



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR 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 Minutes of the Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 17th June 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Ray Evans (Chair), Chris Duffin (Vice-Chair), David Broadbent, Sally Harfield, Peter Cornford, Elaine Field, Liz Jackson, Roger Hubbocks, Alistair Price, Marijana Bainbridge, Jem Jones and County Cllr John Horner.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

The Chairman requests all mobile phones are switched to silent mode.

There were twelve members of the public present.

The Chairman introduced Fraser Pithie, Secretary, Shakespeare Line Promotion Group.

Fraser said that he would like to give a short presentation about the JPC adopting the buildings at the Railway Station for the benefit of the community. He went on to show some slides showing the comparison between Broadway Railway Station and Henley and what could be achieved if the Station buildings were to be adopted and redeveloped. Fraser advised that the cost of redeveloping Broadway Station buildings was £500,000 but they had to start from scratch, whereas the fabric of the Station building in Henley was sound and it would be just internal alterations. Fraser confirmed that there was grant funding available to assist with the project. If Henley Station buildings were to be listed, that would create additional funding, however, there could be a downside if this were to be achieved. Fraser also confirmed that the service frequency would be increasing within the next 2 to 3 years to a half hourly service, which would create extra demand. Cllr Broadbent asked about parking arrangements and they would need to be increased. Fraser responded and said that there was the potential to develop an additional 60 car parking spaces. Cllr Price asked who owned the Station buildings and Fraser responded by saying that Network Rail were the owners. Fraser concluded by saying that he thought an Economic Impact Study should be considered.

Public Participation Session

- A Parishioner said that he had concerns regarding the provision of parking spaces in High Street. He went on to say that he felt that those residents who live on the High Street adjacent to The Croft Car Park will be adversely affected by the proposed changes to the parking arrangements in Henley. Residents who have yellow lines outside their houses have been using The Croft for some considerable time and they were requesting that those residents who have parking permits to park on the High Street should be entitled to park in The Croft at no extra charge.
- The Chairman thanked the Parishioner for his input and said that this item would be covered under Item 10 later in the meeting. The Parishioner asked if his proposal had been considered and Cllr Cornford responded and said that the previous JPC had been aware of his concerns.
- A representative from Henley PCC advised that the Church clock had been repaired.
- A Parishioner said that she had concerns regarding the state of Henley Church Graveyard and that it needed a considerable amount of work to make it presentable for the community.
- A Parishioner advised that he had nearly had an accident 50 yards away from Henley Golf Club and that if something was not done there would be a major incident.

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

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from Cllr Les Goodman and District Cllr Matt Jennings as they were both on holiday.

2 Declarations of Interest and Dispensations

Chris Duffin declared an interest in The Hub@Henley as she was a trustee; Alistair Price declared an interest in The Guild Hall Trust as he was a trustee through the Court Leet; David Broadbent declared an interest in Henley War Memorial Trust as he was a trustee and the Neighbourhood Development Plan as he was a member of the Steering Group; Marijana Bainbridge declared an interest in the Memorial Hall, as her husband was a trustee of HWMT and she was on the Memorial Hall Committee, Cllr Cornford declared an interest in Item 13 as he was the Chairman of Seymour Fieldhouse Homes and Cllr Field declared an interest in Item 8 as she was involved in Henley Regatta..

3 Report from County Councillor John Horner

- Cllr Horner reported that a Studley butcher had been found to be mislabelling the source of meat he was selling. Trading Standards had uncovered a more serious issue with food safety; a Polesworth takeaway had sold a Chicken Tikka Masala meal containing peanut protein to an undercover Trading Standards Officer, despite the officer asking for a peanut free curry. Warwickshire County Council Trading Standards had prosecuted both the owners and the chef and they had both pleaded guilty to offences under the Food Safety Act 1990.
- BBC Panorama ran an episode on the social care crisis in Somerset. The programme had been welcomed by council leaders as it highlighted the adult social care crisis. The BBC programme revealed the impact that Government cuts and rising demand were having on social care provision in Somerset, but the situation is occurring to varying degrees across the country. Warwickshire is relatively affluent and has been able to cope with the help of the extra 2% on the council tax that has been levied over the last three years. This funding is due to end this year and, so far, there has been no move by Government to advise where replacement funds might come from. As anyone assessed as needing support receives funding, WCC may be faced with reducing services in other areas to fund care if the shortfall is not made up from other sources.
- Cllr Horner advised that if any member of the public sees a pothole, they should report it to Highways, either online or by phone.
- Funding has been made available by Department for Transport to fund the design of improvements to the A435 from Jct3, M42 through Studley to Alcester. An application has already been submitted to DfT for funds to install average speed cameras on a section of road near Redditch. Cllr Horner advised that he had written to the Minister asking that guidance be issued allowing parish and town councils to fund average speed cameras for traffic calming as he had not received a response from the Chief Constable to his request to allow third party funding of average speed cameras.
- Cllr Cornford confirmed that double yellow lines had been installed in Station Road. Cllr Cornford went on to say that he would like consideration to be given to the installation of average speed cameras between Henley and Wootton Wawen.
- Cllr Bainbridge advised that WCC had cleared the footway at the side of Warwickshire College, but the contractors had not done a very good job.
- Cllr Hubbocks said that he felt a more proactive approach should be considered by parishes to prevent accident and deaths.

