



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 October 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, David Broadbent, Peter Crathorne, Peter Cornford, Jayne Bridges, Peaches Melhuish, David Tomlinson, Sally Harfield, Mike Wilmott, District Cllr Stephen Thirlwell and County Cllr John Horner.

In Attendance: 6 members of the public.

Public Participation Session

- A Parishioner who lives in close proximity to the proposed Warwickshire College development asked if there had been any progress regarding a planning application submitted by the developers. She went on to ask if there would still be a public consultation regarding the proposals as it affected the whole of Henley and was the intention still for the JPC to take over the running of the sports facilities. Cllr Broadbent advised that nothing official had been received and a planning application had not been submitted to date and it was still the intention for the JPC to run the sports facilities if they could. Cllr Broadbent confirmed that SDC were against selling existing sports facilities and wanted to retain them where they could.
- Cllr Broadbent advised that the updated planning spread sheet was available on the JPC web site and this had all of the up to date planning applications on. He went on to explain the planning process to Parishioners.
- A Parishioner said that she had noticed that John Earle was sponsoring some of the Henley in Bloom containers and they looked lovely. However, she had noticed that one of the containers as you approach from the Stratford Road into Henley looked a little bit derelict and asked if it could be removed. Cllr Bridges responded and said that it had been a JPC budget decision to look at replacing the container, however, as it was in the shade and plants did not thrive in it, removal may be an option. A representative from Henley in Bloom also advised that plants did not grow in the container and it was planned to remove it. Cllr Broadbent agreed that he would look at the container to try and see whether he could remove it.

Commencement of the Council Meeting

- 1 Apologies for absence and acceptance of apologies**
Apologies were received from Cllr Heather Hemus.
- 2 Declarations of Interest and Dispensations**
The Clerk advised that she had received four Declarations of Interest which were received from Cllrs Crathorne, Broadbent, Garner and Bridges in respect of Item 10, as they are all trustees of the HWMT. **It was RESOLVED that these Declarations of Interest were accepted and Cllrs Crathorne, Broadbent, Garner and Bridges could participate in the discussions in respect of Item 10. This motion was proposed by Cllr Cornford, seconded by Cllr Wilmott and carried unanimously by those Cllrs who could vote.**
- 3 Reports from County Councillor and District Councillor.**
 - County Cllr John Horner reported that he had been in contact with the PCC to ascertain whether it would be possible to employ Special Constables and to pay them accordingly in the hope that it would encourage more people to come forward. He went on to say that rural crime was on the increase, particularly in Ullenhall and Earlswood. Cllr Melhuish confirmed that the salary of a PCSO is currently between £17,500 - £21,500.
 - Cllr Horner asked if local parishes would consider the idea of volunteer traffic wardens who would enforce parking restrictions and fund average speed cameras. At the moment Civil Enforcement Officers covered all of the villages and towns in the area but they only worked from 9.00 am to 5.00 pm.
 - Cllr Horner advised that he had organised a meeting with Nadhim Zahawi, the local MP on Friday morning to discuss on-going issues in the local area.

- Cllr Horner also advised that the Pelican Crossing lights on the High Street would be refurbished in two years and asked if the JPC had considered contributing to the upgrade if they would like the refurbishment to be carried out sooner.
- Cllr Horner said that there was a huge disparity between the public and government policing priorities and if you wanted to do anything locally, it would become more necessary for local parishes to contribute. Cllr Bridges advised that after looking at the weekly SNT reports, most of the crime occurred during the night and she was not certain whether employing a Special Constable would help with that if they only worked during the day. Cllr Horner said that a night time initiative in Earlswood had highlighted drug activity in the area.
- Cllr Thirlwell reported that the full SDC Cabinet had approved the revised Code of Conduct and this would be cascaded down to all parishes and towns in the area, with a planned training session on 22nd March 2018.
- Cllr Thirlwell also advised that the SDC Cabinet had also approved a Report submitted by the Strategic Review Group and staff would remain at Elizabeth House, although they can work from home if they had the equipment to do so. It was the intention that any additional space that this created would be rented out to businesses.
- Cllr Thirlwell confirmed that SDC would participate within a Business Rates Retention Scheme, together with Warwickshire Councils. If all of the Warwickshire Councils that had been invited to participate agreed, a trial would run for a year. Hopefully the outcome would be to keep the SDC portion of the Council Tax to a minimum.
- Cllr Thirlwell also advised that SDC had introduced a discretionary non relief scheme for small businesses in the area and they could apply to participate in the scheme.
- Cllr Leech asked Cllr Thirlwell if SDC were considering abandoning clean air monitoring in the area and Cllr Thirlwell responded by confirming that a full report would be published in March 2018.

