

# BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



## MINUTES – JPC ORDINARY PARISH MEETING

Here are the Minutes for the Ordinary Meeting of the Joint Parish Council which took place on **Monday the 22nd of February 2021**, at 7.00pm, using zoom technology.

**Members Present:** Cllrs Field [Chair] Bainbridge, Jones, Okey, Easton, White, Clarke, Kingsnorth, and Woods. The Clerk, Ray Evans

### **Public Participation Session:**

**There were six members of the public in attendance.**

A resident raised the point that it would be useful to move the public participation session to **Item 8.00**, so that questions may be raised when the outcome of the grants deliberations were known. The Chair asked members if they had any objection, there were none. Chair asked that any public questions be limited to 3 minutes and proposed that the session be moved, this was seconded by Cllr Jones, all members present voted in favour. The same resident asked if he might note the problems with the new bridge which has been erected by the HUB on Warwick Road. The Clerk noted his comments.

## MINUTES

### **Item 1.00**

#### **Acceptance of apologies for absence**

**Resolved:** All members of the council were present.

### **Item 2.00**

#### **Dispensations**

**Resolved:** There were no dispensations received.

.

### **Item 3.00**

#### **To receive declarations of Interests**

Cllr Bainbridge – Memorial Hall, Cllr Field – CoE School, WI and Library, Cllr Easton - School, Cllr Jones – School, Cllr Okey – Friends of Henley Station, Cllr Clarke – HWMT and Cllr White – an interest in planning application 20/03685/FUL.

### **Item 4.00**

#### **To receive and sign the Minutes of Last Ordinary Meeting**

**Resolved:** Chair reminded all that such minutes had been voted on and signed at the Extraordinary Meeting held on the 15<sup>th</sup> of February.

### **Item 5.00**

#### **Matters Arising from the previous minutes**

Chair asked for appropriate comments from members:

5.01 Cllr Jones reported that the grit bins discussed in the last meeting had been delivered and would be positioned on site. Chair asked the Clerk to arrange for them to be filled when in position.

5.02 Chair reminded all that there was a training session online for Parish Online Mapping on the 17<sup>th</sup> of March next.

5.03 Cllr Bainbridge reported that children's litter posters were now up in businesses on the High Street

## **Item 6.00**

### **Task Leaders Reports**

Chair asked if any members wished to report.

6.01 Cllr Woods reported that a company who were interested in the new website had made an offer of timber signage free of charge and that she would pass the information to Cllr Okey.

6.02 Cllr Okey reported that she had been successful in raising **£6,500.00 from the WCC Tourist Initiative**, and that this had to be expended by 31<sup>st</sup> March. She proposed that this be used for bus shelters information signage, cost **£694.00**. Shakespeare Line {Treasure Trail} which has a stopover in Henley, **£965.00**, deposit of £90.00 already paid. Art Attack, to provide hand drawn images for each business featured on the new town website, cost for approximately 60 traders, for a fixed sum of **£1,000.00**. Finally she reported that she had been approached by two new residents, both practiced in publicity matters, who have offered to produce a food and drink guide/trail, which they have done for other local towns but would provide free for Henley. The same people would also offer their professional services to populate the site with content, their charge of **£1,000.00**, was far more attractive than the £4,000.00 quoted by HTDL, and a further offer of £1,900.00 from another designer. Cllr Okey proposed that the total amount accrued by this project of **£3,659.00** would leave **£2,841.00**, for further works to be conducted before the deadline. Cllr Okey then asked all members to consider this proposal so that she could proceed with the setting up process. Cllr Bainbridge, said that she thought the bus shelter signage was 'over-egged' and that maybe one per shelter would be adequate. The Clerk will report further on this.

## **Item 7.00**

### **To approve the current Finance Report and Payments to creditors [Appended Documents]**

**Resolved:** Chair asked members if they had inspected the accounts and were happy that all was in order. Cllr Bainbridge proposed that they were, this was seconded by Cllr Okey, the motion carried unanimously. There were no outstanding creditors.

