



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 November 2017 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Bill Leech (Chairman), John Garner, Peter Crathorne, Peter Cornford, Jayne Bridges, 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

- Judith Lindley advised that Henley Community Library was proposing a revision to the present opening hours and the Directors would like to close the Library at 5.00 pm on Tuesdays and Fridays following a review of visitor numbers and volunteer hours. The proposed change would take place from 2nd January 2018. Mrs Lindley invited comments from the public.
- Mrs Lindley said that she applauded the wishes of the JPC for Henley to become a Dementia Friendly Community. She went on to say that WCC has adopted a new approach to feedback on the quality of the social services that they provide. It was the intention of WCC to send a member of the Quality Assurance team to visit the Library on 28th November and chat to parishioners informally about their perceptions and experiences with social services. Cllr Leech asked if Mrs Lindley could mention that the JPC was committed to become Dementia Friendly, however, he felt that the speed of traffic was too fast and asked if they would consider reducing the speed limit to 20 mph.
- Mrs Lindley advised that WCAVA was holding a three hour workshop on becoming a Dementia Friendly Community in Stratford on 30th November. If anyone would like to attend, they could email Judith and she would send them the link.
- Sheila Davis from Henley in Bloom advised that she had met with a representative from Amberol, the company who make the planters which are dispersed around the town, with a view to replacing worn and rotten planters. She went on to say that Henley in Bloom was also thinking about placing another trough on the Warwick Road but would need to seek permission from WCC, Highways.

Commencement of the Council Meeting

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from Cllrs Liz Jackson, David Broadbent, Peaches Melhuish and Heather Hemus

2 Declarations of Interest and Dispensations

The Clerk advised that she had received four Declarations of Interest prior to the JPC meeting in October, which were received from Cllrs Crathorne, Broadbent, Garner and Bridges in respect of Item 9, as they were all trustees of the HWMT. **It was RESOLVED last month that these Declarations of Interest would be accepted and Cllrs Crathorne, Garner and Bridges and could participate in the discussions in respect of Item 9.**

3 Reports from County Councillor and District Councillor.

o Cllr Horner reported:

- o The X20 Bus Service will continue beyond January 2018, albeit a reduced service on Sundays, however, additional stops will include Chipping Norton and Shipston on Stour.
- o He and representatives from the Arden Division of Parish & Town Councils had met with Nadhim Zahawi, the MP for the area, to discuss traffic issues in October. He went on to say that WCC were still looking into whether volunteer traffic wardens could seek remuneration.
- o HIV testing was available for anyone who wished.
- o Cllr Cornford asked if Cllr Horner could find out how much a traffic warden would cost if they were to visit Henley for an extra two days, for three hours or so. Cllr Cornford went on to say that possibly other parish or town councils may be interested in paying extra for an additional presence. Cllr Horner said that he believed that traffic wardens were paid between £8-£10 per hour but he would find out definitively and report back.

- **Cllr Thirlwell reported :**
- The SDC Dog Warden had left and it had been suggested by members at an SDC Regulatory Committee meeting that when a replacement Warden is employed that a lesser interest in stray dogs was taken and more interest in the enforcement of members of the public who did not pick up their dog refuse.
- SDC portfolio holders were starting to look at their budgets for the forthcoming financial year.
- Wayne Bellamy, a new Planning Enforcement Officer had been appointed.
- He had sent an annual reminder to SDC Street Scene to carry out an additional leaf sweep from the traffic lights to Warwickshire College. Cllr Crathorne confirmed that Street Scene had said that they were aware of this.
- It was anticipated that CIL would be adopted by the full SDC at a meeting in December and training would be offered to Cllrs and Clerks in late January or February 2018. Cllr Cornford asked Cllr Thirlwell if CIL would come into force immediately and Cllr Thirlwell said that it would be applied to new applications received after it was adopted.
- Cllr Cornford asked Cllr Thirlwell if the date for the Hungar Hill Appeal hearing would be on 13th & 14th February and where it would be held. Cllr Thirlwell confirmed that the date was correct and would probably be in the SDC Council Chamber.

