



# 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 19<sup>th</sup> June 2017 at 7.00 pm in the Guild Hall, High Street, Henley-in-Arden.**

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

In Attendance: 9 members of the public.

### **Public Participation Session**

Dr Bridgewater spoke about the mini grant that he had applied for from the JPC for a commemorative headstone for Norman Frederick Parkes, who was born in Henley and who had fought in World War II. Dr Bridgewater advised that Mr Parkes was awarded a scholarship at King Edward Sixth School in Stratford and the Archivist at the School and he had been involved in raising the funding for a commemorative headstone for Mr Parkes.

Dr Bridgewater said that the headstone would be dedicated in the Baptist Church cemetery on 7<sup>th</sup> July. Cllr Leech confirmed that unfortunately this item had been missed off the Agenda as the Clerk had been in hospital recently and the agenda had been prepared by himself and Cllr Garner. He went on to say that Cllr Garner would be bringing this matter up during his finance report.

A parishioner who lived in Beechcroft expressed his concern about the properties that were being sold by Orbit and outline planning for an area that encroached on to the communal washing area, together with parking and highways issues. He went on to say that it had been suggested that the parishioners who lived in Beechcroft approach the JPC to express their apprehension about the new owners and what will happen to their homes in the future.

Cllr Cornford advised that the properties had probably been sold by Orbit subject to contract and that a formal planning application may be forthcoming after the legal paperwork had been completed. The Clerk advised that the JPC could make a formal comment on the planning application when it was received. Cllr Thirlwell agreed to look into the issues that had arisen prior to a planning application being submitted.

Cllr Leech suggested that a JPC Cllr act as a liaison with the parishioners and Cllr Broadbent offered to make contact with them.

A Parishioner who was elderly and disabled said that there were access/egress issues to take into account and he felt that there was a very real danger to members of the public, especially children in the area. Cllr Crathorne advised that he was the Cllr responsible for this area and agreed to make contact with the parishioner.

### **Commencement of the Council Meeting**

The Chair welcomed everyone to the JPC meeting and thanked the High Bailiff for the use of the Guild Hall.

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

Apologies were received and accepted from Cllrs David Tomlinson, Peaches Melhuish, Heather Hemus and Lorraine Taylor-Green. Cllr Crathorne queried the length of time that Cllr Taylor-Green and several other Cllrs had been absent from JPC Meetings. It was agreed that the Chairman would make contact with the Cllrs in question to ascertain their long term plans.

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

There were no Declarations of Interest or requests for a Dispensation.

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

- County Cllr Horner reported that following both the County Council Elections in March and the General Election earlier this month that WCC was still in purdah which meant that as there was no formal government which had been formed at the present time, it prevented central and local government from making decisions about anything that could be construed as new or any controversial initiatives.
- Cllr Horner confirmed that he had attended the Arden Community Forum recently and there had been a presentation by the Chief Executive of WALC who had said that more decisions and services may have to be taken on by parish and town councils.
- Cllr Horner also reported that WCC officers were still doing what they can and Trading Standards were also very active in the area.
- Cllr Horner also reported that he was looking at the priorities that he had received prior to his election, particularly regarding speeding and traffic issues in the area. Cllr Leech asked if several Cllrs and the Clerk could meet with him and it was agreed that the Clerk get in touch with him to make an appointment and to itemise the items that they would like to discuss prior to the meeting.
- Cllr Thirlwell reported that the full cabinet at SDC had been requested to review the removal of the permitted development rights at Wellesbourne Airport as they had received a major objection regarding this issue. It was agreed by the cabinet that the removal of the permitted development rights remain in place. He went on to say that this decision had been agreed in the Core Strategy.
- Cllr Thirlwell reported that a Night Club in Stratford had their licence revoked by the Licencing Committee at SDC and they had appealed. The case was going forward to the Magistrates Court in Leamington.
- Cllr Thirlwell also reported that SDC were reviewing their Code of Conduct and if this was ratified by the Audit and Standards Committee on 26<sup>th</sup> June that this would be cascaded down to parish and town council level via a consultation. The Clerk said that she had received notification of this from SDC and had already advised JPC Cllrs this would be taking place. Cllr Thirlwell urged the JPC to comment on the consultation.

## 4 **Minutes of the ordinary meeting held on 22<sup>nd</sup> May 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 Bridges, seconded by Cllr Leech.

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

- Cllr Crathorne raised an issue with Item 14 on page 6 of the minutes and asked for it to be formally recorded that the resolution regarding the JPC's membership of the Mount Trust and that it should be noted it was the Mount Steering Group and not the Mount Trust as stated.
- Cllr Thirlwell also mentioned that at the bottom of page 7 of the minutes it made reference to the next annual meeting and that should be deleted. **It was RESOLVED that the minutes be amended for the above meeting and they were confirmed as a true record.** This motion was proposed by Cllr Bridges, seconded by Cllr Leech.
- Cllr Crathorne advised that he and the Clerk had met with a representative from Johnsons regarding a donation towards the Bus Shelters in Henley and unfortunately, they had been advised that it was not possible during this fiscal year; however they may consider reviewing this decision in the next financial year.

