

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES – ORDINARY MEETING JPC

The Minutes of the Ordinary Joint Parish Council took place using Zoom technology on **Monday the 20th of July 2020**, at 7.00pm.

Signed -

Parish Clerk & Proper Officer

Date: 23.07.2020

Covid-19 Restrictions

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public are invited to join in the proceedings using zoom interactive conferencing, simply by contacting the Clerk by email – clerk@henley-in-arden-pc.gov.uk - telephone - **01564 637 607** - or in writing at **179 High Street**. Full minutes of all meetings will be published on the JPC website.

NB: If HM Gov restrictions ease sufficiently, this meeting may be reconvened as a public meeting at a venue to be selected which will meet SD policies.

The Beaudesert & Henley in Arden Joint Parish Council at this meeting confirm their adoption of the General Power of Competence as witnessed by Minute 13, of the following Annual Council Meeting, convened on the 13th May 2019.

13 To agree to adopt the General Power of Competence as the two mandatory requirements to do so have been met; Two thirds of members of the JPC have been elected and the Clerk is qualified to CiLCA Standard. The Clerk advised that the JPC was required to ratify the adoption of the General Power of Competence as this was a requirement following an Election. The General Power of Competence gives local authorities the power to do anything that individuals generally may do, as long as it is not illegal and is found in the Localism Act 2011, Sections 1-8. It was RESOLVED that the JPC adopt the General Power of Competence. This motion was proposed by Cllr Liz Jackson, seconded by Cllr Broadbent, and carried unanimously. This entitlement will be reviewed annually.

SUPPORTING DOCUMENTS

This meeting is supported by documentation which should be read in conjunction with the items listed on this agenda – available on the website for download or by request to the Clerk –

clerk@henley-in-arden-pc.gov.uk

FILE REFERENCE CLERKS REPORT NO. 2020-017

PRESENT: Cllrs. Elaine Field [Chair] Angela Okey, David Broadbent, Sally Harfield, Val Hubbocks, Marijana Bainbridge, Tina Woods, Kate Easton, Jem Jones.

Joining the meeting Cllr Matt Jennings.

Also joining the meeting, Andy Jones, Editor Henley Express. [Press]

[94]

Item 1.00

Apologies

Cllrs Roger Hubbocks, Jacqueline Kingsnorth

[95]

Item 2.00

Disclosure of Interest or Written Representations

None

[96]

Item 3.00

Approval of Minutes of Last Meeting 15th June 2020

It was RESOLVED that the Minutes of the 15th of June last, were confirmed as a true record of the proceedings and duly signed. This motion was proposed by Cllr Angela Okey and seconded by Cllr Kate Easton and approved by those councillors present at the meeting.

[97]

Item 4.00

Chairs' Report [EF]

[97.1]

The Chair invited District Councillor Matt Jennings to report to the Council: His transcript follows.

I have really chopped this down to the bare bones as I appreciate that you have a very full agenda this evening. So it is mainly headlines but if you want more detail on any of the items drop me an email afterwards.

Finally have some feedback on

Hunger Hill - *The matter was scheduled for court at the beginning of May and the owners served the necessary paperwork however the hearing was adjourned due to COVID19...The courts are going to arrange a new date this year. We currently do not know when that will be as the courts will need to comply with government guidance.*

SDC related matters

We had our first Virtual Teams Council meeting last week where we adopted a new part to our Development Requirements Supplementary Planning Document (SPD) focusing on Climate Change Adaption and mitigation – The details of which are available in the SDC website.