## **Item 8.00**

### **Grant Funding Awards**

The Clerk feels the following statement serves to provide all the outcomes of this discussion, if you require any further information, please email him – [clerk@henley-in-arden-pc.gov.uk](mailto:clerk@henley-in-arden-pc.gov.uk)



## BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL

### Grant Awards 2021 - 2022

The JPC are pleased to announce the following awards for the forthcoming year, and sincerely hope that this provides for the various societies involved to bring some form of normality back to our town. This notice is in two parts, the first part detailing the awards, the second part the strategy for the following year.

The following grants are awarded to: -

#### PART ONE

<b>Society</b>	<b>Request</b>	<b>Award</b>
<b>Henley in Bloom</b>	£4,250.00	<b>£3,000.00</b>

**Background:** To pay towards costs of plants and watering contract. Recommend tender process for plants moving forward. Remainder for costs to be funded from business sponsorship, private planters, fundraising and external grants

<b>Memorial Hall</b>	£2,000.00	<b>£2,000.00</b>
----------------------	-----------	------------------

Background: To pay towards LED lights and solar panels. Grant money to be ring fenced by JPC and only paid once work has been completed. In addition, the JPC feel that this work fits the criteria of many external grants. Information has been sent to Trustees and we highly recommend that they apply for external funding for this project. JPC will pay the £2k grant IF additional external grants are unsuccessful.

<b>Guild Hall Garden</b>	£4,500.00	<b>£1,000.00</b>
--------------------------	-----------	------------------

Grant requested more than actual cost. High Bank reserves. Suggestion that WI may be willing to volunteer with general gardening duties.

<b>Guild Hall Building</b>	£3,444.00	<b>Award pending quotes</b>
----------------------------	-----------	-----------------------------

Only one quotation supplied & grant requested for 100% of costs. Happy to support but no more than 50% max of best value quotation. Minimum of 3 quotes to be supplied.

<b>Christmas Lights</b>	£6,500.00	<b>£4,500.00</b>
-------------------------	-----------	------------------

JPC looking to provide 50% of annual costs, the remainder of costs to be funded by business sponsorship and fundraising.

<b>Combined Churches</b>	£800.00	<b>£400.00</b>
--------------------------	---------	----------------

JPC to contribute to illumination of church tower and newsletter. Any additional works must be accompanied by costs for further consideration by the JPC.

<b>Henley WI</b>	£1,000.00	<b>£500.00</b>
------------------	-----------	----------------

JPC would like to applaud the WI for their fundraising activities to date and welcome their plans to include schools and Duke of Edinburgh students with their allotment plans. Grant to contribute towards a new green house and rabbit protection fencing.

<b>Henley Library</b>	£4,750.00	<b>£4,500.00</b>
-----------------------	-----------	------------------

Despite lockdown the library has continued to offer click and collect and use of computers. Books have also been delivered to the vulnerable residents and the library is now open on a scaled back basis within COVID guidelines.

**The Hub** £25,000.00 **£4,500.00**

No quotes or estimates supplied. The Trustees have made the decision to top up their furloughed staff salaries to 100%. The JPC does not find this action appropriate given the current climate. We do however recognise the importance of the support The Hub's groups provide. Although we cannot support salaries were are happy to contribute to the following groups.

Hubba Bubbas, £500.00 towards the cost of activities. The Senior Group £500.00 contribution to cost of activities. Youth Groups £2,000.00 towards activities. Coffee / After school £500.00 towards the cost of providing food and drink. Building / Maintenance £1,000.00 towards ongoing costs and maintenance.

In addition, we continue to offer our support with training of staff and with help from the Payback Team.

**The Sports Pavilion** £7,000.00 **Award Pending**

The trustees have kindly reported that at this moment in time they do not require funding from the JPC. The government grants they have received should see them through this financial year. They have plans to replace the roof.

**Friends of Henley Railway** £500.00 **£500.00**

Funds required to fill 11 wooden planters with plants. FOHRS have been successful in securing in excess of £15k for improvements to the station. The JPC feels it is appropriate to support their initiatives with this mini grant.