4 Minutes of the ordinary meeting held on 13th May 2019 to be approved and signed.

It was RESOLVED that the Minutes of the JPC ordinary meeting held on 13th May 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Broadbent, seconded by Cllr Duffin and carried unanimously by all those present at the meeting.

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 Peacock

- Inappropriate signage in Henley – SDC Enforcement
The Clerk reported that she had received notification that inappropriate signage had been erected on the High Street and she confirmed that this issue had been resolved by SDC Enforcement.
- Speed of traffic on the A3400 through Henley in Arden and Wootton
The Clerk asked Cllr Cornford if he felt that this area had been covered under Cllr Horner's Report and he confirmed that it had.
- Leylandii – Land at Milking Lane/St Johns Close
The Clerk reported that she had received a letter from Persimmon Homes who had confirmed that they would cut back the trees.

- SSAFA – the Armed Forces Charity – VE Day – 75th Anniversary
The Clerk reported that she had received a letter from SSAFA advising that various organisations in the UK would be celebrating the 75th anniversary of VE Day next year. She went on to say that Cllr Goodman had confirmed that the Royal British Legion had received the same letter.
- Edge IT – Presentation/Training
The Clerk confirmed that she had attended an SLCC Conference and Edge IT had given a presentation. She went on to ask if she could have authority to contact Edge IT to request that they liaise with her and then she could organise a presentation to the JPC if she felt that it would be beneficial.

7 To note the Council’s responses to planning applications & note minutes of JPC Planning Sub-Committee

Application no.	Proposal	Address	Submitted by	Comments due by
19/01481/FUL	Single storey front/side porch extension; alterations to windows and roof.	Orchard Side, Chestnut Walk, Henley	Mrs C Milligan	24.06.2019
19/01149/FUL	Erection of a Dwelling	Land adjacent 8 Beechcroft, off Johnson Place, Henley	Mr G White Elm 14 Ltd	02.07.2019

- **19/01481/FUL – Following a discussion, it was RESOLVED that the Clerk would send a response to SDC advising them that the JPC had no objection to the application because there would be no neighbourhood impact and the proposal was for minor modifications. This motion was carried unanimously.**
- **19/01149/FUL - Following a discussion, it was RESOLVED that the Clerk would send a response to SDC advising them that the JPC did not wish to make any representation. This motion was carried by the majority, seven votes to three.**

- **To discuss letter received from Marrons Planning regarding land to the north of Henley-in-Arden, and to the east of the Birmingham Road.**
- Cllr Hubbocks advised that previous planning applications to develop the above land had been unsuccessful.
- Following a discussion, it was agreed that the Clerk would create and circulate an appropriate letter to all members of the JPC and when she had received approval from Cllrs, she would send a response to Marrons Planning. Cllr Cornford advised that the proposed development was in a Zone 3 Flood Risk area.

8. Finance Sub-Committee

- **To note the Schedule of recent Payments and Bank Balances and to approve any further invoices listed on the Finance Report (previously circulated)**
- The Clerk confirmed that the Finance Report had been uploaded to the JPC web site and circulated to Cllrs, attached to these minutes as an Appendix. She went on to say that the details of the payments and balances were available to see on screen. The Clerk confirmed that the current balances as at 17th June 2019 were Treasurers Account: £6,555.72 and the Deposit Account was £83,006.16. The Clerk confirmed that there were invoices which required approval for Jon Vale for an amount of £3,018.60; HTDL for £1,152.00 which was for the remainder of the payment for redesigning the JPC website; HTDL for £864.00 for website support and HTDL for £432.00 for Cloud Hosting, all invoices incl. VAT . Cllrs noted the Report. Cllr Cornford agreed to make the above payments and he advised that he would need to transfer funds from the JPC deposit account to the current account to cover future invoices.
- **It was RESOLVED to approve the above payments and make transfer funds to cover future invoices. These motions were proposed by Cllr Field, seconded by Cllr Broadbent and carried unanimously.**
- **To discuss the formation of a Grants Sub-Committee**
Following a discussion, it was agreed to defer this item to the next Finance Sub-Committee Meeting.