Reopening Leisure Centres – *All of the leisure centres will open on 25th July 2020 for fitness purposes. All of the swimming pool are planned to reopen from 1 August 2020*

Elizabeth House – *This has reopened but on reduced hours from 10am to 2pm. Please be aware that all staff that can undertake their roles from home are continuing to do so and elected members are still not advised to visit the offices.*

Business Rate Grants – *We paid out nearly £33.5m to 2796 businesses in the District.*

COVID Cases in SDC – *the methodology for reporting cases from central government changed on 2 July . The latest figures we have for SDC is a cumulative total of 522 (March – 7th July).*

UBus – *This service restarted on 6th July with reduced capacity. Passengers will be required to wear face coverings and will told where to sit on the vehicle to ensure social distancing.*

Finances – *Due to our reliance on Tourism we are going to be the 4th worst affected council in the country. The 3rd Tranche of Govt funding has been announced and we have received £180k - so £1.5m in total. We have calculated that the crisis will have cost SDC around £8m this year (£2m in car parking revenue alone). So we are £6.5m down...Tough times and decisions are coming...*

Stay Safe

[97.2]

John Horner presented a report to the meeting:

The Council set up four working groups made up of officers and councillors this month to report by August 1 in order to decide ways that the Council can help Warwickshire recover from the disruption of

the Coronavirus epidemic. These were Place, Economy and Climate; Community; Health, Wellbeing and Social Care; and Internal Organisation. I was put on the Community working group and we have put forward a number of proposals to reinforce community groups that came to the fore during the crisis, to support early years education. One of the problems is that most proposals require a level of new money being invested and, unless the council is prepared to increase its borrowing, if we do anything there will probably be a tax increase. Thus year we increased taxes below the Government's ceiling of 3%, but we may have to push the limit next year. I am arguing for us to borrow in order to finance capital expenditure on small roads schemes and other works in order to put money into the local economy.

Arden Clerks and Chairs met by Zoom at the beginning of the month and received a presentation from "My Local Bobby" (MLB). This presentation was the result of some Parish Councils expressing concern about the method of policing that was being operated by Warwickshire Police when it was in its joint venture with West Mercia. The nub of the concern was lack of visible uniform presence. The MLB team would double the number of uniformed officers present across Arden Division from 3.5 to 7 for an increase in parish precept for a Band D home equivalent of £18 per year. MLB reported that they had been successful in private prosecutions for speeding and burglary.

The Council's minor road works programme was behind schedule before the epidemic and it has fallen further behind. I am having difficulty getting any commitment on dates of completion from our contracts management team for the projects scheduled for Arden Division.

I mentioned last on the rise in scams both telephone and on the door step. This has continued to be a problem and so the advice is to everyone please be extremely cautious about taking any services or spending any money with any individual or organisation you do not know about. If in any doubt call the County Council on 01926 41010 and ask for the Trading Standards Department and discuss your concerns.

Finally Stratford and Warwick District Councils have recently issued a press release saying they were considering joining operations to save money. As a result there has been much speculation of where this might lead and the County and all the five Districts have agreed to review three options; have one unified Council for the County, have two unified Councils or retain the County Council and have two super District Councils.

John Horner

Tel. 01926 842068

Chair asked if all had received her monthly report, this is held in the supporting documents, reference

[98]

Item 5.00

The Election of Vice Chairs for all Sub-Committees [Clerk]

It was generally accepted that each Sub-Committee would be responsible for the election of their own Vice Chair, if they feel they need to do so, based on their knowledge of the members skills and other factors.

[99]

Item 6.00

Traffic Calming

The Clerk updated the meeting on the latest discussions with WCC, that there had been two views expressed, the first by Mr Graham Stanley – email sent to the 6th of July last:

Ray,

Further to my conversation with you last week concerning your request for ideas for consideration for Henley in Arden, High Street, near the Co-op/One Stop and Butchers Shop. I have listed below a few thoughts we discussed last week which you may wish to consider.

1) Improved signing on the main A3400 to direct traffic to the Parking area at the back of the Co-op, a sign on both sides of the road directing traffic to the Car Park, improved signing to other off street Car Parks.

2) Increase the Zig zag markings on the exit side of the Puffin Crossing outside the Co-Op Shop to deter parking.

3) Install Ornate Pedestrian guard railing on the pavement directly in front of the exit from the rear Car Park back of Co-op.

4) Install Ornate Pedestrian guard railing on the corners of Beaudersert Lane, to deter pedestrian from crossing at this point, rather than using the Puffin Crossing.

5) Make the existing Puffin Crossing a raised table crossing, this would have to comply for Coaches, Buses to use with a longer ramped access/egress.