4 Minutes of the ordinary meeting held on 16th October 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 Wilmott 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 been notified that Chestnut Walk was going to be professionally re-surfaced in the near future. She went on to say that it is unadopted highway; however, WCC Highways and the Utility Companies will be notified.
- - **To discuss the purchase of a new computer package, currently available for £950.00, incl VAT.**
The Clerk said that she had received the details of two models and she had circulated the details to all members. She went on to say that the Asus Zenbook Flip would be the most appropriate for the JPC's requirements. **Following a brief discussion, it was RESOLVED that the Zenbook Flip would be purchased. This motion was proposed by Cllr Garner, seconded by Cllr Wilmott and carried unanimously.**
 - **To discuss whether to host a Christmas Gathering at the Guild Hall on 11th December**
The Clerk asked Cllrs to consider whether they would like to host a Christmas Gathering at the Guild Hall. Following a brief discussion, it was agreed that the JPC would invite notable people in the town and would provide mince pies and mulled wine. Cllr Leech agreed to send out the invitations to the event and Cllrs Bridges and Harfield agreed to assist the Clerk with preparations.
 - **To confirm attendance at the Court Leet Church Service on 26th November**
The Clerk said that she had only received a few responses from Cllrs and asked if Cllrs would like to attend the Court Leet Church Service on 26th November. It was agreed that four Cllrs would be able to attend.

7 To review the planning applications report

- Cllr Tomlinson reported in the absence of Cllr Broadbent and said that the updated Planning Applications spread sheet was available on the JPC web site and there was nothing of note to report this month. He went on to say that a copy of the Planning Spread Sheet was available to view on screen.
- Cllr Tomlinson also confirmed that Hunter Page, the Agents for the proposed development on the Warwickshire College site will be holding a public consultation at the Baptist Hall on 22nd November, between 4.00 and 7.00 pm. Everyone was welcome to attend.
- Cllr Cornford said that the plans seemed to exclude the football pitch and Cllr Crathorne confirmed that the proposed plans should be included in the Exhibition. Cllr Leech asked whether there was the likelihood of any CIL or Section 106 payments associated with the development as he was concerned about the impact of the Henley Medical Centre. Cllr Thirlwell agreed that he was also concerned about this and any payments

would be considered when the application was determined. However, the Medical Centre was a business in its own right. Cllr Thirlwell also mentioned that it was important that members of the JPC did not pre-determine the application when they attended the Exhibition.

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 20th November were Treasurers Account: £6,490.68 and the Deposit Account was £100, 000.00.
- Cllr Garner reported that he had transferred £3,003.23 and £7,004.63 from the deposit account to the current account and the JPC had received one receipt for £18.50 from the HWMT for their contribution towards the wreath for the Remembrance Day service.
- Cllr Garner reported that there were two payments requiring approval; for Jon Vale for £2,443.80 and John Taylor & Co for the Church Clock annual maintenance check.
- Cllr Garner advised that there were two payments due prior to the next JPC meeting; the Hub grant and the Library grant for £8,333.00 and £2,000.00 respectively.
- **It was RESOLVED to approve the contents of the Finance Report. This motion was proposed by Cllr Garner, seconded by Cllr Bridges and carried unanimously.**
- Cllr Crathorne said that the JPC would need to consider their budget for the next financial year prior to the next scheduled JPC meeting in January. He suggested that a small Working Party be convened to look at the budget and it was agreed that Cllrs Garner, Crathorne and Leech review the budget provision for the JPC. It was agreed that the draft budget would be circulated to all members prior to the January meeting and if any Cllrs had any questions, they could request more information.

