

# MINUTES – JPC ORDINARY PARISH COUNCIL MEETING



179 High Street, Henley in Arden, B95 5BA

Here are the MINUTES for the Joint Parish Council, Ordinary Meeting, held on **Monday the 24<sup>th</sup> of May at 7.00 pm** at the Memorial Hall, Station Road, Henley.

**Present:** Cllrs E Field [Chair], A Okey, J Jones, J Kingsnorth, G Easton, K Easton, G White, and J Clarke.

**In Attendance:** Cllr M Jennings [District] and Mr David Tomlinson [Advisor of Planning to the JPC], there were eight members of the public present.

**STRICT COVID REGULATIONS WERE OBSERVED THROUGHOUT THE MEETING AND A TRACK & TRACE REGISTER DULY RECORDED.**

## Public Question Time

Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.

The Chair addressed the public gallery and asked if anyone wished to speak, Mr Graham Hindley raised the matter of servicing of the St John's clock, reporting that it was not attended to in 2020 due to Covid restrictions, the Clerk said he had recovered the invoice for the last visit made to St John's and would present the matter of clock maintenance at the next Ordinary Meeting. Mr Hindley also mentioned his application for a grant on behalf of the Combined Churches in Henley in respect to a contribution towards urgent repair work, the Clerk said this would be considered along with other applications by the Grants Committee due to meet shortly. Mrs Bainbridge then raised the matter of planning application 21/01212/FUL, Goldsmiths site, in brief she said that the plans closed the existing vista towards the mount and that respect towards conservation had been compromised, she said she thought parking spaces were too small, and that the rear building, adjacent to Prince Harry Road were out of scale and overbearing and would dominate Summer Cottage. Finally that the gated entrance in PH Road suggests isolation from the rest of the town which had worked together so successfully over the past year. In reply to Mrs Bainbridge, Mr Ian O'Gorman responded with a summary of the considerations they had taken from the last meeting, a copy of his statement can be requested from the Clerk. A number of questions were raised by councillors, but further discussion was deferred to the relevant item of the agenda.

## MEETING MINUTES

### Item 1.00

#### Acceptance of apologies for absence

**RESOLVED:** All were present.

### Item 2.00

#### To receive declarations of Interest & Dispensations

**RESOLVED:** No interests were passed to the Clerk.

### Item 3.00

#### To receive and sign the Minutes of the last Ordinary Meeting – 19th of April 2021

**RESOLVED:** The Chair asked all members if they had read the minutes, Cllr Easton proposed that the minutes were a true and accurate record of the meeting on the 19<sup>th</sup> of April, seconded by Cllr Jones, carried unanimously by all members present.

#### Item 4.00

##### District and County Councillors Reports

Cllr Matt Jennings reported to the meeting on his activity for May, a copy of his report is posted on the JPC website. Cllr J Horner was not in attendance. Cllr Okey raised the question about SDC support for the Henley tourist drive, Cllr Jennings said that news concerning that aspect would soon be forthcoming.

#### Item 5.00

##### Approval and signing of Parish Accounts

**RESOLVED:** The Clerk said that the presentation of accounts would become the responsibility of the newly appointed Chair of Finance, Cllr Kingsnorth at future meetings. Cllr Okey proposed that the Parish Accounts were in order, seconded by Cllr G White, carried in favour by all members **excepting** Cllr Kingsnorth, who **abstained** from the vote. The Clerk welcomed the expertise that would be provided by Cllr Kingsnorth and recommended that she have full access to the EDGE IT software so the financial statements in future be styled by the Finance Committee, further that her recommendations will form the parameters for the Finance Committee's Terms of Reference. A Finance meeting will be convened at **6.00pm on the 7<sup>th</sup> of June** next, to discuss this and other issues.

#### Item 6.00

6.01

##### Payments

**RESOLVED:** Cllr K Easton proposed that all payments should be made, seconded by Cllr Kingsnorth, and carried in favour by all members present.