6) Work with the Businesses to continue to inform shoppers of where to park and consider Safety when crossing the road.

Either one or a combination of the above could be considered to deter parked vehicles at this location, I would suggest that the traders in this area are on board with anything that is suggested, as we are in difficult times, and we don't want to stifle shopping at these Businesses.

Kind regards Graham Stanley Principal Engineer Safety Engineering Traffic and Road Safety Group Warwickshire County Council

John Horner commented:

A lot of ideas were discussed at the meeting with the Police attended by Paul Taylor.

Whilst I recognise the value of railings it does effect the street scene and the fact that Henley has a picturesque market high street.

We need to recognise that Henley is a shopping centre rather than a group of houses built along a main road. It must be made pedestrian friendly and not have the knee jerk reaction of the mantra of the supremacy of the motor vehicle.

I am strongly of the view that buildouts in order to narrow the main road will slow traffic down and allow pedestrians wanting to cross at their convenience to be seen by drivers. They will also allow the shops to protect their delivery vehicles.

This was a solution that was first proposed by the young highways engineer who subsequently left the council for private practice about 18 months ago.

John

The Clerk added that deliberations by the JPC were now in need of urgent conclusions followed by a presentation of an action plan and costs to the residents of Henley. Councillor Val Hubbocks expressed her views about slowing traffic and associated pollution. Cllr Okey urged Council members to move forward on this issue. The Clerk mentioned the use of railings outside the Guild Hall forcing pedestrians to use the two adjacent crossings.

Clerk said he would advise JPC further on the WCC recommendations. Cllr Okey asked about who pays for this work.

[100]

Item 7.00

Future Meetings [Online or Public Venue] Discuss [Clerk]

Clerk looks forward to proper public meetings again but stressed that Zoom looks likely to continue for some time to come. Clerk asked about the Memorial Hall, Cllr Bainbridge reported that they are conducting a cleaning campaign, maybe then small groups may be able to meet using SD. Clerk pointed

out that Zoom would allow large numbers of public to join in at any time, so for the moment meetings using Zoom will continue. Chair expressed her hope that regulations would ease further.

[101]

Item 8.00

Vouchers for Traders [JJ]

Chair invited Cllr Jones to speak about his proposal for vouchers. He reiterated a plan to award about eighty vouchers, at £10.00 each. All agreed that the impact for doing so had been lessened by time. That the idea was heartfelt but maybe controversial. Cllr Jones, proposed that JPC support the principle of producing 80 vouchers, for about £800.00 for staff vouchers to spend at other businesses in town. The motion was seconded by Cllr Elaine Field, the motion was defeated, FOUR councillors voted in favour, and FIVE against. Cllr Bainbridge suggested a thank you to all in the Focus. The Clerk reported that this had been done in the June issue. The Chair also added that she had publicly thanked the business community in her speech on opening day.

[102]

Item 9.00

AGAR

[Postponed from OM 15th June]

AGAR - Presentation of Annual Accounts and signing off AGAR return. [Clerk & JK]
[INTERNAL AUDIT SIGN-OFF, AGAR RETURN & I&E ACCOUNT TO 31.03.2020]

[102.1]

The Clerk said that all necessary paperwork had been completed and passed to Cllr Kingsnorth for final inspection. As said Councillor had been away on business, this was not forthcoming and so

IT WAS RESOLVED that Section 1 be duly signed, proposed by Cllr Okey, the motion seconded by Cllr Val Hubbocks, the motion carried unanimously.

[102.2]

IT WAS RESOLVED that Section 2 be duly signed, proposed by Cllr Easton, the motion seconded by Cllr Bainbridge, the motion carried unanimously.

