



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, 29th April 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Peter Crathorne (Chairman), Liz Jackson (Vice-Chair), John Garner, Bill Leech, Peter Cornford, David Tomlinson, Elaine Field, Sally Harfield, Marijana Bainbridge and County Cllr John Horner, who arrived at 8.30 pm.

In Attendance: 8 members of the public.

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.

Public Participation Session

- A Parishioner queried various items on the Agenda as the JPC had entered a period of Purdah and could not make any new financial transactions during the meeting. Cllr Crathorne responded and said that these would be covered as they arose.

Pause for a few members 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 Jayne Bridges, Cllr Mike Wilmott and District Cllr Stephen Thirlwell

2 Declarations of Interest and Dispensations

Cllrs Peter Crathorne, Bill Leech, John Garner and David Broadbent declared an interest in Item 7 as they are Trustees of the HWMT and Cllrs Peter Crathorne and John Garner as they are Trustees of the Hub. Cllr Sally Harfield declared an interest in Item 7 as she is a member of the Henley in Bloom Committee. Cllr Marijana Bainbridge also declared an Interest in Item 7 as her husband is a Trustee of the HWMT and in Planning Applications 19/00980/FUL and 19/00981/LBC as her husband is the Architect in respect of the proposals.

3 Reports from County Councillor and District Councillor.

- Cllr Thirlwell sent his apologies and no Report had been received.

County Cllr John Horner reported:

- Cllr Horner said WCC had increased taxes for the 2018/19 financial year by 2% general tax and 2% special levy for adult social care. The total social care budget, including children's and adult social care and public health accounts for 63% of the council's controllable budget and Highways accounts for 9%.
- A promotion was run by WCC in respect of the preferred trusted trader scheme called 'No Rogue Traders Here' which had been very successful.
- The Police introduced a new policing model in July 2018 and the Alcester North SNT comprises five officers, a sergeant, a constable and three PCSO's. The Police will be recruiting 100 new officers in 2019/2020 and five officers will be allocated to a new Rural Crime Investigation Unit. The Police have also raised their precept for the 2019/2020 by 10.5%.
- As mentioned before in the minutes, WCC offers confidential non-financial support to people who care for others at home.

- In February, WCC confirmed that general tax will increase to 3% and there will be an additional 2% for the Adult Social Care Levy. WCC has accepted that between £30-40 million of savings would have to be made over the next four years.
- WCC has allocated £500,000 County wide to support community transport services to assist isolated communities and individuals.
- Please see further details in the Report attached as an Appendix.
- Cllr Cornford queried the timescale for WCC installing yellow lines in Station Road. Cllr Horner responded and said that he was still waiting for the notice and consultation to go out to residents in the vicinity of Station Road and residents in Prince Harry Road as there would be yellow lines being installed there as well. Cllr Horner agreed to investigate the timescale for the yellow lines to be painted in both areas and would advise the Clerk.

4 Minutes of the ordinary meeting held on 18th March 2019 to be approved and signed.

It was RESOLVED that the Minutes of the meeting held on 18th March 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr John Garner, seconded by Cllr Elaine Field 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

- The Clerk said that she would like to take the opportunity to thank all the present Cllrs for all their help and support over the last three and a half years and it had been a pleasure working with them all.
- The Clerk confirmed that there were nine nominations for Henley in Arden and six nominations for Beaudesert, so there will be an Election for both Parishes on 2nd May. The Clerk encouraged everyone to vote.
- The Clerk advised that the present JPC continue in office until 7th May 2019, except for the Chairman who continues until a new Chair is elected at the Annual JPC Meeting on 13th May.
- The Clerk said that she had received a complaint from a Parishioner who was extremely disappointed that the flag and flagpole had not been raised on St George's Day, the Queen's Birthday and Easter. Cllr Crathorne asked Cllr Leech to send a copy of the Flag Flying Days so that the flag can be raised on the appropriate days.