Supplier	Brief Description	Comment	Cost [Gross]
Glasdon	Wastebin Jubilee	Replace derelict unit	£193.07
HTDL	Cloud Hosting	Contract in Place	£462.00
HTDL	Technical Support	Contract in Place	£912.00
Long Acre Landscapes	Grass Cutting	Contract in Place	£1,096.26
Network Rail	Water Pipe Allotment	Annual Charge	£249.25
RC Windows	Bus Shelter Cleaning	Contract in Place	£50.00
Umberslade	Tree Care	Best Tender	£420.00
Henley Focus	Publicity	Budgeted Expenditure	£100.00
<b>Total</b>			<b>£3,482.58</b>

6.02

##### Account Balances [18.05.2021]

Deposit Account: **£100,000.63**

Current Account: **£17,817.73**

Cllr Kingsnorth asked what interest was attracted on the deposit account, the Clerk reported that the average interest paid was £1.40 per month.

#### Item 7.00

##### Chair's Report

**RESOLVED:** Cllr E Field proposed that the JPC commit to a payment of £100.00 allowing entry on to the Foundation Level of the Local Council Award Scheme, seconded by Cllr A Okey and carried in favour unanimously by all members present. Clerk and Chair to action.

Chair asked that Cllr Clarke update all on traffic calming measures. The Clerk reported that he had won preliminary agreement with Wootton share the cost of a speed gun with Henley.

#### Item 8.00

##### Clerk's Report

8.1

##### Grants application [Parenting Project]

Clerk recommended that this request and any others outstanding be made the subject of a meeting by the Grants Applications Team. All agreed, matter deferred to a decision at the next meeting on the 7<sup>th</sup> of June.

## 8.2

### **Green Spaces, Trees and Communications Task Leading notes.**

The Clerk addressed the assembled on this matter. Following the failure to appoint a member to take on this role, ex-councillor Bainbridge was approached and asked if she would act as ex-officio and advisor to the JPC, and that she would liaise with the grass cutting and tree care contractors in her capacity as advisor, reporting back to the Clerk works carried out and works to be considered.

In principle, the motion was supported by all and would be ratified at the next meeting on the 7<sup>th</sup> of June.

## **Item 9.00**

### **JPC Business Matters**

#### 9.1

##### **Red Phone Box**

**Consider and if appropriate, approve the adoption of, and the future siting of the phone box presently on site near Littleworth.**

The Clerk cautioned members that the box was constructed from cast iron and vulnerable to breakage. Cllr A Okey said that such considerations were noted, and care would be taken when removing the box and transporting it to Henley Station. The Clerk commented that the phone box by the old Police Station was now de-commissioned and that a release certificate, when received, would be passed to Henley First Responders. He noted that the electrical supply would be maintained and paid for by BT and that a defibrillator had been offered free of costs by a Henley businessman.

#### 9.2

##### **The Matter of the Three Tuns Frontage**

**To consider the points raised in an email from the Steward of the Manor, Mr J Dovey regarding seating arrangements on the curtilage of the public house. A copy of this communication is available by request from the Clerk.**

The Chair asked the Clerk to report on this matter. He said that he had received a request for guidance from the Steward of the Manor, Mr Jonathan Dovey, regarding the use of the Lords Waste at the curtilage of the inn on High Street. The Clerk was minded to revert back to the Steward commenting that such matters were surely subject to a ruling, and if appropriate, action by the Lord of the Manor, and that the JPC supported the plight of all businesses in Henley who had sought means to continue trading under very difficult circumstances. The Clerk promised to pass on any further information provided by the Steward to the full JPC.

#### 9.3

##### **Co-opting Members**

**The matter of the co-opting new members of the Beaudersert & Henley JPC by way of an informal interview and question session. If appropriate candidates will be asked to join and complete a Declaration of Acceptance of Office.**

The full council and public were given a short speech by three candidates in respect to the co-opting of new members on to council by way of the resignation of a number of past members. They were all Henley residents, and for the record the Clerk named them as Ms **Wendy Andrews**, Ms **Kate Rouse**, and Ms **Julie Brady**. All gave a good account of their reasons for wishing to join the JPC and a small number of questions were posed by members in response. Clerk recommended that all three be adopted under co-opting rules, that all three be subject to a vote by body council. The Chair proposed that all three be adopted, seconded by Cllr Kingsnorth, and carried unanimously by all members present. The Clerk sought and gained signatures from all three on their **Declarations of Acceptance of Office** and declared the business complete. All three new councillors were invited to the next JPC meeting.