[102.3]

JPC Year End Accounts 2019-2020

IT WAS RESOLVED that Cllr Field proposed that accounts be signed off, the motion seconded by Cllr Woods, the motion carried unanimously

[103]

Item 10.00

Town Signage Report [AO]

Discuss and update. Cllr Okey outlined her progress to date:

- PROPOSAL OF NEW WELCOME TO HENLEY SIGN NORTH APPROACH
- PROPOSED NEW VISITOR CAR PARKING SIGN FOR NORTH APPROACH
- PROPOSED YOUR ARE HERE BOARD AT DR'S CARPARK & ONE STOP WALL

- PROPOSED HISTORY OF THE MOUNT AT BOTTOM ENTRANCE BEAUDESERT LANE
- PROPOSED NEW FINGER BOARD OUTSIDE BARCLAYS BANK BUILDING
- PROPOSED "ADD ON" TO EXISTING FINGER BOARD OUTSIDE MPA
- PROPOSED "FREE CARPARK" SIGN CROFT CAR PARK
- PROPOSED PRODUCTION OF 8 PAGE "VISIT HENLEY" LEAFLET
- PROPOSED PHONE APPLICATION
- PROPOSED INPUT TO NEW TOWN WEBSITE
- PROPOSED PAYMENT FROM OWNERSHIP OF TOWN ARTWORK

**INITIAL REQUEST OF £5000 FROM JPC TO COMMENCE TO WORK
APPROACH TO HERITAGE CENTRE FOR MONETARY CONTRIBUTION TOWARDS
PROJECT
ADVERTISING FEES TO BUSINESSES WILL GENERATE INCOME ALSO**

Lively discussion about inclusion of Beaudesert in entry signage, north car park better signage, Cllr Okey expanded on other aspects such as YOU ARE HERE notices, sited Medical Centre, and One Stop and one at the Mount entrance. Finger posts at pavement outside old Barclays Bank, Cllr Okey asked Cllr Bainbridge to look into feasibility. The existing finger post in front of MPA which needs more finger boards. New Croft Car Park signage. Eight-page visitor brochure for circulation in local pick-up sites. That site phone apps to cover Heritage Trail and points of interest around town. Further work with Cllr Woods to include publicity on new website. She hopes to raise £10K from Heritage Centre. She will be talking to Norman Kench further. JPC will need to contribute [£5K] when all donations are established. Cllr V Hubbocks asked if signage will be in keeping with Conservations rules, Cllr Okey confirmed it would be.

It was agreed that Cllr Okey proceed towards final presentation to JPC and residents.

[104]

Item 11.00

Planning – 20/00066/FUL - WASPS [EF & Clerk]

Objection lodged with SDC as requested by JPC Planning SC. Clerk reported that he had been approached by the developers Octopus, who will want to meet with the JPC concerning the care home site where, according to the boundary plans, two football pitches are included. JPC understands that WASPS have shown interest in these and it is therefore MOST important that JPC bring up the issue when they speak with the developers. Clerk said no further information was available until the meeting is convened.

[105]

Item 12.00

Jubilee Bench [JJ & DB]

Cllr Broadbent, reported that he can use the existing fixings, needs concreting in place, about £20 - £30. Cllr Jones asked if PayBack might be involved. Cllr Jones, will meet with Cllr Broadbent and PayBack team on Sunday to plan installation.

[106]

Item 13.00

NDP Latest [DB & Clerk]

Clerk stated that a meeting was arranged with NDP went well and consultees had been approached and a public statement posted in the Stratford Herald. Then after 6 weeks, the public will then be invited for a consultation. Cllr Broadbent reported all was in hand and going ahead.

[107]

Item 14.00

Community Helpline [JJ]

Cllr Jones said he had looked at a landline number, 01564 336200, then an app on mobiles, £12.99 per month, to pick up calls to emergency helpline number. Possible inconvenience for those at work. Can be done. Cllr Field said she was still getting calls for help. Cllr Jones proposes we buy comm-box for installation at Clerks office. Clerk pressed for number to be established quickly. Cllr Field asked Cllr Jones to set up. Action to proceed by a show of hands was unanimous.

[108]

Item 15.00

Sub-Committee Terms of Reference [Clerk]

Clerk reminded all that they were asked to feedback on handbook. Those that commented would be accounted for. Clerk tabled the proofing copy which he had sent out to Cllrs, Woods, Field, V & R Hubbocks for scrutiny. . Cllr Hubbocks commented that Henley was described as a village not a town. Chair advised to firm up terms of reference, Clerk hoped that handbook would be published by the end of August.