7 To discuss and ratify the JPC main grants applications and allocate mini grants under the 2018/2019 Budget.

- a. Cllr Crathorne invited those who were attending the meeting regarding the grants to speak on behalf of the organisation they represented.
- b. Mr Les Goodman spoke on behalf of the Christmas Lights Committee and advised that they had been running the Lights for 26 years, however, they had to replace some of the equipment needed, at an additional cost of £4,000. Cllr Crathorne thanked members of the Christmas Lights Committee for all their hard work.
- c. Mr Roger Hubbocks spoke on behalf of Neighbourhood Watch and said that they needed funding to put towards advertising for new people. He also said that he represented Senior Citizens Action Network (SCAN) and they were looking for support from the JPC. Cllr Crathorne thanked members of SCAN and said he felt that it was an important organisation.
- d. Cllr Bainbridge spoke as a representative of the Memorial Hall who had asked for a grant to put towards externally decorating the Hall. She went on to say that the Hall Management Committee organises fund raising events throughout the year and between £2-3,000 is raised for general improvements and funds are set aside for major repairs. The fund raising helps to keep hire charges affordable for local organisations and residents.
- e. Mr Graham Hindley spoke on behalf of St John's Church and said that a grant would be put towards maintenance and grass mowing. He went on to say that the JPC had received complaints for not maintaining the Churchyard adequately. He also said that the Churchyard was nearing capacity and the JPC or SDC would have to consider the provision of additional space for burials in the future.
- f. Cllr Crathorne reported that the JPC Grants WP had met and had looked at all the well deserving organisations in Henley who had applied for a community grant and met the criteria to benefit from a supplement in their funding.
- g. Cllr Jackson advised that the analysis of the grants process would be available on the JPC web site and had been uploaded on to the screen for everyone to see. The Grants WP had used the same process and criteria as in previous years.

- h. Cllr Jackson advised that when the Grants WP had met, Cllr Field felt that the Guild Hall Trust should receive a grant of £1,000 and the HWMT Sports Grounds grant be reduced to £6,000 from £7,000.
- i. Cllr Crathorne spoke on behalf of the HWMT Sports Grounds and advised that a grant was necessary to support the Sports Grounds temporarily and that without serious intervention the Grounds were at serious risk of closure in the future.
- j. A robust discussion took place about the decision analysis and Cllr Crathorne confirmed that the Grants WP had looked at every aspect of each application received.

It was RESOLVED that the JPC 2019 Grant Applications, Decision Analysis, as detailed in the Appendix to the minutes be approved. This motion was proposed by Cllr Jackson, seconded by Cllr Cornford and carried by all the Cllrs who had not declared an interest previously, with one abstention. Cllr Field voted against the motion.

- k. Cllr Jackson advised that it had been suggested that several mini grants be awarded to organisations who had applied for a grant as there was funding available from last year's budget.

It was RESOLVED that mini grants of £350.00 to Evergreens, £175.00 to SCAN and £175.00 to Neighbourhood Watch be approved. It was also RESOLVED that the Clerk contact members of the Guildhall Trust and invite them to apply for a mini-grant as there were funds available in the budget. This motion was proposed by Cllr Broadbent, seconded by Cllr Tomlinson and carried by the majority of Cllrs who had not declared an interest previously, with Cllr Field voting against this motion. Everyone voted for this motion.

8 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
19/00840/FUL	Replacement of render to front elevation; construction of timber shed and replacement of window with double door.	237 High Street, Henley	Mr I Wilton	02.05.2019
19/00841/LBC	Replacement of render to front elevation and replacement of window with double door	237 High Street, Henley	Mr I Wilton	02.05.2019
19/00980/FUL	Proposed loft conversion including three dormer windows, regularisation of rebuilt chimneys and rooflight to rear elevation	71 High Street, Henley	Mr G Mander	13.05.2019
19/00981/LBC	Proposed loft conversion including three dormer windows, regularisation of rebuilt chimneys and rooflight to rear elevation	71 High Street, Henley	Mr G Mander	13.05.2019

- 19/00840/FUL – Following a discussion, the JPC RESOLVED to submit a response of No Objection to SDC.
- 19/00841/LBC – Following a discussion, the JPC RESOLVED to submit a response of No Objection to SDC.

These motions were proposed by Cllr Bainbridge, seconded by Cllr Tomlinson and carried unanimously.

- 19/00980/FUL– Following a discussion, the JPC RESOLVED to submit a response of Objection to SDC.
- 19/00981/LBC – Following a discussion, the JPC RESOLVED to submit a response of Objection to SDC.
- It was RESOLVED to submit an objection to the above proposals because Cllrs felt that it was inappropriate development affecting the existing street scene in a Conservation Area. They

also felt that the proposals were out of scale with the roof line. These motions were proposed by Cllr Cornford, seconded by Cllr Leech and carried by the majority with one abstention.