## 6 Report by the Parish Clerk – Gill Bailey

- The Clerk reported that at the last meeting it had been mentioned that the JPC had received the bequest from the Estate of Miss Knight. She went on to say that Cllrs Crathorne and Tomlinson had agreed to approach the Christmas Lights Committee and Henley in Bloom and Cllr Crathorne agreed to contact both organisations in due course and would report back.
- The Clerk went on to say that following the JPC meeting last month, it had been agreed to concentrate on the proposed decorations for the Christmas Tree which would be located outside Lloyds Bank in December. The planning permission noted that the JPC was required to enter into a Section 144 agreement with WCC. She went on to say that she had emailed Highways a number of times requesting more information regarding the Section 144 agreement, however, she had not received a response to date. Cllr Jackson suggested that perhaps some of the funds from the bequest the JPC had received from Miss Knight could be spent on the proposed Christmas tree decorations. The Clerk responded and said that the Christmas Lights Committee had suggested a seat in memorial for Miss Knight.

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

- Cllr Broadbent reported that the updated Planning Applications spread sheet was available on the JPC web site.
- Cllr Cornford asked if the JPC had responded to application 17/01411/FUL, The Conifers at Hungar Hill, Ullenhall and the Clerk confirmed that the date for responses was 7<sup>th</sup> July. Cllr Cornford went on to say that the application was for a change of use of the existing games room which had been constructed under permitted development rights to a holiday let. Following a discussion it was agreed that the Planning Working Party look into this application further and inform the Clerk of their response.
- The Clerk advised that the JPC had received a planning application from a JPC Cllr and it had been agreed to submit a response of 'No Representation'. Cllr Broadbent advised that he had seen the plans and felt that the proposals did not have a detrimental effect on the amenity in the area.

## 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 19<sup>th</sup> June 2017 were Treasurers Account: £1,977.89 and the Deposit Account was £92,003.96.
  - Cllr Garner also reported that the JPC had received the mini grant application from Dr Bridgewater just prior to the meeting last month and that it had been missed off the agenda due to the Clerk's illness this month. The Clerk advised that she had emailed the covering letter and application to all Cllrs and following a discussion, it was agreed that the JPC award a sum of £400.00 towards the cost of the commemorative headstone for Mr Norman Parkes. This motion was proposed by Cllr Garner, seconded by Cllr Wilmott and carried unanimously. **It was RESOLVED that the Clerk contact Dr Bridgewater requesting further information in respect of the payment details that had been supplied in his application and that a representative from the JPC attend the dedication on 7<sup>th</sup> July.**
  - Cllr Garner also reported that **there was only one payment requiring approval, that was for Jon Vale for £2,099.36. It was RESOLVED to approve the Finance Report. This motion was proposed by Cllr Crathorne, seconded by Cllr Bridges and carried unanimously.**
  - Cllr Garner advised that several grants had been previously approved; the latest tranche of funding to Henley Library and the Heritage Centre.
  - Cllr Garner reported that the Mount Trust had applied for a grant towards its web site. He went on to say that although the grant had been agreed by the Grants WP, it subsequently transpired that it was a retrospective grant as work on the web site

had been started prior to the Mount Trust applying for a grant. Cllr Garner advised that one of the conditions of a grant being paid was that it must not be for work which had been carried out before the grant application was made and asked for guidance on how to proceed. Following a robust discussion, it was agreed that the Clerk seek the advice of an independent arbitrator at the Warwickshire Association of Local Councils. She agreed to report back to Council. **It was RESOLVED that the Clerk contact the Chief Executive of WALC. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried by the majority, Cllr Crathorne against.**