[109]

Item 16.00

Playground refurbishment programme and costs {AO}

Cllr Jones said that fencing was rotting, and play kit was in poor repair but **safe for use** and that new equipment was required, E&M and TW will put together a plan and costs for this upgrade. Cllr Bainbridge reminded all, that reserves were in place in JPC budget. Chair asked that team report back with more detail.

[110]

Item 17.00

Flagpole at Market Cross. Clear understanding of JPC planning permissions and possible need for update.

Lively discussion, Clerk asked to approach SDC for removal of Clause 4 and 5, from existing planning rules. Cllr V Hubbocks reminded all that the limit for the flagpole has been exceeded and that the pole should be taken down immediately. Cllr Broadbent will action the removal and asked that that Clerk approaches SDC, no guarantee that permissions will be granted in time for VJ day. Chair asked that personal opinions be held back. Cllr Broadbent proposed that a vote be taken to allow Clerk to approach SDC with amended requirements, seconded by Cllr Easton, motion 7 in favour, one objection, one abstention, motion carried. Cllr V Hubbocks suggested councillors read Cooper's book on Henley.

[111]

Item 18.00

VJ Day [EF & KE]

Chair reported that the RBL will be arranging a day of celebrations [Leaving, missing, returning] to include the *last post* sounded at 10.58am by Cllr Broadbent, Rev Ganjavi and other churches will be represented, Scarecrow competition, presented in a war theme organised by JPC, at 2.00pm bells will be rung to announce garden parties, at 7.00pm WI may be making a presentation, to be confirmed. Cllr V Hubbocks concerned that all members/committee of the Royal British Legion Henley branch been told by letter from the secretary of the branch, with details about the 15th of August. Chair asked if all were happy with their involvement and support, all said yes.

[112]

Item 19.00

Emergency Plan [Clerk]

Clerk reported that this had been touched under Community Helpline.

[113]

Item 20.00

Sub-Committee Reports [MB, JJ, AO, TW]

Chair asked for comments. **No comments.**

Chair of Planning, reported that their meeting dealt with WASPS, that one applications dealt with directly with Ruth Rose, SDC. Mentioned that Greengate appeal was dismissed by SDC. All other applications were subject to fair assessments..

[114]

Item 21.00

Councillors Handbook [Clerk]

Clerk said already referenced, no further comments.

[115]

Item 22.00

Google Documents [JJ]

Cllr Jones said this will provide a platform for zoom, excel etc, same email client so JPC needs domain names, that there were many suitable names available. All invited to look at names available. Chair invited email support from all directed to Cllr Jones. Cost £4.00 per person per month. Cllr Jones said that it would support polling. Deadline for names w/e 24th.

Clerk asked that his email address remain as it is to maintain continuity with other authorities etc. Clerk also asked when new website will be introduced, Cllr Woods said emails would not be affected by new website. Cllr asked Clerk to look further into proposed changes.

[116]

Item 23.00

Items for information only.

[116.1]

Chair:

1. HUB borrow some land for children's beach. JPC to catch up on plan and comment.
2. Henley Kitchen organise meals each week for families in need, a leaflet has been published stating they are working with JPC and asked of that members were happy with association. She added they will trial it and decide whether to go forward with the campaign.

[116.2]

Cllr Broadbent

Announced production of The Wind on the Willows as HWMT grounds on 29th August and to approach him for further information. Posted on Henley Matters.

[116.3]

Cllr Okey

Requested Clerk to contact all grant payees that JPC are reviewing spend to date and spend for second tranche. Clerk agreed to produce a letter for approval.[97.1]

[116.4]

Cllr Woods

1. Has sent a proposal to CSC, for final presentation to full JPC.
2. Attended WALC Community Engagement and was satisfied JOC were already covering all aspects.

[116.5]

Cllr Harfield

Reported wall damage and confirmed that Clerk had covered all in his report. Quotes were being obtained for wall rebuild and yellow line painting. No witness reports had been provided to date, Clerk will report further and request email votes to proceed.

Chair thanked Mr Jones, Henley Express, for attending the meeting.

Date of next meeting

Monday 17th August 2020.

Meeting ended 8.55pm