9 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 (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 29th April were Treasurers Account: £58,823.03 which included the Half Yearly Precept payment from SDC, and the Deposit Account was £49,000.
- It was also reported that £13,004.64 had been transferred from the current account during the month to the deposit account to cover any invoices outstanding. There were several invoices requiring approval; Jon Vale Gardens for £334.80 and Cllr Crathorne confirmed that the work specified in the invoice had been carried out. There were also invoices from T Mousley & Sons for £468.00, Network Rail for £242.70, SLCC for £96.00, WALC for £751.00 and SLCC for £220.00.
- **It was RESOLVED that the Finance Report and the payments set out in the Report be approved; this motion was proposed by Cllr Garner, seconded by Cllr Broadbent and carried unanimously.**
- **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.**
- Following a discussion, **it was RESOLVED that this item be carried forward to the next JPC meeting as no new financial transactions can be considered during the period of Purdah.**
- **To Receive a Report from the Hub Task Group following their meeting with the Hub Trustees.**
- Cllr Field Reported that the Hub Task Group had met and discussed the questions that she had prepared. She went on to say that 10 Trustees of the Hub were present, together with Cllrs Tomlinson, Harfield, Bainbridge and herself.
- The main point of the meeting was to enquire why the Hub had not submitted Reports periodically as had been previously agreed. The Trustees of the Hub were apologetic, however, they pointed out that the JPC also had not requested the Reports.
- Cllr Field advised that there were funds set aside to support the Hub in this financial year. It had been suggested that the Clerk could request the Hub to provide written Reports quarterly and the Internal Auditor and RFO of the JPC, along with two elected Cllrs looking at the Library and the Hub, could look at the first set of figures for April that have already been received.
- Cllr Crathorne requested that a note be included in the minutes confirming that the funds which had been withheld be paid to the Hub.
- **It was RESOLVED to rescind withholding funds to the Hub and this motion was proposed by Cllr Field, seconded by Cllr Harfield and carried unanimously.**
- **To retrospectively ratify the extension of the current Grass Mowing & Maintenance contract until the beginning of May due to extenuating circumstances.**
- Cllr Crathorne reported that due to the absence of the Clerk, he had circulated an email and received approval from all Cllrs to extend the present Mowing & Maintenance Contract so that the Contractor would be able to continue carrying out the work required. **It was RESOLVED that the above actions had been necessary, and this motion was proposed by Cllr Bainbridge, seconded by Cllr Tomlinson and carried unanimously.**
- **Maintenance Property Management Delivery Report & Emergency Planning, including the approval of expenditure associated with the actions to be taken set out in the Report (previously circulated)**
- Cllr Crathorne reported that there were several actions in the attached Report that required attention.
- St John's Church Notice Board – after looking more carefully at the Noticeboard, Cllr Crathorne noticed that the wording on the Board should be amended to the correct circumstances reflecting that the management of the joint parishes of Beaudesert & Henley in Arden by the JPC and he recommended that the wording be changed from 'is still' to 'was'.
- Cllr Crathorne advised that the Clerk had written to Henley High School requesting an urgent meeting over concerns regarding the metal bridge access to the Skateboard Park. He went

on to say that he had grave concerns over the ongoing deterioration on the deck of the bridge which seemed to be getting worse and wondered whether it was appropriate to close the Bridge entirely due to safety concerns. Cllr Crathorne indicated that there was ongoing dialogue regarding whose responsibility it was to repair the Bridge.

- Cllr Tomlinson advised that he had inspected the Riverland's pathways several times over the course of the year since Contractors had been instructed to carry out the drainage work. He went on to say that on each occasion there had been no ponding which was evident either before, during or after heavy rainfall and no sign of any flooding. However, it had been a particularly dry year and water was soaking away.
- There was a robust discussion regarding some of the items which had been mentioned in the Maintenance Property Management Delivery Report.
- **It was RESOLVED that the actions set out in the Report attached to the minutes are approved and that the damaged bridge from Warwick Road into the Hub, Skate Park and Henley in Arden School be temporarily closed for a safety inspection whilst waiting for either repairs or the installation of a new bridge. Alternative access should be allowed over the small bridge on to Littleworth field with the removal of a section of blue fencing to allow access to the Hub, Skate Park and Henley in Arden School. This will include safety measures on the field bridge relating to the rails.**
- **The above motions were proposed, together with an amendment cancelling the contract for the drainage work. The expenditure could not be clarified therefore, it was RESOLVED that no expenditure take place as Cllr Crathorne could not determine what the £2,792 asked for in the Report was for. This was proposed by Cllr Tomlinson, seconded by Cllr Cornford and carried by the majority, with Cllrs Field and Leech against approving the Report.**