- **To approve the request that WALC contribute two hours of consultancy time with Avon Planning Services in respect of the NDP.**

- The Clerk reported that an official resolution was required for WALC to contribute towards the above. **It was RESOLVED that the Clerk contact WALC and request that they contribute towards two hours of consultancy time in respect of the Neighbourhood Development Plan. This motion was proposed by Cllr Bridges, seconded by Cllr Tomlinson and carried unanimously.**

- **To Adopt the revised JPC Financial Regulations (previously circulated)**

- The Clerk reported that she recommended that minor alterations be made to the above documents with specific reference to the JPC tender process. She confirmed that the amendments had been circulated to members of the JPC and if anyone would like any more information, to contact her direct.
- Cllr Thirlwell advised that when SDC consider tenders, the name of each individual tenderer was omitted from the actual tender document that they had submitted. The tenders were then opened and checked for accuracy prior to being considered by members. Following a brief discussion, it was agreed that the Clerk review the JPC Financial Regulations again and suggest amendments to take this point into consideration. Cllr Crathorne questioned whether two independent Cllrs would have sufficient knowledge to review the tender documents in the case of the Grass Mowing & Maintenance contract. He said that he would be content with the Clerk checking the accuracy of the tender documents and then they could be passed anonymously to the two independent Cllrs.

- **Maintenance & Emergency Planning, including the consideration of expenditure associated with the actions to be taken (Monthly)**

- **Property Management Delivery Report (previously circulated)**

- **Cllr Crathorne reported:**

- The JPC Maintenance Portfolio had been split between himself and Cllr Tomlinson and the division of labour was uploaded on to the screen for members of the public to see.
- He requested Cllrs to consider the implications and the possibility of the Lords Waste being registered as a Village Green. He went on to say that there were presently issues with parking on the Lords Waste, together with a restaurant placing all of their bins on the Lords Waste. He asked Cllrs for their agreement to explore whether this would be possible.
- Cllr Bridges asked if the Lords Waste were to be registered as Village Green whether this would prevent members of the public parking on these areas and Cllr Crathorne responded that permission for vehicular access would be required from the JPC and if anyone did wish

to park on the Lords Waste, a charge could be levied. Cllr Cornford agreed that this would give the JPC some level of control.

- He and Cllr Leech had attended the CCTV Forum meeting and the removal of the pole and camera outside the old Police Station had been confirmed. They had asked whether it would be possible to adapt the gas lamp outside Lloyds Bank which was no longer in use.
 - Cllr Leech advised that much of the meeting had been dedicated to members of the public who were caught on camera when they had not picked up their dog refuse. It was agreed that perpetrators who were caught on camera could be prosecuted and the CCTV film used in evidence.
 - Cllr Crathorne advised that if the camera were to be re-located it would cover a better stretch of the High Street and could possibly include Wi-Fi fixings.
 - There were 1,700 recorded observations on the CCTV cameras, with ten cases being taken forward for prosecution.
 - He went on to say that it had been recognised that the Hub had played a major part in the reduction and management of anti-social behaviour in Henley.
- **To accept three quotes for tree maintenance on the Riverbank (Willows) - £840.00, £930.00, £960.00 plus VAT**
 - Cllr Crathorne reported that three quotes had been received for maintenance and tree works in various locations in Henley. He went on to say that the middle quote for pollarding the middle Willow at a cost of £930.00 could be carried forward to the next financial year, however he would recommend acceptance of the quotes for £840 and £960 plus VAT.
 - Cllr Crathorne advised that concerns had been raised over trees that were planted in the old Market Way development. The JPC had agreed that they would make a recommendation to WCC, Highways following a consultation with the affected residents.

It was RESOLVED that the proposed actions in the attached Property Report and the quotations in respect of pollarding Willow Trees on the Riverbank be accepted. This motion was proposed by Cllr Cornford, seconded by Cllr Bridges and carried unanimously.

