



## 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 17<sup>th</sup> July 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, Heather Hemus, David Tomlinson, District Cllr Stephen Thirlwell and County Cllr John Horner.

In Attendance: 6 members of the public.

#### **Public Participation Session**

- A Parishioner expressed concern regarding the condition of the Town sign on the west face of St John's Church Tower and felt that it was in need of renovation. He went on to say that he had approached a local company who had given him an estimate of £670.00 which he believed been quite expensive. Following a discussion, it was agreed to put this item on the agenda for the next scheduled JPC meeting in September. Cllr Leech also mentioned that there were pigeons nesting in the Tower creating quite a mess and it appeared that they were nesting on the ledges of the Church. Cllr Broadbent agreed to liaise with the Parishioner, along with Cllr Crathorne to see whether anything could be done about this issue.
- The Chair of Henley in Bloom thanked the JPC for the letter that they had delivered to all of the residences on High Street, requesting that they take responsibility for clearing the weeds outside their properties. She went on to say that there may be the possibility of Henley in Bloom entering either the regional or national competition in the future but that would require a great deal of work to be considered. Cllr Crathorne pointed out that not all of the residents in High Street were able to weed outside their properties due to being elderly or infirmity and the JPC should offer the appropriate amount of support if this was the case. Cllr Bridges suggested that the most effective way to get rid of the weeds would be to spray them at the beginning of the season and she may be able to help with that a month - six weeks prior to the competition date. Cllr Leech suggested that Cllr Bridges liaise with the Chair of Henley in Bloom and report back to the full JPC. Cllr Cornford suggested that if a follow up letter were to be delivered to the residences in High Street, the Court Leet might like to have an input as they looked after the area known as the Lord's Waste.
- Cllr Leech pointed out that there were quite a few areas in Henley that needed attention, such as underneath the JPC Notice Board on the side of the old Police Station. He went on to say that it was a great credit to Henley in Bloom that the Town looked as nice as it did.
- A Parishioner mentioned that a footpath running along the back of Barley Close down to Brook End Drive and running alongside Yew Tree Gardens was covered in dog mess and pine needles and it was difficult to walk along because of the overhanging bushes. She went on to say that it had been difficult to ascertain whose responsibility this footpath was. Cllr Jackson mentioned that the footpath running alongside the primary schools to Mount Road also needed attention. Following a discussion, it was agreed that the Chair, Cllr Crathorne and the Clerk drive round the areas in Henley and make a list of all those areas which needed attention.

- The applicant who had submitted a planning application for 24 High Street (17/01657/FUL & 17/01658/LBC) said that he had only been a resident in Henley for a year and had submitted a previous application, which did not meet the criteria for a Listed Building. He went on to say that he and his agent's felt that they had dealt with all of the issues that had been raised in the previous application, however, it would be helpful if the JPC felt able to support the application and submitted further comments in addition to their response of No Objection. Following a brief discussion, the JPC were advised that the owners of neighbouring properties were supportive and it was agreed that this application would be discussed under 'Planning' later on the agenda.

*Pause for a few members to allow members of the public to leave the meeting if they wish to do so.*

## **Commencement of the Council Meeting**

### **1 Apologies for absence and acceptance of apologies**

Apologies were received and accepted from Cllrs Peaches Melhuish and Mike Wilmott .

### **2 Declarations of Interest and Dispensations**

Cllrs Peter Crathorne, Jayne Bridges, David Broadbent, John Garner declared an interest in Items 10 and 11 on the Agenda as they are Trustees on the HWMT. Cllr Leech also expressed an interest in items 10 and 11 on the agenda as he ran the Rural Cinema and is involved in the use of the equipment.