10 Traffic & Car Park Acquisitions Working Party Report –

To give authority for the Clerk (or if unable, the Chairman) to sign the two leases with LPS Ltd, the lease with Stratford-on -Avon District Council, the licence to sub-let and the TP 1 land registry transfer form for the Croft Car Park and to instruct Thomas Guise to simultaneously complete all these matters.

- Cllr Cornford reported that the Draft leases in favour of LPS were issued to the WP by Thomas Guise. Cllrs Jackson, Cornford and Garner considered the documents and provided their recommended changes to Thomas Guise.
- Thomas Guise then produced updated drafts. These were then sent to the JPC's consultant, Peter Low B.Eng, C.Eng, MICE, FBPA and his well-considered amendments were further discussed by the WP and Thomas Guise then incorporated them all into the final draft of the leases.
- These leases have now been sent to LPS's solicitors and the LPS directors for approval and signature.
- Cllr Cornford advised that he had received a copy of an email from the Lawyers acting for the Croft Car Park advising that their client needs the Car Park transfer to complete within four weeks of 16th April as the Car Park is a liability to them.
- **Following a robust discussion and receiving an amendment to the original proposal to remove point 2 in respect of the Car Parking charges which had been approved in private session by the JPC some months ago, it was RESOLVED to give authority for the Clerk (or if unable, the Chairman) to sign the two leases with LPS Ltd, the lease with Stratford-on -Avon District Council and the TP 1 land registry transfer form for the Croft Car Park and to instruct Thomas Guise to simultaneously complete all these matters.**
- **An amendment was received to remove Point 3 from the original proposal as it was felt that it would be a decision for the new JPC to make following the Elections in respect of volunteers for various social organisations who depend on parking to carry out their voluntary work applying for a mini grant to compensate their volunteers for their parking charges whilst on duty.**
- **It was also agreed that there were no exceptions, other than those the JPC are legally obliged to give, be made apart from visitors to the Doctors Surgery being able to receive dispensation from parking charges, via technology in the Surgery.**
- **The above motions, including the amendments, were proposed by Cllr Cornford, seconded by Cllr Garner and carried unanimously.**

11 Children's Facilities Working Party Report

- Cllr Field reported that she had received one quote to date, and she had met with three further Suppliers who will be sending their estimates shortly. There will then be a period of consultation with residents and the work will be carried out in phases as the funds allow.

