr Garner advised that the Mount Trust had received a grant of £500 for their web site.
- Cllr Jackson advised that the decisions made by the Grants WP had not been one Cllr alone but the entire Working Party and the various stipulations for receiving a grant were quite clearly stated with the application form.
- The Parishioner representing the Mount Project said that he felt that it was wrong that the Mount Project had been penalised. He went on to say that unfortunately he had not been able to attend the last JPC meeting because he had just had a major operation but had sent a representative who had explained what the project was hoping to achieve and what the three workshops in the Spring, Summer and Autumn would entail.
- Cllr Crathorne responded and advised that the application form states which organisations will be considered for a grant and which ones would not and this included statutory organisations.

6 Reports from County Councillor and District Councillor.

- The Chair advised that County Cllr Perry had submitted his apologies and that next month would be his last JPC meeting prior to the Elections on 4th May.
- District Cllr Thirlwell reported that the SDC Council Tax had been increased by £2.63 for a Band D property per annum, which equated to a rise of just over 5p per week.
- Cllr Thirlwell advised that all of the District Cllrs and their partners had undergone a 'Peer Challenge' which was a formal process of being interviewed

and checked by a group of their peers. He went on to say that the Local Government Association had recommended this process be undertaken and the purpose was to ensure that the entire Council was moving forwards in a positive way, achieving their strategic targets. He went on to say that the initial indication was that SDC was in a strong position and would receive a good report back. The report, once received, would form the basis of the direction that the Council will move forwards and will give residents in the Stratford area an understanding of how SDC will achieve its strategic targets.

7 Minutes of the ordinary meeting held on 20th February 2017 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 Garner, seconded by Cllr Crathorne and the minutes were then unanimously approved by those Councillors present at the meeting on 20th February.

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

Cllr Garner reported that he had received a letter from the person who dealt with the Clerk's PAYE and NI payments last month, 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 advised that Cllr Jackson had looked over the contract and anti-money laundering forms and confirmed that the Clerk could sign them.

9 Report by the Parish Clerk – Gill Bailey

- The Clerk reported that she had received a report from the Police advising of an incident when a woman had been walking her dog and had been approached by a youth who had been holding a knife and had demanded money and jewellery from her. The perpetrator had been a white youth, aged around 12 and was slim, wearing a dark t-shirt with a light coloured checked shirt, light jeans and a light blue fleece. Anyone who had any information about this incident was to contact the Police direct.
- The Clerk advised that she had emailed members of the JPC requesting that the date for the Annual Parish Council meeting be changed from 15th May to 22nd May. She requested those Cllrs who had not responded to do so. The majority of Cllrs present agreed to the change in date. The Clerk advised that she would change the date on the JPC web site and notify Cllrs.
- Cllr Cornford asked about the Annual Assemblies and the Clerk advised that they would be held on 10th April. Cllr Crathorne requested that the speakers representing the various organisations in Beaudesert and Henley in Arden presented their report at the end of one Assembly and the beginning of the next one so that they did not have to repeat their report.

10 To review the planning applications report

- Cllr Broadbent reported that the planning applications spread sheet was available on the JPC web site. He went on to say that application 17/00295/FUL for Ace Stores had received a number of objections, mainly in respect of parking from neighbouring properties.
- Cllr Broadbent advised that Cllr Tomlinson and himself were due to meet with the applicant of 24 High Street (Applications 17/00358/FUL and 17/00395/LBC) to discuss the proposals.
- Cllr Broadbent also reported that an amendment had been received in respect of the application for 195 High Street. The Clerk confirmed that she had emailed the planner and removed the objection lodged by the JPC as the amendments had addressed the issues raised.
- Cllr Broadbent advised that the neighbours adjacent to 55 High Street had objected to the proposals and were still in discussions with the applicant as there was an issue with a party wall to take into consideration.