**Arts for All** £500.00 **£500.00**

Money to help fund reduced / free tickets to vulnerable residents. Agreed that money should only be granted once we have confirmation that the event will be able to take place

**IN ACCORDANCE WITH THE JPC BUDGET, RESIDUAL FUNDS WILL CEASE TO BE AVAILABLE ON THE 30<sup>TH</sup> OF JUNE 2021 OR THE EXHAUSTION OF FUNDS WHICHEVER OCCURS FIRST.**

## **PART TWO**

### **Changes to Grant Procedure**

We have several organisations who serve a large proportion of our community year in year out. In order to simplify the grant process application, and to help with budgeting, it is proposed that the following organisations will receive a set amount of funding every year in recognition of their contribution to the town and as a standing financial contribution from the JPC. This is proposed for the period of the present elected JPC ending May 2023.

The JPC would stress that these will remain as **provisional figures only** subject to amendments sought fit to create, if outside influences have a bearing on the finalisation of the JPC budget for 2022-2023 budget.

The annual grants will be provided subject to the funds being spent in that financial year and for the reasons specified.

To ensure we satisfy audit requirements. Prior to payment of annual contribution each organisation must confirm in writing that they have a financial need for these funds and submit an up-to-date bank statement. We reserve the right to withhold financial funding.

### **Henley in Bloom**

A voluntary organisation who bring our High Street to life every year with plants. The JPC would like to support the communal part of this scheme with a annual financial contribution of **£3,000.00**. The remainder of costs should be funded by commercial sponsorship, private contributions from the houses benefitting from the plants, general fundraising and external grants.

### **Christmas Lights**

A voluntary organisation who bring our High Street to life every Christmas with a display of lights. This attracts visitors to our town every year. The JPC would like to support this project with an annual allowance of **£4,500.00** every year. The remainder of the costs being funded by business sponsorship, general fundraising and external grants.

### **Churches Together**

An annual request is made to contribute towards the illumination of the church tower and parish newsletter. The JPC feel this initiative enhances the look and feel of our town and would like to support this initiative with an annual allowance of **£400.00** every year.

### **The Library**

A voluntary run group providing support to the whole community. In recognition of this the JPC would like to support the library with an annual contribution of **£4,500.00**. The remaining costs to be funded by membership, fundraising and external grants.

### **The Hub**

The Hub offers valuable services to a number of dedicated groups. The JPC would like to support these groups with the following annual contribution amounting to **£4,500.00**. The remaining costs to be funded by membership, fundraising and external grants.

Hubba Bubbas. A Mother and baby support group  
**£500.00** towards equipment replacement each year.

The Senior Group  
**£500.00** towards activities

Youth Groups  
**£2,000.00** towards activities and replacement equipment

Coffee / After School Club  
**£500.00** towards cost of providing food

Ongoing Building costs & Maintenance  
**£1,000.00**

We recognise that some of the above organisations may have additional extraordinary costs that may require additional funding. The organisations are welcome to submit a grant form seeking additional funds subject to the following criteria.

The additional request of funds must demonstrate how many residents of the parish of Beaudesert & Henley will benefit from the grant.

Annual business accounts must be submitted with the application form.

Latest bank statement must be submitted with the application form.

Any additional grants will be subject to match funding from the organisation.

Where the money is for services, equipment and materials, 3 quotes should be submitted with the application.

All grant monies must be spent for purposes requested within 12 months of the grant being approved. Evidence of expenditure to be provided to the JPC upon request or the grant money must be returned to the JPC.

For and on behalf of Beaudesert & Henley in Arden Joint Parish Council

**Ray Evans - Parish Clerk**  
**24<sup>th</sup> February 2021**

#### **Item 9.00**

##### **Jubilee Park Upgrade & Outdoor Gym Installation**

The Chair invited Cllr Okey to report on the progress made to date for this project.