### **3 Reports from County Councillor and District Councillor.**

- Cllr Horner said that he had little to add to the report that he had previously sent to the Clerk and HNOL (please see copy on the JPC web site).
- Cllr also reported that the County Cllr Community Grants would open to his constituencies soon; however, the amount was £5,000 which had to be split amongst each of the parishes/towns in his area.
- Cllr Horner advised that the CC Investment Fund was looking to refurbish the Fire Station Headquarters, a new training facility for the fire services and new traffic schemes in the area. Cllr Leech asked about average speed cameras as a counter measure to speeding vehicles.
- Cllr Horner also advised that he was looking into the provision of the Section 144 agreement that the JPC would need to enter into if the Christmas tree were to be installed outside Lloyds Bank.
- Cllr Thirlwell reported that the cabinet had met recently and Salford Priors and Bidford on Avon NDP's had been endorsed for adoption by the cabinet, which would become part of the SDC Planning Policy in the future.
- Cllr Thirlwell reported that SDC would have to appoint a new Data Protection Officer as the new General Data Protection Regulations/Data Protection Bill 2017 would become law in May 2018.
- Cllr Thirlwell reported that he had experienced some difficulty in contacting the appropriate person at Orbit in respect of the issues that had been raised at the last JPC meeting regarding Beechcroft and he should receive a reply to his query shortly.
- Cllr Thirlwell confirmed that following the appalling tragedy at Grenfell Tower in London, SDC had been checking all of the buildings and properties in the area that they were responsible for and only one had been identified with the same kind of cladding in the roof of the building. Appropriate steps were being taken. He went on to confirm that Orbit Housing had also carried out

the same checks on all of the properties they were responsible for and they had confirmed that their properties were all completely safe.

**4 Minutes of the ordinary meeting held on 19<sup>th</sup> June 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 carried unanimously.

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

- Cllr Cornford mentioned that he had been in touch with the agent for Beechcroft and they had confirmed that the purchase of the site was subject to planning.
- Cllr Cornford asked Cllr Thirlwell if there had been any progress regarding the enforcement actions that may be necessary which he had raised previously. Cllr Thirlwell responded and said that he was still looking into these issues.

**6 Report by the Parish Clerk – Gill Bailey**

The Clerk reported on the following:-

- She had received a Road Closure Order for Camp Lane in Beaudesert, the details had been posted on the JPC web site and Notice Boards and if anyone would like further information, to contact her.
- She had received a consultation on the proposed new Code of Conduct for SDC, which would be cascaded down to parish and town council level. She requested Cllr Crathorne to help to formulate a response on behalf of the JPC prior to the closure of the consultation at the end of August.
- She referred to last JPC meeting when the JPC had been notified of a new incident involving shards of glass being placed on the bottom of the slide in the Jubilee Play Area. She confirmed that she had been in touch with the Police and had requested extra patrols of officers on Saturday/Sunday evenings. She also said that she had been in touch with the Clerk of a neighbouring parish who had said that they employ a part time park keeper and she suggested that if these incidents were to escalate the JPC may want to consider employing a part time park keeper in the future.
- She advised that Cllr Tomlinson and herself had attended a Schools Partnership project and helped school children at Henley Secondary School to fill Buddy Bags to be distributed to Women's Refuges in Henley & Stratford. She felt that this had helped to raise the profile of the JPC and had forged links with the head etc.
- She also mentioned that following the resignation of Cllr Taylor-Green that ten electors had not requested an election in Beaudesert and the JPC could now co-opt a member. She went on to say that she would post advertisements on the JPC web site and Notice Boards advertising the vacancy.
- Finally, she confirmed that she had attended a course on the forthcoming General Data Protection Regulations / Data Protection Bill 2017. The GDPR will apply in the UK from 25<sup>th</sup> May 2018. The Government has confirmed that the UK's decision to leave the EU will not affect the commencement of the GDPR. She also confirmed that a précis of her report on the new GDPR would be uploaded on to the JPC web site if anyone would like to see how the new Regulations would affect the JPC.