- **Dementia Friendly Report** (*previously circulated*)
 - **To discuss and ratify the expenditure of £1,100 for the provision of a Dementia Friendly course and to launch a publicity campaign**
 - Cllr Crathorne reported that a Report had been circulated to Cllrs and had been uploaded on to the JPC web site.
 - **Following a discussion, it was RESOLVED that the initial expenditure requested for £100.00 be authorised for the Hub launching a publicity campaign in conjunction with the JPC. Cllr Crathorne confirmed that if the campaign was successful, a further £1,000 would be requested during the next financial year for the provision of a specialist course for those who come in direct contact with members of the community who suffer from Dementia and their carer's. This motion was proposed by Cllr Crathorne, seconded by Cllr Leech and carried unanimously.**
- **Car Park Acquisitions Working Party** (*previously circulated*)
 - Cllr Cornford reported that he was seeking for the JPC to authorise the Traffic and Parking Working Party to proceed as follows:-
 - To continue negotiations with Taylor Wimpey (TW) with a view to agreeing terms in principle for the acquisition of the Croft Car Park (even if no payment can be secured) and to instruct suitable lawyers in relation to the same (subject to obtaining 3 quotes). Final terms to be approved by the JPC. Cllr Cornford advised that he had met with a representative from TW and they were not enthusiastic about any monies being forthcoming.
 - To continue negotiations with SDC with a view to agreeing terms in principle for a long lease of the Prince Harry Road Car Park, at a peppercorn rent and with a right to sub-let some or all of the area and to instruct suitable lawyers in relation to the same (subject to obtaining 3 quotes). Final terms to be approved by the JPC. Cllr Cornford confirmed that SDC were supportive, in principle and he had received an email from them saying that if the JPC were to take over the Medical Centre Car Park, the current disabled bays and the surgery patient bays should be retained and free to use. SDC had also requested that the JPC demonstrate they they control the Croft Car Park and have reached agreement with the owners of the management company who operate the car park at the northern end of the town. The JPC would also need to submit a business plan showing how they intend to raise revenue to support the cost of running the car parks, together with lighting, business rates and maintenance etc. It had been suggested that proposed charges could be £4.00 for parking

all day and 50 pence for an hour. Cllr Garner advised that if the JPC were to take control of all of the car parks, a charging structure would have to be introduced simultaneously for all of the car parks. Cllr Cornford went on to say that the Medical Centre car park required some maintenance as it had a number of pot holes which required filling in.

- To continue negotiations with LPS Ltd regarding the on-going management of the Croft and Prince Harry Road Car Parks (in conjunction with their operation of the car park to the North of Henley) with a view to LPS Ltd taking a lease of the Croft and Prince Harry Road Car Parks and to instruct suitable lawyers in relation to the same (subject to obtaining 3 quotes). Final terms to be approved by the JPC. Cllr Cornford said that he had been to look at the northern end car park today which was operated by LPS and out of the 55 spaces, only four were in the payment area. Forward House employees used the car park for free.
 - Cllr Cornford confirmed that he had spoken to one of the traffic wardens patrolling Henley and there were a number of dangerous situations which were highlighted as on-going issues.
 - To engage with Warwickshire County Council (WCC) to investigate the commissioning of more double yellow lines as WCC advises and to plan a stronger restriction policy for parking outside One Stop and the Co-op on Henley High Street. To also explore the possibility of additional long stay street parking on side streets, and to improve parking signs across Henley.
 - Cllr Crathorne said that if traffic was parked outside the One Stop and the Co-Op, this was seen to be unofficial traffic calming and there was a road safety element to this practice. Cllr Crathorne went on to say that he felt it would be a good idea to hold a town meeting to gain a clearer picture of what residents would like and this could be publicised through HNOL and Henley Matters. Cllr Crathorne asked if the resolution could be adapted to delete the last point and to include the organisation of a town meeting as part of the resolution as Cllrs were not aware of the financial facts yet. He went on to say that he appreciated that the financial aspects were commercially sensitive and suggested that further discussion could take place following the official JPC meeting under 'Private Session'.
 - **Following a robust discussion, it was RESOLVED that a further discussion amongst JPC members take place under 'Private Session' at the end of the JPC meeting. This motion was proposed by Cllr Cornford, seconded by Cllr Crathorne and carried by the majority, with two Cllrs against.**
- **Children's Facilities Working Party – Riverlands Play Area**
 - Cllr Tomlinson reported that no further actions had been taken and that the WP had not met during the last month.