Cllr Jones said that he felt that Cllrs who had interests to declare should not sit on either the committee or working party.

- **To discuss & if appropriate approve the increase in the charge by HWMT for the use of the Memorial Hall for JPC meetings to £24.00 per session**
The Chair reported that the Baptist Hall did not have a projector and was, therefore, not a suitable location for JPC Meetings. **It was RESOLVED that the Clerk write to the HWMT advising them that the JPC agreed to the increased charge. This motion was proposed by Cllr Broadbent, seconded by Cllr Duffin and carried by the majority. Cllr Bainbridge having declared an interest.**
- **To discuss & if appropriate approve works to the trees adjacent to 291 Stratford Road, at a cost of £190.00 plus VAT (Quote received from T Mousley & Sons)**
The Clerk reported that the trees were in Littleworth Field which was land owned by the JPC and the roots were growing under the above property. **Following a discussion, it was RESOLVED that the Clerk would contact the Contractors and ask them if the roots were to be killed was there any risk of heave to the cottage. This motion was proposed by Cllr Hubbocks, seconded by Cllr Duffin and carried unanimously.**
- **To discuss, and if appropriate, approve expenditure of £250.00 towards the costs of the Civic Service on 19th May.**
The Chairman reported that he and other Cllrs had attended the Civic Service and had enjoyed the buffet afterwards. **It was RESOLVED that the JPC contribute towards the costs. This motion was proposed by Cllr Broadbent, seconded by Cllr Field and carried unanimously.**
- **To discuss & if appropriate approve a mini grant for Henley Regatta**
Cllr Field reported that the proposed Henley Regatta had been cancelled for this year, however, she requested that the event be considered later in the year and the JPC agree in principle for a mini grant of £500.00 towards the costs for 2020.
- **To discuss & if appropriate approve a mini grant for Henley Bowls Club**
The Clerk reported that she had received a mini grant application from the above organisation, which she had circulated to Cllrs. **Following a discussion, it was RESOLVED that the mini grant of £500 be given to Henley Bowls Club. This motion was proposed by Cllr Hubbocks, seconded by Cllr Bainbridge and carried by the majority. Cllr Broadbent declared an interest.**
- **To approve the Terms of Reference for the JPC Finance Sub-Committee.**
The Clerk reported that she had circulated the Terms of Reference for the Finance Sub-Committee. **Following a discussion, it was RESOLVED that the TOR be adopted. This motion was proposed by Cllr Cornford, seconded by Cllr Jones and carried unanimously.**
- **To agree a Cllr who is responsible for the administration of the Clerk's NEST Pension.**
The Clerk reported that she had received an email from Cllr Goodman offering to be responsible for the Clerk's pension arrangements. **Following a discussion, it was RESOLVED that Cllr Cornford make an initial payment and then Cllr Goodman could make any future payments. It was also agreed to defer this item to the Finance Sub-Committee. This motion was proposed by Cllr Hubbocks, seconded by Cllr Duffin and carried unanimously.**

9. Maintenance & Emergency Planning Working Party

- **To discuss clearing & reinstating the Medical Centre Pond.**
The Chair reported that it was especially pleasing to see youngsters involved with the work on the Pond and they had done a wonderful job. Cllr Evans went on to say that there was a full report on the JPC website. **Following a discussion, it was RESOLVED that Cllr Field create a certificate at minimal cost, which could be sent to the children of the Montessori School thanking them for all their hard work. This motion was proposed by Cllr Hubbocks, seconded by Cllr Duffin and carried unanimously.**
- Cllr Jones advised that the flooding issues at the Finest Catch had been resolved and WCC, Highways had cleared the drains. Cllr Jones advised that the Finest Catch had given him £100.00 of vouchers.

The Chairman advised that he could keep £30.00 and Cllr Jones confirmed that he would donate the remaining £70.00 to various social organisations.