4 Minutes of the ordinary meeting held on 18th September 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 Crathorne, seconded by Cllr Melhuish and carried unanimously.

5 Matters arising from the minutes of previous meetings and not on the agenda.
There were no matters arising.

6 Report by the Parish Clerk – Gill Bailey

- The Clerk reported that she had received an unqualified audit opinion from the JPC External Auditors, Grant Thornton and the associated documents had been uploaded on to the JPC web site and the Notice for the Conclusion had been posted on the JPC Notice Boards.
- The Clerk also reported that she had received an email from a local developer suggesting that he donate a sum of money to the JPC to pay for the Architect's fees in respect of commissioning a topographical survey on the Riverlands site. She went on to say that she had contacted the Monitoring Officer at SDC to ask his opinion as she would feel uncomfortable accepting such an offer and she had circulated all of the relevant correspondence to members. Following a robust discussion, it was agreed that this matter required further debate.
- The Clerk mentioned that she had also received a request from the County Cllr. John Horner to ask if the JPC would consider contributing towards the cost of LED lighting on the proposed Puffin Crossing on High Street. She confirmed that she had circulated all of the relevant correspondence to members and it was agreed that the JPC would not consider contributing.

7 To review the planning applications report.

- Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site and there was nothing of note to report this month and it had been a routine month with smaller and tree applications being received.
- He went on to explain the layout of the Planning Spread Sheet which was available to view on screen.
- Cllr Broadbent advised that the Clerk was liaising with the agents in respect of an application that had been received for a change of use to a hairdresser on the High Street.

8 Reports and Recommendations by Portfolio Holders

- **Finance and Assets (Monthly)**
- **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report**

- Cllr Garner confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs. The current balances as at 16th October 2017 were Treasurers Account: £2,245.43 and the Deposit Account was £110,003.23.
- Cllr Garner reported that he had transferred £2,000 and £5,003.12 from the deposit account to the current account and £50,000 from the JPC current account to the deposit account as the JPC had received their half yearly precept payment.
- Cllr Garner reported that there were two payments requiring approval; for Jon Vale for £1,496.40 and the Heritage Centre for £300.00 for the use of their premises on a Monday.
- Cllr Garner advised that there was still a sum of £1,000 outstanding from the legacy which had been received and he asked if there had been any progress regarding the discussions with Henley in Bloom. Cllr Crathorne responded and said that it was the intention for Henley in Bloom to purchase a capital item next year which the JPC would buy on their behalf.
- **It was RESOLVED to approve the contents of the Finance Report. This motion was proposed by Cllr Garner, seconded by Cllr Melhuish and carried unanimously.**

- **To approve the revised application forms for the JPC mini grant and main grants (previously circulated) and re-convene the Grants Working Party**
- Cllr Garner advised that he had circulated the amended and revised Mini Grants and Main Grants applications to councillors.
- Cllr Crathorne advised that the process made it clearer to applicants that they could have informal discussions with the Grants Working Party if they wished to do so and they could also speak at a JPC meeting.
- **Following a discussion, it was RESOLVED that the Grants Working Party is re-convened and the members would be Cllrs Jackson, Garner, Harfield, Tomlinson and Cornford. This motion was proposed by Cllr Garner, seconded by Cllr Wilmott and carried unanimously.**