##### **Clerk's Note:**

Chair was prompted to allow a member of the public, Mr Dom Regan, who had been overlooked in the public session, to address the meeting on the subject of affordable homes. He acquainted the members with the bid as a charitable organisation to place a proposition before Wootton Wawen PC, which if not

taken up, would be available to adjacent parishes. The Clerk recommended to Chair that the matter be added to the agenda for the 7<sup>th</sup> of June, that the JPC should be aware the matter would be also debated at the WWPC Ordinary Meeting on the 31<sup>st</sup> of May.

#### **Item 10.00**

##### **Task Leader Reports**

Cllr Okey spoke of achievements and plans for Town Welfare; her account is posted on the JPC website. She reminded the Clerk that he had not as yet purchased a basketball net for Jubilee Park. She further reported on progress with town welcome signage and the support given to the Friends of Henley Station, who were now in a strong position to adopt a 25 year lease and funding for the project. Chair thanked the councillor for her update. The matter of the flagpole variation application was raised, and Cllr Matt Jennings will chase at SDC.

#### **Item 11.00**

##### **Items Councillors wish to listed on the next Agenda.**

Cllr Okey asked that consideration for payment of costs for pond signage and stand, this to be raised under payments ay the next meeting. The next meeting will also establish councillor roles going forward.

#### **Item 12.00**

##### **Planning**

Planning Committee to consider the following applications and where appropriate, delegate the Clerk to post decisions of the SDC portal.

**Councillors who were not members of the Planning Committee left the meeting at this point.**

Cllr Greg White stepped forward as Chair for the Planning Committee and the following decisions were considered.

#### **PROPERTY WORKS**

[21/00719/FUL](#)

##### **2 Liveridge Hill, Henley**

**RESOLVED:**

The Clerk was delegated to post the decision of NO OBJECTION, the motion proposed by Cllr White and seconded by Cllr Kingsnorth, carried in favour by all members present.

[21/01330/FUL](#)

##### **34 Riverside Gardens, Henley**

**RESOLVED:**

The Clerk was delegated to post the decision of NO OBJECTION, the motion proposed by Cllr White and seconded by Cllr Kingsnorth, carried in favour by all members present.

[21/00895/FUL](#)

##### **Beaudesert Cottage, Haven Pastures**

**RESOLVED:**

The Clerk was delegated by the JPC Planning Committee to place a decision of OBJECTION to this planning request on the grounds that:

1. The proposed garage appears to sit in front of the principal elevation of the original property.
2. It would appear that the proposed building is on the back boundary of the adjacent house and not the statutory distance away from that boundary.
3. The footprint appears to exceed 30m<sup>2</sup> permitted development criteria

**NB: Observations based on scaling online plans.**

[21/00884/LBC](#)

##### **14 Fieldhouse Close, Henley**

**RESOLVED:** The Clerk was delegated to post the decision of NO OBJECTION, the motion proposed by Cllr White and seconded by Cllr Okey, carried in favour by all members present excepting Cllr Field who had an interest..

[21/00987/LBC](#)

**105 High Street, Henley**

**RESOLVED:** The Clerk was delegated to post the decision of NO REPRESENTATION, leaving SDC final deliberation. The motion proposed by Cllr White and seconded by Cllr Okey, carried in favour by all members present.

[21/00952/FUL](#)

**2 The Croft, Henley**

**RESOLVED:** The Clerk was delegated to post the decision of NO OBJECTION, the motion proposed by Cllr Okey and seconded by Cllr Kingsnorth, carried in favour by all members present.

[21/01088/ADV](#)

**47- 49A High Street, Henley**

**RESOLVED:** The Clerk was delegated to post the decision of NO OBJECTION, the motion proposed by Cllr White and seconded by Cllr Okey, carried in favour by all members present.

[21/00545/FUL](#)

**WASPS RFC Walkway**

**RESOLVED:** The Clerk was delegated to post the decision of NO OBJECTION, the motion proposed by Cllr Kingsnorth and seconded by Cllr Okey, carried in favour by all members present.