- Cllr Cornford said that he felt it was important to initiate a dialogue and have a positive involvement with applicants and the members of the Planning WP, particularly in respect of proposals in the High Street as they would be prominent features of Henley.
- Cllr Leech suggested that there be a change to the current members of the Planning Working Party and invited Cllr Tomlinson to join, with Cllr Broadbent and himself, and also a member of the public, Sally Harfield. It was also agreed that the Planning WP meet every Monday morning at 10.00am, apart from when there was a scheduled JPC meeting, at the Heritage Centre, to discuss the current planning applications.
- It was agreed that the Clerk update the Planning Protocol document on the JPC web site and that the Chair upload a copy of the document under 'planning' on the JPC web site as well as under the 'policies' page.
- **It was RESOLVED that the Planning Working Party members were Cllrs Tomlinson, Broadbent, Leech and Sally Harfield. This motion was proposed by Cllr Jackson, seconded by Cllr Bridges and carried unanimously.**

11 Reports by Working Parties and Steering Groups

• Finance and Asset Working Party

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: £1,452.60 and the Deposit Account was £71,002.78.

- **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report.**
- Cllr Garner reported that the allotment receipts had totalled £882 which was a significant increase on the previous year.
- Cllr Garner also confirmed that there had been an amendment to the way a payment was recorded and had changed to expenses rather than a purchase of services. He went on to say that £35.15 had been reported as being in the petty cash when the existing JPC took over from the previous JPC. This had not been the case and would be written off from the cash account.
- Cllr Garner also confirmed that it was good practice to review the JPC Direct Debits bi-annually and the list of recipients was included in the report.
- **It was RESOLVED to approve the payments to the Memorial Hall for the rental of the Hall for JPC meetings and Jon Vale for his monthly invoice. It was also agreed to note and carry out the actions suggested in the Finance Report. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.**
- **Report on collaboration of the JPC and The Hub, Library and HWMT**
- Cllr Crathorne reported that he had circulated copies of the documents in respect of the above and they had been uploaded to the JPC web site. Following a meeting with the Library Board of Directors, it had been agreed that the JPC provide funding of £8,000 per annum for a two year period, as the current term of office for JPC Cllrs ends in 2019 and they cannot commit to expenditure beyond their term. However, they would encourage a new Council to take a positive view of the situation when their term begins. It had also been recommended that two Cllrs represent the JPC and meet with the Directors of the Library and attend the AGM on 4th April.
- **It was RESOLVED that a sum of £8,000 per annum be provided towards the costs of running the Library and the agreement between the JPC and the Library which is published on the JPC web site and attached to the minutes was approved. The two representatives of the JPC to consult with the Library are Cllrs Garner and Leech. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried by the majority. Cllrs Garner and Leech abstained.**

- Judith Lindley said that she was happy and appreciative of the new arrangements and went on to say that County Councillor, John Horner (who will be standing as County Cllr for Henley in the Election in May), had suggested that the Library move to the Old Court Room (Fire Station) and that this required careful thought, as the Directors had just signed a five year lease with the Methodist Church. However, she could see the advantages which, in her opinion, were mainly financial.
 - Cllr Crathorne confirmed that following the JPC's approval in principle to give the Hub a grant of £20,000 per annum for the next two years, the Funding Community Organisations WP had examined the latest accounts and financial information to ensure that any funding the JPC give to the Hub was sustainable. When all of the figures had been extrapolated. It appeared that projected income was £30,000, whereas expenditure was £37,000. Following a discussion, it was agreed that the JPC increase this amount to £25,000.
 - **It was RESOLVED that the JPC provide funds of £25,000 per annum for a two year period and the agreement between the JPC and the Hub and which is published on the JPC web site and attached to the minutes is approved. It was also agreed that the two representatives of the JPC to remain as trustees were Cllrs Garner and Crathorne.**
 - Cllr Crathorne advised that the JPC had also looked at the sustainability of the Henley War Memorial Trust (HWMT) and following a preliminary investigation, it looked like a fundamental change would need to take place and the JPC needs to look at the best solution.
 - **It was RESOLVED that as the JPC has agreed in principle that there needs to be a change to the way the Trust is organised and funded, the JPC engage with the Trust under the terms of the report of the WP published on the web site and attached to the minutes in order that there is a clear benefit for the local community emanating from any investment and organisational change involving the JPC. This motion was proposed by Cllr Crathorne, seconded by Cllr Cornford and carried unanimously. Cllr Leech also said that he felt that this was an important step forward with a positive conclusion for the community in Henley.**
- **Children's Facilities Working Party – Verbal Report**
 - Cllr Jackson advised that there was no progress to report.
 - **Traffic & Parking – Verbal Report**
 - Cllr Cornford advised that his report had been uploaded on to the JPC web site and circulated to all members of the JPC.
 - Cllr Cornford confirmed that he and the Clerk had been in discussions with Taylor Wimpey. He went on to say that he and the Clerk had met with Tony Perks, Head of Technical & Community Services, SDC, who managed the car park by the Medical Centre to ascertain whether the JPC wished to take over the ownership or a long lease of the car park.
 - Tony advised by email that the non-domestic rates across the Croft Car Park is £2,177 and the Medical Centre Car Park is £5,442. Tony also confirmed that there are no current plans to carry out any remedial works at the Medical Centre car park.
 - Cllr Cornford reported that it was the hope of the JPC to co-ordinate all three of the Car Parks in Henley and place them under one umbrella.
 - It was also agreed that the Car Park Acquisitions Working Party will be reconvened following the receipt of information from Taylor Wimpey.
 - **It was RESOLVED that the Traffic & Parking and the Parking Acquisitions Working Parties Report were approved. This motion was proposed by Cllr Cornford, seconded by Cllr Crathorne and carried unanimously.**
- **Maintenance & Emergency Planning – Written Report**
 - Cllr Crathorne confirmed that his report had been circulated to all Cllrs and was uploaded on to the JPC web site and he reported that a few trees had come down following the high winds a fortnight ago at the Riverlands and he would request that the trees were inspected to ensure the area is safe.