- **Maintenance & Emergency Planning, including the consideration of expenditure associated with the actions to be taken & Dementia Friendly Report (previously circulated)**
- Cllr Crathorne confirmed that the Property Report had been uploaded to the JPC web site and circulated to Cllrs. Cllr Crathorne reported that a contractor had been retained to work on the Medical Centre pond and he would commence in November when the Greater Crested Newt was not in season. He went on to say that he had instigated discussions with the Medical Centre to divert rain water from their roof into the pond which would continually refresh it. There is an overflow in place but this would need maintaining.
- Cllr Crathorne went on to advise that an increasing number of residents had been in touch about the height of cracked Willow trees which overhang gardens and there was a risk of branches falling off and causing damage. He estimated the cost for the tree works would be in the region of £900.00 per tree.
- Cllr Garner advised that there was funding for maintenance works to trees in the budget still and there were funds in reserve if required. Cllr Crathorne advised that it was his hope that there would be £5,000 remaining in the maintenance budget to be carried forward to the next financial year.
- **It was RESOLVED that the contents of the Property Report be approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.**
- Cllr Crathorne asked if there was an update on the Arden Group of parishes being able to achieve economies of scale with some of the proposed maintenance works in the area. The Clerk advised that she and the Chair had attended a meeting chaired by Cllr Horner and meetings would be held quarterly. **It was RESOLVED that the Chair and Cllr Crathorne take this project forward. This motion was proposed by Cllr Crathorne, seconded by Cllr Jackson and carried unanimously.**
- Cllr Crathorne advised that he had circulated a Report on becoming a dementia friendly community. He went on to say that a dementia friendly community was defined as a city, town or village where dementia sufferers and their carers are understood, respected, supported and be confident that they can contribute to community life. A dementia friendly community is aware of and understands dementia and people with dementia will feel included and involved and have control and choice over their everyday lives.
- Cllr Crathorne confirmed that the JPC's role would only be as a facilitator, although they could possibly consider supplying some funding towards the project. Residents would be encouraged to become Dementia Friends. Dementia Friends would understand about dementia and you can become a Dementia Friend by attending a 45 minute session or by watching an online video and registering at www.dementiafriends.org.uk. He went on to say that he hoped that there would be a major input by commercial premises and they would be encouraged to attend the dementia course, which he believed had had a marked effect on those who had participated helping them to change attitudes towards dementia.