- Cllr Jones advised that the JPC Contractor had cut down the weeds in High Street.
- Cllr Jones reported that the Chairs outside Studio 34 were not necessary as it was a clothes shop.
- Cllr Jones reported that he would be meeting Peter Crathorne regarding flooding.
- Cllr Jones requested that the quote for the work to the footpath be reconsidered and asked the Clerk to forward it to Cllr Hubbocks. Cllr Hubbocks agreed to get two further quotes for the works and forward them to the Clerk in order that he circulate them.

10. Policy MCS10 – Underground Coal Gasification – Warwicks. Minerals Plan 2018 – Response to Consultation

The Clerk reported and read out the response from David Tomlinson, which had been circulated. **Following a discussion, it was RESOLVED that the JPC take no further action as Henley and its immediate surroundings did not seem to be materially affected by mineral extraction and transportation.**

11. Traffic & Car Park Acquisitions Working Party Report – Update.

- Cllr Cornford reported that the JPC were still waiting for the final wording on the agreements and all the proposals were intertwined.
- Cllr Cornford confirmed that the proposal from the residents in High Street which had been referred to in the Public Session earlier had been passed on to LPS, the company who would be managing the Car Parks.
- Cllr Cornford confirmed that the charging rates would be reviewed annually, and the proposed charges would be as follows:

First 30 minutes	Free	18.00pm to 08:30am	Free
• 1 Hour	50p		
• 2 Hours	£1.00		
• 3 Hours	£2.00		
• 4 Hours	£3.00		
• 8 Hours	£5.00		

- Cllr Hubbocks said that he had concerns regarding both Car Parks because there were no provisions for disabled people. Cllr Hubbocks went on to say that the Prince Harry Road Car Park required some maintenance.
- Cllr Cornford advised that the JPC had to do something to resolve the parking issues in Henley and he was in the process of amalgamating all the key elements together.
- Cllr Jones advised that he had produced two reports which he felt should be circulated to all the members of the new JPC as they may be interested in the contents of the documents.

12. To discuss the condition of the Graveyard at St Nicholas' Church & look at the feasibility of facilitating the recruitment of volunteers and how the JPC can assist.

- The Chair of the JPC brought this item forward as the Rector had another appointment following the JPC meeting.
- The Rector advised that he had written a report which had been circulated to all Cllrs and which is attached to these minutes as an Appendix. The report covered various issues regarding the Graveyard; the ongoing maintenance and the potential lack of spaces in the Graveyard in the future. The Rector asked if the JPC would be prepared to support the PCC with both issues.
- Cllr Jones reported that he was aware of the issues as they had been reported on Henley Matters and so far, fifteen volunteers had offered to help, although he acknowledged that there were other areas that needed attention in the report.
- The Clerk advised that she had received a communication from the manager of the Community Pay Back Team and indicated that there were costs involved. Cllr Hubbocks advised that the Community Pay Back Team had worked on the Church Graveyard before and had done a brilliant job.
- Cllr Price indicated that he would support a plan to consider the long-term support of the Graveyard.
- A representative of the PCC advised that there was a lot of work which was needed in the Churchyard, from smaller jobs to larger ones and professional help was required on a regular basis.
- The Rector said that he and the PCC were aware of the issues relating to the Graveyard and they were discussed at the last PCC meeting at length.

13. Children's Facilities Working Party Report

Cllr Field reported that she had received further quotes and she and Cllr Duffin were currently looking at the cost implications. Cllr Field requested this item to be deferred to a future meeting.

14. Tourism Working Party Report

Cllr Field advised that the WP had met recently, and a Report had been circulated to all members. She went on to say that Cllr Jones had mentioned the lack of brown signs directing tourists to the key sights in Henley and the Clerk was in the process of gaining more information.

15. To agree and ratify the position of two Trustees for Seymour Fieldhouse Homes.

The Clerk reported that she had received two volunteers; Cllrs Sally Harfield and Marijana Bainbridge. **It was RESOLVED that both Cllrs be nominated. This motion was proposed by Cllr Field, seconded by Cllr Duffin and carried unanimously.**

16. To discuss the recognition of Volunteers in Beaudesert & Henley in Arden

Cllr Field suggested that the JPC could work together with Henley Court Leet when they organised their Town Dinner and the Pride of Henley Awards.