- Cllr Crathorne went on to report that a number of residents had requested that more receptacles for dog waste be installed in Henley. The costs for supply and installation of a bin would be £350 and the annual charge for SDC to empty an additional bin is £100. Following a discussion, it was agreed to install an additional bin at the junction of Brookend Drive and the footpath that runs under the railway bridge to the field behind the Railway Station.
- **It was RESOLVED that the Clerk is authorised to arrange for an additional dual litter bin to be supplied and installed at the above location OS Ref: 148655. It was RESOLVED that the actions set out in the Property, Maintenance & Emergency Cllrs Report are approved. It was RESOLVED that the Street Scene Working Party stands down as there has been no activity of note for a considerable time. This motion was proposed by Cllr Crathorne, seconded by Cllr Broadbent and carried unanimously.**
- Cllr Crathorne reported that he had circulated details of a Data Security and Transparency smaller council's package provided by Microshade to all Cllrs. The proposed package would replace the current 'Dropbox' package which was not easily accessible to all Cllrs and had a significant cost implication.
- **Following a discussion, it was RESOLVED that the Clerk and Cllr Crathorne investigate the service provided by Microshade further and enquire if there are any similar packages on the market. This motion was proposed by Cllr Crathorne, seconded by Cllr Leech and carried unanimously.**
- **Neighbourhood Plan Steering Group – Verbal Report**
 - **To discuss and ratify the appointment of a consultant to carry out a 'health check' on the existing NDP and a course of action following.**
 - Cllr Garner reported that the NDP Steering Group had met with a consultant who came highly recommended by WALC and other parishes who were embarking on an NDP and he had suggested that a 'health check' on the current NDP be carried out.
 - **It was RESOLVED that the clerk instructs the consultant to carry out a 'health check' on the NDP, at a maximum cost of £480.00 excl. VAT and he informs the Steering Group what would be required to bring the NDP up to the standard of a document suitable for submission to SDC. It was also agreed that there would be sufficient justification to instruct the consultant to carry out the suggestions made following the 'health check' if this was deemed to be appropriate at the time. This motion was proposed by Cllr Garner, seconded by Cllr Leech and carried unanimously.**
 - Cllr Crathorne asked about the proposed time frame for when the 'health check' would be carried out and Cllr Garner responded by saying the end of March. Cllr Leech also confirmed that the public consultation should be carried out by the end of the summer.

12 To ratify the amended version of the JPC Risk Assessment, Asset Register & Finance Regulations (previously circulated)

- The Clerk reported that following the latest Internal Audit, she recommended that minor alterations be made to the above documents. She confirmed that all of these documents had been circulated to members of the JPC and if anyone would like any more information, to contact her direct.
- The Clerk said that she had added in that the Play Areas were inspected by the JPC maintenance contractor weekly and Cllr Crathorne had suggested that she also include the quarterly inspections which were carried out by a certified inspector.
- The Clerk said that she had included the projector and the screen on the Asset Register.
- Cllr Garner confirmed that the Financial Regulations had been simplified so that if the invoice is under £150.00, up to a maximum of £500.00 in any one month, the Clerk had authority to approve the expenditure. Other payments, unless urgent, should wait to be approved at the following JPC meeting. **Following a brief discussion, it was agreed and RESOLVED that the amendments be**

made to all three documents, as stated above. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.