- **Following a brief discussion, it was RESOLVED that Cllr Crathorne, with the support of the Clerk, is appointed to request that the Hub@Henley Community Centre undertakes the lead in communicating with community groups, local authority services and businesses to promote the journey towards creating in our parishes a Dementia Friendly community. In addition Cllr Crathorne explores any financial implications for the JPC and a progress report made to the next Council Meeting. This motion was proposed by Cllr Leech, seconded by Cllr Melhuish and carried unanimously.**
 - **Car Park Acquisitions Working Party (previously circulated)**
 - Cllr Cornford reported that he had attended meetings to discuss the acquisition of The Croft and Medical Centre Car Parks in Henley with the company who run the Forward House car park so that a comprehensive car parking management scheme can instigated across the Town.
 - Cllr Cornford advised that he had spoken to officers at SDC and WCC and the Clerk was currently looking into how the JPC could enforce parking regulations. He went on to advise that Taylor Wimpey are looking at the disposal of The Croft Car Park. Cllr Cornford agreed to report progress at the next JPC meeting.
 - **Children’s Facilities Working Party – Riverlands Play Area**
 - Cllr Jackson reported that the WP was currently trying to arrange meetings with officers of SDC to try and take the project forward and to ascertain what the JPC could and could not do. Cllr Jackson agreed to report on progress at the next JPC meeting.
- 9 To approve the adoption of a Community Engagement Strategy (previously circulated to Cllrs)**
- The Clerk reported that she had circulated the document to all members of the JPC and once adopted, it would be uploaded on to the JPC web site.
 - **Following a discussion, it was RESOLVED that the penultimate paragraph ‘Beaudesert & Henley in Arden Joint Parish Council through their Cllrs and Clerk will ensure that they respond to contacts from the community **within a twenty four hour period**’ be changed to say ‘Beaudesert & Henley in Arden Joint Parish Council through their Cllrs and Clerk will ensure that they respond to contacts from the community **within a three working day period**’. This amendment was proposed by Cllr Melhuish, seconded by Cllr Bridges and carried by the majority, with one vote against. It was RESOLVED that the document be adopted with the amendment and this motion was proposed by Cllr Melhuish, seconded by Cllr Bridges and carried by the majority, with one vote against.**
- 10 To consider the Report on the Sustainability of Community Activities currently supported by HWMT and how the JPC might impact on it (previously circulated to Cllrs)**
- Cllr Crathorne confirmed that he and Mr Bob Morgan had met and they had produced a Report which had been uploaded to the JPC web site and circulated to Cllrs. He thanked Mr Bob Morgan for all of his hard work and input into producing the document.
 - Cllr Leech advised that he had read through the document and he had concerns that it would create a significant amount of extra work for the Clerk.
 - Mr Morgan was invited to speak on the document that he had helped to produce and said that there was a detailed crossover between the JPC and the HWMT and there was a genuine sustainability issue and at the moment the facilities were not financially viable. He went on to say that the Playing Fields and the Pavilion were most at risk and it was unlikely that they would survive in the medium term without the intervention of the JPC. He said that there were one or two options and the JPC would need to consider the operational and the capital costs but ultimately it would be a town decision.
 - Mr Morgan said that there would also be an extra cost involved for the hours that the Clerk would put in, however, many parish and town councils in the area operated and ran their own sports facilities.
 - Cllr Jackson said that if the JPC did oversee the management of the facilities new energy was needed as the present infrastructure and coaching was not sustainable with many youngsters going to Claverdon in preference to Henley.
 - Following a discussion, Cllr Bridges advised that the average age of HWMT trustees was 74 and that she felt it was a potential option for the JPC to take over the management. She went on to say that there would always be a JPC and not necessarily a HWMT. Mr Morgan advised that there would also always be a Clerk.
 - Cllr Cornford advised that there may be the opportunity to acquire some Section 106 funds becoming available following the potential development of Warwickshire College.
 - Cllr Wilmott advised that detailed drawings have already been prepared for a new Pavilion.
 - **It was RESOLVED that the JPC explore further the process by which they take over**

the Playing Fields, Pavilion and the Memorial Hall with the Parish Clerk running the facilities. Prior to a further decision, the following actions will be taken :

1. Noting that the HWMT Deed allows for the disposal of assets in situations like those described but such transactions do require Charity Commission agreement. Legal advice on this would need to be sought by the JPC and the council recommends that the HWMT do likewise. SDC and WCC should also be notified and advice taken.
 2. Visits should be made by the Working Party to Parishes or small Towns who already run these types of facilities in order to understand the issues and best practices involved.
 3. A menu of low cost options for improvements to the Pavilion should be prepared. These would include; changing the first floor layout to include female changing, making the building fully wheelchair friendly – including a lift to the first floor recovering the (flat) roof.
 4. Hold discussions with an appropriate consultancy to try and bring into focus any realistic opportunities for gaining grants for the Pavilion works.
 5. Factor in actual costs being incurred as a result of outsourcing maintenance and cleaning of the Playing Fields and Pavilion.
 6. Preparing an interim report to the January JPC meeting with the result of the above investigations fully costed with a proposed timetable for the process.
- This motion was proposed by Cllr Crathorne and Cllr Melhuish proposed an amendment to include ‘the Memorial Hall’ in the first paragraph of the resolution. The motion was carried unanimously.