17. To discuss whether the JPC can 'Adopt a Telephone Box' and discuss a suitable location.

The Clerk reported that she had circulated an email regarding the adoption of the telephone box opposite Warwickshire College. **Following a discussion, it was RESOLVED that the Clerk find out more information; the implications and cost of removal of the telephone box and whether the JPC had to remove the telephone box if they were to go ahead and adopt it. This motion was proposed by Cllr Jones, seconded by Cllr Field and carried unanimously. The Clerk confirmed that if the JPC were to adopt the kiosk, this will need to undergo a consultation process with SDC, as their consent is required to allow adoption.**

18. To discuss the provision of space for a Textile Bank for the Air Ambulance.

The Clerk advised that she had received a further email from Scope requesting the JPC to give consideration to providing a Textile Bank.

Cllr Broadbent reported that he had received an email from a representative from the Air Ambulance Service regarding the above. **Following a discussion, it was RESOLVED that the Clerk respond to the Air Ambulance Service advising them that the JPC were not aware of a suitable location. This motion was proposed by Cllr Broadbent, seconded by Cllr Bainbridge and carried by the majority. Cllr Harfield abstained.**

The Clerk was requested to contact WCC and request that they repair the Grit Bin on the grassed verge by the Medical Centre.

19. To consider an application for a Busker to perform in Henley in Arden.

The Chair reported that an email had been received from a lady who would like to perform in Henley. **Following a discussion, it was RESOLVED that Cllr Price request the lady to provide a video clip of her playing and to contact the organisers of the Church Fete to ask if she could play for half an hour during the afternoon of the Fete. This motion was proposed by Cllr Price, seconded by Cllr Evans and carried unanimously.**

20. Redesign of the JPC web site update & to approve updating JPC information

- The Chairman reported that he and the Clerk had met with representatives from HTDL recently and that the website had been redesigned by them and gone 'live'. He went on to say that it was in the process of populating the website and he would like to get the public involved.
- Cllr Evans advised that there would be a 'scoreboard' which would record the achievements of the JPC and would come under regular scrutiny to ensure that the JPC was meeting the needs of residents.

21. To discuss reports received from the Library & the Hub – update.

- Cllr Field advised that a Report in respect of the above had been circulated to all Cllrs, following a meeting with Cllr Harfield, herself and the JPC Internal Auditor and which was attached to these minutes as an Appendix.
- Cllr Price said that the JPC needed to look at what they spend on the Hub because it represented 20% of their income. He went on to say that the JPC needed to receive value for money. It was suggested that Cllr Price attend some of the sessions in the Hub to get a clearer understanding of the provision.
- **Following a discussion, it was agreed to invite the Manager of the Youth Club to the next JPC meeting to give a presentation. Cllr Field agreed to send the Clerk a list of questions so that she could forward it to the Hub prior to the presentation.**

22. To consider support for a half day town get together to share ideas for the long-term future of

Beaudesert & Henley in Arden – Update

The Clerk reported that she had received notification that the date for the get together would be Saturday, 6th July in the Memoria Hall, from 10.00 am and she encouraged all members of the JPC and community to attend the gathering.

23. To note progress of the NDP – Update

The Clerk reported that she and representatives from the NDP Steering Group had met with an officer in the Policy Section of SDC to discuss the comments that SDC had made in respect of the Regulation 14 Consultation. A further meeting had been arranged with the Housing Enabler at SDC to discuss potential housing in Beaudesert & Henley in Arden.

24. Reports from Councillors – exchange of information only.

- **Cllr Hubbocks** said that at the recent JPC Planning Sub-Committee meeting, David Tomlinson had been elected Vice Chair. He went on to say that he had spoken to a gentleman at WALC who had advised him that a co-opted member could not become Vice Chair of the Planning Sub-Committee.
- **The Clerk** advised that she had received an email from WALC confirming that a co-opted member can become Vice-Chair of the Planning Sub-Committee and she agreed to forward the email on to all Cllrs. Cllr Broadbent said that David Tomlinson provided a great deal of experience and knowledge regarding planning matters and he was a great asset to the JPC.
- **Cllr Field** raised the following points:
 - The length of the agenda
 - The number of emails Cllrs were receiving and do Cllrs hit the reply or reply all button. Cllr Evans responded and said that there would be space created on the website for Cllrs and members of the public to record any problems or concerns they might have which would cut down the need for so much email traffic.
 - Cllr Field requested that equipment for the Litter Picks be placed on the next Agenda
 - Cllr Field requested the Clerk to write and thank all those participants in the Hidden Gardens of Henley event. Cllr Bainbridge indicated that a large amount of money had been raised. Cllr Bainbridge agreed to send the Clerk the contact details of participants in the Hidden Gardens of Henley so that she could write a thank you note to each one.

25. Items for private session

There were no items to be discussed in private session.

The meeting finished at 9.50 pm

Signed

Dated