9 To consider the Report on the Sustainability of Community Activities currently supported by HWMT and how the JPC might impact on it – Update

- Cllr Crathorne reported that he and Mr Morgan were seeking additional advice from various organisations. Mr Morgan confirmed that the Clerk had contacted WALC to request information in respect of those parish and town councils who had responsibility for managing village halls, play areas and/or sports facilities. Both Cllr Crathorne and Mr Morgan agreed that they were still not in a position as yet to report on specific facts and figures.
- Mr Morgan went on to say that when they had proposals to put forward, it was their intention to hold a town meeting to gauge how residents felt regarding the sustainability of the facilities managed and owned by the HWMT.

10 To discuss the cracks in the Market Cross and engaging an expert on how to manage the scheduled monument

- Cllr Crathorne reported that the JPC had received notification that there were three hair-line cracks in the shaft of the Market Cross and as it was a scheduled ancient monument, advice and guidance from experts in respect of maintaining and the possible repair of the monument was required. Photographs of the cracks that had appeared were uploaded on to the screen for members of the public to see.
- Cllr Crathorne advised that the War Memorial at Warwickshire College had been registered by Historic England as a Grade II Listed Building.
- Following a discussion, Cllr Tomlinson agreed to liaise with the Clerk and contact the Conservation officer at SDC, together with Historic England to see what they suggested. They agreed to report back to the January meeting.

11 To Adopt the New Councillor Code of Conduct in line with SDC (documents previously circulated)

The Clerk reported that she had circulated the proposed new Cllr Code of Conduct which she had received from SDC and she confirmed that she had also sent copies of the NALC Code of Conduct to members so that they could consider adopting the most appropriate Code. The Clerk went on to say that her advice would be to adopt the SDC Code. **Following a discussion, it was RESOLVED that the SDC Code be adopted. This motion was proposed by Cllr**

Wilmott, seconded by Cllr Crathorne and carried unanimously. The Clerk proceeded to hand out paper copies of Cllrs Register of Interests for them to complete and return to her within the specified 28 day period.

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

Cllr Crathorne reported that there was no progress to report.

13 To discuss the purchase of three replacement Bus Shelters for Henley – update

The Clerk reported that she and Cllrs Harfield and Bridges had viewed the Bus Shelters which Littlethorpe had installed at Hampton in Arden and Charlecote. She went on to say that she was trying to arrange for English Heritage, an alternative supplier of wooden bus shelters to conduct a site visit. She requested some dates when Cllrs Bridges and Harfield would be available. Following a brief discussion, it was agreed that the Clerk request English Heritage to conduct a site visit on 4th December with Cllrs Harfield and Bridges and they would report back to the January meeting.

14 Reports from Councillors – exchange of information only.

- Cllr Leech asked the JPC to consider whether additional maintenance was required to the entrance to Littleworth Field from the Stratford Road. He went on to say that it was very untidy and could be made to be more aesthetically pleasing. Cllrs Crathorne and Tomlinson agreed to look at the area and they would report back to Cllrs at the January meeting.

15 Items for private session

Under Section 100(A) of the Local Government Act 1972, and in view of the confidential nature of the business about to be transacted, it was felt advisable in the public interest, as if members of the public were present during the consideration of such business, there would be disclosure to them of exempt information under paras 1 and 11 of Part 1 Schedule 12A of the above Act, that the public be temporarily excluded and they are instructed to withdraw. This resolution was agreed under Item 8 Car Park Acquisitions Working Party Report of the meeting in order for items to be discussed in private session.

To confirm the date and time of the JPC Ordinary meeting which will be held on Monday, 15th January 2018, 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 Official Meeting closed at 9.00pm

Signed

Dated