11 To approve the siting of a bench between the Chemist & Arden Tandoori restaurant on High Street in memory of Mrs Allyson Barton (permission received from Dudley Taylor)

- The Clerk reported that she and the Chair had met with Mr Barton to look at the proposed location for the bench. The Clerk had measured the width of the bench outside the White Swan and in her opinion, it would not be obtrusive. **Following a discussion, it was RESOLVED that Mr Barton could site the bench between the Chemist and Arden Tandoori restaurant. This motion was proposed by Cllr Melhuish, seconded by Cllr Bridges and carried unanimously. Cllr Crathorne advised that there would be a cost to the JPC for maintenance of the bench.**

12 To agree contributions from Working Party Portfolio Holders and to discuss & approve the cost of printing & distributing the JPC Annual Report & Accounts

- The Clerk reported that she had received some Reports from the Working Party Chairs and she had also written one herself. She went on to report that she had received three quotations; Henley Focus, Bloomfield Print and Dukes, ranging from £970.00 to £550.00. She had also spoken to a member of the PCC and it may be possible for their volunteers to deliver the Annual Report and Accounts at the same time as they deliver the St John’s newsletter for a donation of £150.00. **It was RESOLVED that a small working group consisting of Cllrs Garner, Leech and Crathorne look at the content of the document. It was also agreed that the JPC instruct Bloomfield Print to print 1600 copies of the document on silk paper at a cost of £550.00 and that the PCC deliver the documents at the same time as their monthly newsletter. This motion was proposed by Cllr Leech, seconded by Cllr Garner and carried unanimously.**

13 To discuss the feasibility of JPC Bi-Monthly meetings – update

- Cllr Crathorne reported that he, Cllrs Garner, Tomlinson and the Clerk had met to discuss the possibility of bi-monthly JPC meetings, with a daytime PC surgery taking place on alternate months. A proposed schedule is attached and has been uploaded on to the JPC web site. He went on to say that it was important that the JPC have a continuing level of communication with members of the public.
- Cllr Crathorne said that it was proposed that a rota of Cllrs who would be able to attend a daytime surgery be prepared by the Clerk and the surgery would follow on from the regular planning working party meetings which took place in the Heritage Centre on a Monday. He said that it was important that there was a stringent level of public accountability with planning and the response time of 21 days was sometimes difficult to accommodate. He was therefore proposing that the Planning WP consider forming as a sub-committee of the JPC with agenda’s and minutes being taken.
- Following a robust discussion, Cllr Crathorne proposed that bi-monthly JPC meetings be adopted with daytime surgeries taking place on alternate months. This motion was seconded by Cllr Garner. Cllr Leech proposed that the JPC carries on in the same way as it had done in the past, this motion was seconded by Cllr Melhuish and four Cllrs voted for this motion with six against.

- Cllr Wilmott pointed out that under no circumstances should the long dead, inefficient planning committee be reformed with all the necessary admin and costs involved, when the existing planning protocol is more than sufficient.
- Cllr Melhuish suggested an amendment to the proposal and that a minimum of eight JPC meetings per annum be considered with daytime surgeries being held on the months when there was no JPC meeting. **It was RESOLVED that the Clerk decide the additional two months when the JPC would hold meetings and organise a rota for daytime surgeries to take place in the Heritage Centre. This motion was proposed by Cllr Cornford, seconded by Cllr Wilmott and carried by nine votes to two against. Some Cllrs agreed that the formation of a Planning Sub-Committee be placed on the agenda for discussion at the next JPC Meeting.**

14 To receive an update on the following premises as ACVs - Warwickshire College Sports Hall and Sports Field and The Hub@Henley Community Centre

- Cllr Crathorne reported that there was no progress to report.

15 To discuss the purchase of three replacement Bus Shelters for Henley - update

- The Clerk reported that she had received quotations from three companies who could supply wooden bus shelters. Following a discussion, it was agreed that the Clerk find out if there were any bus shelters which had been installed by any of the companies who had quoted and Cllrs Bridges and Harfield would conduct a site visit and report back to the next JPC meeting.

16 Reports from Councillors – exchange of information only

- Cllr Cornford requested that the Clerk contact Cllr Thirlwell to find out whether any enforcement action had been taken in respect of the vehicles in the field at Hungar Hill.

17 Items for private session

There were no items for private session.

To confirm the date and time of the JPC Ordinary meeting which will be held on Monday, 20th November 2017, commencing at 7.00pm in the Memorial Hall

PLEASE NOTE THAT IF ANYONE WOULD LIKE A HARD COPY OF THE DRAFT MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The meeting closed at 9.15 pm

Signed

Dated