[21/01212/FUL](#)

**221 High Street, Henley [Goldsmiths]**

**RESOLVED:** The Clerk was delegated to lodge the decision to **OBJECT** to this application, following a lengthy discussion, the Henley JPC, have considered this application for the second time, and still are of the opinion that the mass and height of the apartment building on the Prince Harry Road aspect is still imposing and unacceptable, and is in need of further consideration to reduce such parameters. Ray Evans Clerk JPC. **Cllr Okey declared an interest and asked that her vote be retracted and that it be minuted.** Her removal from the voting list did not change the body decision.

[21/01213/LBC](#)

**221 High Street, Henley [01212 listed app]**

**RESOLVED:** The Clerk was delegated to lodge the decision to **OBJECT** to this application, following a lengthy discussion, the Henley JPC, have considered this application for the second time, and still are of the opinion that the mass and height of the apartment building on the Prince Harry Road aspect is still imposing and unacceptable, and is in need of further consideration to reduce such parameters. Ray Evans Clerk JPC. Cllr Okey declared an interest and asked that **her vote be retracted and that it be minuted.** Her removal from the voting list did not change the body decision.

**TREE WORKS**

[21/01482/TREE](#)

[21/01501/TREE](#)

[21/01052/TREE](#)

[21/01478/TREE](#)

[21/00545/TREE](#)

[21/01193/TPO](#)

[21/01156/TPO](#)

**ALL RESOLVED:** NO OBJECTION OR WORK ALREADY APPROVED BY SDC

**Date of next meeting and venue: Monday 7th of June at 7.00pm**

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

**Signed**.....

**Date**.....



**Beaudesert & Henley-in-Arden Joint Parish Council  
EXPENDITURE VS BUDGET 2021-2022**

	Budget 2021-22	Actual 2021-22		
<b>Income</b>				
Precept	116,600.00	58,300.00		
Other Income	5,000.00	0.00		
Rents	1,000.00	0.00		
Interest	35.00	1.20		
Allotments	365.00	230.00		
CILS	5,000.00	0.00		
	<b>128,000.00</b>	<b>58,531.20</b>		
<b>Expenditure</b>				
<b>EMPLOYMENT</b>				
Staff Salaries	27,600.00	1,618.96		
<b>PAYE &amp; NIC</b>	8,000.00	592.18		
Staff Allowances & Expenses	1,500.00	130.96		
<b>CONTRACTORS</b>	5,000.00			
Art Attack		1,000.00		
Creative Touch Design		984.00		
Secure Parking		85.58		
Vonage		29.00		
<b>TRAINING &amp; CONSULTANTS</b>	2,000.00			
WALC		60.00		
WALC Subscription		763.00		
<b>PUBLICITY</b>	5,000.00			
Henley Focus Magazine		200.00		
<b>PROFESSIONAL FEES</b>	1,000.00			
SURVEYS	1,000.00			
<b>ELECTIONS</b>	2,000.00			
<b>WEB</b>	2,500.00			
Fasthosts		83.08		
HTDL	1,500.00	1,145.00		
<b>IT</b>	2,450.00			
<b>PURCHASES [ASSETS]</b>	15,000.00			
Glasdon		160.89		
Network Rail		207.71		
<b>GREEN SPACES CARE</b>	8,000.00			
Green Fingers		832.05		
Long Acres Landscapes		913.56		
<b>TREE CARE</b>	8,000.00			
Umberslade Arboriculture		350.00		
<b>CCTV</b>	2,000.00			
<b>GRANTS</b>	32,000.00			
Christmas Lights		4,500.00		
Friends of Henley Station		500.00		
Henley in Bloom		3,000.00		
HUB at Henley		4,500.00		
Henley Womens Institute		500.00		
Guild Hall Trust		1,500.00		
Henley Community Library		4,500.00		
Parish Churches of Henley		400.00		
<b>PURCHASES [GOODS &amp; SERVICES]</b>	10,000.00			
RC Window Cleaning		50.00		
<b>INSURANCE</b>	3,050.00			
<b>TOTALS</b>	<b>137,600.00</b>	<b>28,605.97</b>	<b>Target 21%</b>	<b>Tracked 21%</b>
Prepared: 18/05/2021				