## 7 To review the planning applications report and the following applications :

Application no.	Proposal	Address	Submitted by	Comments due by / decision
17/01657/FUL	Demolition of existing conservatory, erection of enlarged single storey rear extension and associated landscaping	24 High Street, Henley in Arden	R Cooper	20.07.2017
17/01658/LBC	Demolition of existing conservatory, erection of enlarged single storey rear extension and associated landscaping	24 High Street, Henley in Arden	R Cooper	20.07.2017
17/01365/FUL	Proposed conversion of attached garage with a first floor extension over & single storey rear extension	34 Riverside Gardens	R Retallack	25.07.2017

- Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site.
- Following a discussion regarding planning applications 17/01657/FUL and 17/01658/LBC, **it was RESOLVED that a letter of support would be submitted to the planning officer at SDC prior to the end of the consultation date. This motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.** Cllr Broadbent agreed to send comments to the Clerk indicating the support of the JPC and mentioning the material considerations.
- Cllr Broadbent also reported that he and Cllr Tomlinson had conducted a site visit for application 17/01365/FUL and whilst they understood that there would be a loss of light to the neighbours, who had objected to the application, he felt that the JPC needed to respond with a comment of No Representation. **It was RESOLVED that the Clerk respond to SDC with a comment of No Representation and this motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.**
- Cllr Leech asked if anyone knew of any progress with regards to the renovations of 54/56 High Street and **it was RESOLVED that a letter be sent to the owner of the building asking for an update on the building works. This motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried unanimously.** Cllr Broadbent agreed to liaise with the Clerk regarding an appropriate letter.

## 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 17<sup>th</sup> July 2017 were Treasurers Account: £517.16 and the Deposit Account was £85,003.71.
- Cllr Garner reported that he had transferred £7,003.96 from the JPC deposit account to the current treasurer's account.

- Cllr Garner reported that there was only one payment requiring approval and that was for Jon Vale for £1,823.40.
  - Cllr Garner advised that the Clerk's Contract of Employment had been updated to include her new pay grade, salary and holiday in line with the resolution that had been ratified at the last JPC meeting. The Clerk advised that both the Chair and Vice-Chair were required to sign and date the new Contract.
  - Cllr Garner advised that in line with previous resolutions, payments to the Hub and a grant to the Memorial Hall were also due. He went on to say that the Treasurer of the HWMT would also provide an invoice for the use of the Memorial Hall for the JPC meetings.
  - Cllr Garner also confirmed that payments were moving in line with the JPC budget.
  - **It was RESOLVED to approve the contents of the Finance Report. This motion was proposed by Cllr Garner, seconded by Cllr Crathorne and carried unanimously.**
- **Maintenance & Emergency Planning – (Monthly)**
    - Cllr Crathorne advised that his Property Report had been previously circulated and was uploaded on to the JPC web site. Cllr Crathorne reported that the JPC had submitted two planning applications for work to be carried out on the Willow Trees at Littleworth and the Hawthorn and Ash trees at the back of Warwick Road, the second application is for trees alongside the path between Alne Close and Riverside Gardens. He confirmed that he had received quotes for the work to be carried out and as soon as planning consent had been received an instruction could be given to carry out the works. Cllr Cornford asked how often Littleworth was used by members of the public as he wondered whether the JPC would be able to sell the tract of land. Cllr Crathorne responded and said that the area was used a lot of the time by members of the public.
    - Cllr Crathorne advised that there had been no progress to report with regard to the on-going negotiations with a restaurant on the High Street in respect of the siting of their bins.
    - Cllr Crathorne also advised that the JPC were still in the process of trying to organise a Speed Survey in Henley and the Clerk confirmed that she had written several times to WCC and had not received a response to date. She went on to say that she had requested that County Cllr Horner also make enquiries as to why she had not received a response.
    - Cllr Leech suggested that Stratford Road needed to be tidied up and asked if residents could do that rather than relying solely on the JPC maintenance contractor. Cllr Crathorne advised that the residents were now involved in the planning for tidying up the area with some assistance from the maintenance contractor where necessary.
    - **It was RESOLVED that the actions set out in the Property Report are approved. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**

**9 To Ratify the Amendments to the Terms of Reference for the following JPC Working Parties: (previously circulated)**

- **Community Grants WP**
- **Car Park Acquisitions WP**
- **Children's Facilities WP**
- **Planning WP**