- **To approve the offer of the annual salary increase for the Parish Clerk and RFO as recommended by the Chairman and the Finance Portfolio Holder.**
- Cllr Garner advised that he and the Chair had recently carried out the Clerk's Annual Appraisal and he proposed that the Clerk receive an increase in her salary of 3% which equated to an hourly rise from £15.09 to £15.54 which would be backdated to April. He confirmed that the Clerk's Contract of Employment would be altered according. Cllr Garner advised that the Clerk had requested that her holiday year ran from April to March and he confirmed that this would not be detrimental to the JPC and was just a matter of convenience. **It was RESOLVED to approve the increase in the Clerk's salary and that her holiday year could run from April to March. These motions were proposed by Cllr Garner, seconded by Cllr Leech and carried unanimously. Cllr Leech thanked the Clerk for her hard work during the year.**
- Cllr Crathorne advised that JPC payment to the Hub had been missed off the authorised payments and said that it could be included at a later date.
- **Maintenance & Emergency Planning – (Monthly)**
  - Cllr Crathorne advised that his Property Report had been previously circulated.
  - Cllr Crathorne reported that there were three trees on the verge of Prince Harry Road which were very close to the properties and he felt might have been conditioned following a planning application. He asked if Cllrs would consider their removal, the cost of which could be included in the annual maintenance budget, even though they were not on JPC land. He also confirmed that he had spoken to Highways who had said that the trees were not on their land either.
  - Following a discussion, Cllr Cornford requested that further investigations and suitable alternatives are considered as there could be structural implications due to the fact that the trees were sited so near to the properties in Prince Harry Road. It was also agreed that Cllr Crathorne carry out a Land Registry search to ascertain the owners of the land.
  - Cllr Crathorne also reported that both sides of the entrance into Henley from Stratford were looking very untidy. He requested that he be allowed to investigate the removal of the trees and shrubs replacing them with more attractive species as well as establishing the mown grassed areas and easily maintainable shrub beds.
  - Cllr Crathorne reported that he had recently carried out an allotment inspection and that 13 allotments were maintained to an excellent level, 6 allotments were very good, 17 were maintained to a satisfactory level, 4 allotments require immediate attention and letters would be sent out to the appropriate tenants. A tenancy cancelling letter would also be sent to one tenant.
  - Cllr Crathorne also reported that the ground underneath the swings in the Riverlands Play Area required emergency attention.
  - **It was RESOLVED that the actions detailed in Cllr Crathorne's Property Report and detailed above, be approved and that emergency action is taken to make the ground under the swings in the Riverlands Play Area were made safe. These motions were proposed by Cllr Crathorne, seconded by Cllr Broadbent and carried unanimously**
- **Children's Facilities (Bi-Monthly)**
  - Cllr Jackson advised that she had met with the Clerk and Cllr Broadbent and that the Clerk would look into a number of actions following the meeting.

- Cllr Jackson also advised that there had been another incident of glass shards on the children's slide in a Play Area which had been reported on Henley Matters. She went on to say that as the JPC was responsible for the area, maybe Cllrs would consider the installation of CCTV in the area.
- Following a discussion, it was agreed that the Clerk contact Clerks in the surrounding localities to ascertain whether this was a wide spread problem. It was also suggested that the Clerk contact other Clerks in the area and invite them for lunch at the Guild Hall to initiate a regular communication between us all.
- She would also contact the police to find out as much information as possible and to request extra patrols in the Play Areas during the weekend.
- **Traffic & Parking – Verbal Report**  
Cllr Cornford reported that Cllr Garner, the Clerk and himself were meeting representatives from Taylor Wimpey on Wednesday. He went on to say that he had requested further details on the insurance implications from Cllr Hemus and had not received a response. It was agreed that the Clerk look into this issue pending a response from Cllr Hemus. Cllr Cornford said that following the meeting with Taylor Wimpey, he would organise a meeting with the members of the Working Party.
- Cllr Crathorne advised that the Working Party rules should be looked at to reflect some of the recent changes and he agreed to do this and present a report to Council for their consideration.

**9 To agree a date and content for Councillor Training by Mr Bill Robinson**

The Clerk suggested that instead of holding a JPC meeting on 21<sup>st</sup> August, the evening could be used for training on Declaration of Interests instead. It was agreed that the Clerk contact Bill Robinson to ask if he would be available on this date, together with the High Bailiff to see whether the JPC could use the Guild Hall.

**10 To agree the following premises as assets of community value:-**

1. **Premises known as Warwickshire College Sports Hall and Sports Field**
2. **The Hub@Henley Community Centre**

**In addition, to authorise the Clerk to make the relevant applications and nominate the above premises.**

- Cllr Crathorne confirmed that the Hub had recently signed a 25 year lease and he suggested that as the lease stipulated that it could be terminated at any time, the Hub be registered as an Asset of Community Value, which would entitle the Committee a period of six months as a negotiation period prior to the asset either being sold or leased to an alternative party. **Following a discussion, it was RESOLVED that Cllr Crathorne and the Clerk liaise together and submit the appropriate paperwork for both Items 1 and 2. This motion was proposed by Cllr Crathorne, seconded by Cllr Wilmott and carried unanimously.**

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

- a. Cllr Cornford reported that he had received more communications from parishioners who had expressed their concerns about the continuing issue of inappropriate parking in the High Street. He went on to say that a decision would have to be made at some time in the future regarding these problems.
- b. Cllr Crathorne mentioned that perhaps the JPC could consider some kind of private security company patrolling the area as suggested by Cllr Taylor-Green some time ago. Cllr Jackson said that this could be something that a group of parishes in the immediate vicinity could consider as it may be possible to share resources.
- c. Cllr Leech reported that he had concerns regarding the length of the zig zag lines just prior to the second lot of traffic lights on High Street and felt that they were too short.
- d. Cllr Crathorne confirmed that he and Cllr Leech had attended the Arden Community

Forum and there had not been enough votes for extra patrols on the High Streets in the area. Cllr Leech said that the County Officer, John Crossling had suggested that parishes take over initiatives and become more involved with services in their localities and Cllr Leech confirmed that the JPC was already doing most of the things suggested by John. He went on to say that collecting 5% of the Business Rates which could be automatically transferred to the JPC would help to fund on-going maintenance costs.

**12 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, 17<sup>th</sup> July 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 9.05 pm

Signed .....

Dated .....