- 12 **Tourism Working Party Report**
- To discuss the potential to expand the Car Parking provision at Henley Railway Station.
 - To discuss the need for an improved town website in addition to the JPC web site.
 - Cllr Field reported that she had circulated a Report which was attached to these minutes as an Appendix.
 - Following a brief discussion, Cllr Field requested approval to invite Fraser Pithie to make a presentation to the JPC regarding the JPC becoming a formal Station Adopter and what that would entail.
 - **It was RESOLVED to approve inviting Mr Pithie back to a future meeting and that the contents of the Report were noted. This motion was proposed by Cllr Field, seconded by Cllr Tomlinson and carried unanimously.**
- 13 **To ratify the successful tenderer of the Grass mowing & Maintenance Contract.**
The Clerk reported that she had sent out 19 Tender Packs and received five replies. She went on to say that she had circulated the Tender Analysis to all Cllrs. Following a brief discussion, **it was RESOLVED that appointing the successful tenderer be carried forward to the next JPC meeting as no new financial transactions can be considered during the period of Purdah. It was also RESOLVED that the JPC should ask the present contractor whether he would be able to continue grass mowing in the interim period. These motions were proposed by Cllr Tomlinson, seconded by Cllr Cornford and carried unanimously.**
- 14 **To discuss the handover to the new JPC following the Elections (previously circulated)**
Cllr Crathorne reported that he had produced a Handover Report for the successful new JPC following the Elections in May. **Following a brief discussion, it was RESOLVED that the Report attached to these minutes is recommended to the incoming JPC and that authority is given in the interim to the existing councillors who are designated signatories to the bank account to continue these responsibilities until new signatories are appointed. Cllr Crathorne went on to say that in addition the outgoing council offers good wishes to the councillors who will be elected on 2nd May 2019. This motion was proposed by Cllr Field, seconded by Cllr Bainbridge and carried unanimously.**
- 15 **To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year 31st March 2019 prior to submission to the External Auditors, PKF Littlejohn LLP.**
The Clerk confirmed that the Annual Governance Statements had been circulated to members of the JPC and uploaded on to the JPC web site. Once the documents were approved, they would be updated & uploaded to the JPC web site.
It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Governance Statement for the year to 31st March 2019 be approved. This motion was proposed by Cllr Field, seconded by Cllr Tomlinson and carried unanimously.
- 16 **To consider support for a half day town get together to share ideas for the long-term future of Beaudesert & Henley in Arden (previously circulated).**
Cllr Cornford reported that he had received a letter requesting the support of the JPC for the above project following the period of validity of the NDP to 2031. He went on to say that there would be no financial cost to the JPC. **Following a brief discussion, it was RESOLVED that in principle, the JPC would support the project, provided that no costs were incurred by the JPC. It was agreed for the Clerk to organise a first meeting for a Saturday in June or July, prior to the Schools breaking for Summer recess, between 10.00 am to 12 Noon and if it did not clash with any other events in the Town. The Clerk would liaise with HWMT regarding use of the Memorial Hall and respond back to Cllr Cornford. This motion was proposed by Cllr Field, seconded by Cllr Jackson and carried unanimously.**
- 17 **To discuss & ratify, if appropriate, re-painting the Market Cross Railings at a cost of £660.00 in an eggshell paint by Farrow & Ball (No. 31 'Railings' with silver tops) or black gloss paint with gold tops.**
The Clerk reported that she had circulated the proposed colour scheme to all Cllrs, however, she had received conflicting responses. **Following a brief discussion, it was RESOLVED that the Market Cross railings be painted in eggshell paint by Farrow & Ball (No. 31 'Railings' with silver tops). This motion was proposed by Cllr Jackson, seconded by Cllr Bainbridge and carried unanimously.**

18 **To note progress of the NDP & ratify the seven Designated Local Green Spaces** *(previously circulated)*

The Clerk reported that SDC had sent a significant amount of comments in response to the Regulation 14 Consultation and she understood that the NDP Steering Group was due to meet to discuss these responses, together with the other replies to the Consultation. She went on to say that she would like approval for the above Designated Green Spaces which had been uploaded on to the screen for everyone to see. **Following a discussion, it was RESOLVED that no further action be taken at the present time. This motion was proposed by Cllr Leech, seconded by Cllr Garner and carried unanimously.**

19 **To consider, approve & sign the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year 31st March 2019 prior to submission to the External Auditors, PKF Littlejohn LLP.**

- The Clerk confirmed that that the Annual Accounting Statements had been circulated to members of the JPC and uploaded on to the JPC web site. Once the documents were approved, they would be updated & uploaded again on to the JPC web site.
- **It was RESOLVED that the Beaudesert & Henley in Arden JPC Annual Accounting Statements for the year to 31st March 2019 be approved. This motion was proposed by Cllr Garner, seconded by Cllr Tomlinson and carried unanimously**

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

- Cllr Leech advised that this was his last meeting after 12 years as a Cllr and he was disappointed that some of the actions he had sought to put into action had not come to fruition, such as reducing the speed limit in the High Street to 20 mph and implementing speed restrictions. He went on to say that he felt that it was a dereliction of duty by WCC.
- Cllr Cornford asked if a reply had been received to the letter that the Clerk had sent in respect of the tree in Johnson Place as the area was looking shambolic. The Clerk advised that although a letter had been returned, she had re-sent the letter to a new address and was awaiting a response.
- Cllr Garner took the opportunity of thanking Cllr Crathorne for his Chairmanship since his Election.

21 **Items for private session**

There were no items to be discussed in private session.

To confirm the date and time of the next JPC Meetings:

1. JPC Annual Parish Council Meeting – 13th May 2019, commencing at 7.00 pm in the Memorial Hall
2. JPC Ordinary Meeting –13th May 2019, commencing at 7.30 pm in the Memorial Hall

Signed

Dated