Cllr Crathorne uploaded the proposed amendments to the terms of the reference for the above Working Parties on to the screen and went through a summary of the proposals, included as an Appendix to these minutes. **It was RESOLVED that the amendments be approved and subsequently uploaded on to the JPC web site. This motion was proposed by Cllr Crathorne, seconded by Cllr Garner and carried unanimously.**

**10 To discuss gifting the Projector & Screen installation to the HWMT under a contracted agreement between the Joint Parish Council and the HWMT**

- Cllr Leech asked Cllr Jackson to take over this item as he had previously expressed an interest. Cllr Jackson advised that the projector and the screen had been purchased by the JPC and had been on loan to the Memorial Hall. She went on to say that the equipment was a community asset used regularly by the JPC, the HWMT and the Rural Cinema. However, these three entities were also insuring the equipment and there were no clear guidelines at present as to which organisation would be responsible if the equipment was damaged and any maintenance that may be required in the future.
- Cllr Jackson suggested that a possible way forward would be to gift the projector and the screen to the HWMT. She went on to say that a contract would be drawn up between the JPC and the HWMT to use the equipment free of charge in perpetuity.
- Following a brief discussion, **it was RESOLVED that the projector and the screen be gifted to the HWMT. This motion was proposed by Cllr Jackson, seconded by Cllr Cornford and carried unanimously by Cllrs who were not trustees of the HWMT.**

**11 To discuss a Mini Grant Application received from the HWMT for £500 towards the cost of a scissor lift (*documents previously circulated*)**

- Cllr Leech asked Cllr Jackson to take over this item as he had previously expressed an interest. Cllr Jackson advised that the HWMT had applied for a mini grant to assist in the purchase of a scissor lift so that the projector presently situated in the ceiling of the Memorial Hall could be remotely lifted into the ceiling void above it. This would allow the Badminton Club to resume their playing to a standard that they had been previously used to, prior to the projector being installed in the Hall.
- Following an in depth discussion regarding the request from the HWMT for a mini grant of £500, **it was RESOLVED that a mini grant of £375.00 be paid towards the purchase of a scissor lift to be installed in the Memorial Hall by the same supplier who had installed the projector and the screen. This motion was proposed by Cllr Jackson, seconded by Cllr Cornford and carried unanimously by Cllrs who were not trustees of the HWMT. It was agreed to pay over the mini grant upon receipt of an invoice once the scissor lift had been installed.**

**12 To agree a date and content for Councillor Training by Mr Bill Robinson – Monday, 14<sup>th</sup> August 2017 (*please bring your diaries*)**

- The Clerk advised that she had been in touch with Mr Robinson who had confirmed that he would carry out the bespoke training on Declarations of Interest for the JPC and asked which Cllrs would be available for the training. All Cllrs present apart from Cllr Bridges confirmed that they would be able to attend the training on 14<sup>th</sup> August.

- Following a discussion, it was agreed that the Clerk would find out how long the training would take and what the objectives were and if it was an hour long, perhaps some additional training could be considered. The Clerk agreed to report back to the JPC once she had spoken to Mr Robinson.

**13 To agree a date for the Neighbourhood Development Plan and Microshade Presentations – 4<sup>th</sup> or 11<sup>th</sup> September 2017 (please bring your diaries)**

- The Clerk advised that she would like to organise the Presentations for 11<sup>th</sup> September and asked which Cllrs would be present. All Cllrs present apart from Cllr Jackson agreed that they could be present on that date at the moment.

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

- The Clerk reported that she had completed the draft forms prior to submission to SDC. She went on to say that there was only a small section of local knowledge on each set of forms she could not complete and asked Cllr Crathorne if he would complete the missing information.

**15 Reports from Councillors – exchange of information only.**

- Cllr Cornford asked if Cllr Broadbent could take a look at a property on High Street and he confirmed that he would.

**16 Items for private session**

- There were no items for discussion under private session.

**Cllr Leech confirmed the date and time of the next JPC Ordinary meeting which will be held on Monday, 18<sup>th</sup> September 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 9.00 pm.**

**Signed .....**

**Dated .....**