- 13 **To discuss the formation & participation in a Car Park Acquisitions Working Party.**
It was **RESOLVED** that the Working Party Terms of Reference attached to these minutes was approved and this motion was proposed by Cllr Cornford, seconded by Cllr Crathorne and carried unanimously.
- 14 **To ratify the successful tenderer of the Grass mowing & Maintenance Contract.**
The Clerk reported that the JPC had received four completed tenders which had been opened in front of two Cllrs, the Clerk and an independent witness. Cllr Crathorne confirmed that he had circulated his notes to all members of the JPC in respect of the process and that it was his recommendation that the two year contract be awarded to Jon Vale Gardens. He went on to say that the Clerk will notify the successful tenderer and the unsuccessful tenderers as soon as possible. **This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously. It was RESOLVED to appoint Jon Vale Gardens as the maintenance contractor for the JPC for the next two years.**
- 15 **‘Wires across the High Street and additional Christmas Lights’ Project 2017 – Update**
The Clerk reported that she and the Chair had met with an Assistant Lighting Engineer with WCC to try and progress that installation of Catenary Wires across the High Street to erect banners for social organisations to promote their events. The Clerk went on to say that she was waiting for a quote and additional information from WCC and she would report progress in due course.
- 16 **To discuss & report on the JPC’s request to SDC for a Community Governance Review.**
The Clerk reported that she had instructed SDC to withdraw the JPC’s request to conduct a Community Governance Review at the present time. She went on to say that following the resignation of Cllr Linda Jackson, there was the potential for the JPC to hold two elections, one because of the resignation of a Cllr and one in May as the entire JPC would have to stand down and seek re-election if a Community Governance Review went ahead. She advised that she had not been in a position to report more fully prior to this meeting as she was waiting to hear from SDC whether or not the withdrawal had been discussed and ratified by SDC in their council meeting held on 27th February. Minutes of the SDC Council minutes relating to this meeting can be found via the link <https://democracy.stratford.gov.uk/ieListMeetings.aspx?CId=140&Year=0> and it was their recommendation that the CGR be abandoned.
- 17 **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 received three responses from the organisations that she had contacted, all of them supporting the event. The Clerk requested that Cllr Leech contact the remainder of the organisations that she had contacted. She would report further progress when she had received more responses.
- 18 **To discuss the purchase of two replacement Notice Boards**
The Clerk reported that she had contacted two companies, Greenbarnes and Harry Stebbing and she was currently looking into whether just the Perspex could be replaced and not the entire Notice Boards. She asked if the JPC would be prepared for her to use her delegated powers to replace either the Perspex with toughened glass or the entire Notice Boards up to an amount of £1,000 in liaison with Cllr Crathorne. **This motion was proposed by Cllr Crathorne seconded by Cllr Bridges and carried unanimously and it was RESOLVED that the Clerk use her delegated powers to replace/repair the Notice Boards up to a total amount of £2,000.**

19 Bus Shelter Review - Update

The Clerk reported that she had received three quotations for replacement bus shelters, in line with the JPC Financial Regulations, as the total amount would be over £3,000.00. She went on to show Cllrs all of the quotes and pictures of the proposed shelters. Following a discussion, it was agreed that the Clerk look into whether toughened glass could replace the Perspex in the existing Bus Shelters. It was also agreed that she would liaise with Cllr Crathorne and request a meeting with Johnsons Buses and other organisations in Henley to ascertain whether some kind of sponsorship could be derived with the project.

20 Reports from Councillors – exchange of information only.

- Cllr Leech requested that a standing item on the Agenda should be ‘Flood Alleviation Schemes’.
- Cllr Cornford suggested that the authorities are notified of suspected illegal activity in Camp Lane.
- Cllr Jackson advised that she had received an anonymous letter; however, unfortunately the JPC cannot respond or enter into any kind of dialogue as there are no contact details given.

21 Items for private session

There were no items for private session.

To confirm the date and time of the next JPC meeting on Monday 24th April 2017 commencing at 7.00pm in the Memorial Hall.

The Annual Assemblies of Beaudesert & Henley in Arden will be held on 10th April 2017 in the Memorial Hall.

SignedDated