Cllr Okey read from a written statement which is posted on the website as supporting documents –

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2021/02/Jubilee-Renovation-Proposal-2.pdf>

Cllr Jones proposed that the JPC sanction payment of the first tranche towards the overall costs, not to exceed £2,000.00, seconded by Cllr Kingsnorth, the motion carried in favour by those members able to vote on the matter. [See interests]

#### **Item 10.00**

##### **Chair's Report**

The Chair stated that she did not have anything to report.

#### **Item 11.00**

##### **Clerk's Report**

The Clerk reported to all that he had begun initial contact with a number of potential participants to form a working party to begin the formulation of a strategy, driven by the s106 payment by WASPS Rugby. A facility which embraces all present amenities and where appropriate, enhances them in providing an improved sports and leisure site in Henley. He expressed hope that based on the enthusiastic response he had received to date, that an inaugural meeting of this body might be convened in March. He promised a full report and agenda in the next week or so..

#### **Item 12.00**

##### **Planning Matters**

JPC Planning Sub-committee and advisor to receive and considered the following planning applications:

**20/03685/FUL** The committee asked the Clerk, using his delegated powers to lodge a response of OBJECTION, based on the rationale leading to similar decision against the previous application. For further information, please tap on –

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QLSVA3PMLWN00>

**21/00154/COUO** The committee instructed the Clerk to write to the Case Officer, Mr Millinship, SDC, stating that they had **no comments** to make over and above such comments made on the earlier application.

#### **Item 13.00**

##### **Do Poo Bins [Brookend Drive & Bear Lane]**

Cllr Jones, asked that the Clerk confirm exactly which bins should be used and if the spend is no more than **£200.00** proceed to purchase. The Clerk confirmed that this expenditure is within his remit.

#### **Item 14.00**

##### **Riverlands Ground Preparation Discussion [New children's Play Towers]**

Cllr Okey explained that the ground adjoining the play equipment had suffered badly during installation and that it would need to be rolled and treated prior to the safety mats being laid. This work would be completed by week ending 26<sup>th</sup> February, but the formal opening date should be reviewed based on weather conditions. She confirmed that all matting, and new picnic tables and chairs etc, which formed part of the total cost originally agreed of £18,500.00, leaving the concluding work on the repairs to existing playground, to be completed within the £1,500.00 margin left in the budget.

**Item 15.00**

**Update on May Elections & Parish Meeting 2021**

Chair updated all, saying the JPC awaits instructions from SDC, but May elections looked most likely. She went on to say that plans for the Annual Parish Assembly were in hand and would be governed by HM Gov guidance. She asked the Clerk to add this to the next agenda.

**Item 16.00**

**Flood prevention at the rear of CE School**

Cllrs Jones and White advised the members that although work to remove brash from the area of the rear of the school was needed, the priority was to advise and win attention from Heritage England to the liability they faced due to the flooding of water from the Mount which was now causing material damage and posed a danger of collapsing masonry within the school buildings. Cllr Jones asked that the school write formally to the land agents for appropriate action to be taken by the owners of the Mount and Heritage England.

**Item 17.00**

**Notice of items to be taken into consideration at the next meeting.**

Cllr Bainbridge prompted the Clerk to update all on the outcome of the Tree Survey, which he said as a most useful instrument in ensuring that future tree care could be budgeted for in advance and that requests for a three contractors could now be easily arranged, as all doubtful tree were listed and identified for such works. The Clerk reported that this worthwhile survey would bring economies for the JPC in future. The survey is posted on the website –

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2021/02/JPC-TREE-SURVEY.pdf>

**End of Meeting**

**Date of next Planning Meeting 3<sup>rd</sup> March 2021 at 7.00pm**

**Date of next meeting: Monday 8<sup>th</sup> March 2021 at 7.00pm**

**IF YOU HAVE ANY DIFFICULTY ACCESSING & DOWNLOADING SUPPORTING DOCUMENTS,  
PLEASE CONTACT THE CLERK**

**Signed .....**

**Dated.....**