



Beaudesert & Henley in Arden Joint Parish Council Ordinary Parish Meeting **MINUTES**

Here are the MINUTES of the Joint Parish Council Meeting which was convened on **Monday the 6th of September** at the Memorial Hall, Station Road, Henley.

Present:

Chair - Cllr Field, Cllrs Brady, Kingsnorth, Clarke, G Easton, and K Easton

[Cllr Clarke announced his resignation from the Council as of the 7th of September 2021]

In Attendance:

The Parish Clerk, Ray Evans, Cllr Matt Jennings SDC. There were eight members of the public present at the meeting.

1.

Acceptance of Apologies for Absence Schedule 12 of the Local Government Act 1972. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.	Cllrs Rouse and Andrews Resolved: Council accepted apologies.
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2.

To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).	Resolved: Cllrs G & E Easton stated an interest in Item 10.3
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3.

To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)	Resolved: The Chair declared that she found the Minutes of the Ordinary Meeting, 2 nd of August 2021, to be a true and accurate record of the proceedings, her motion was seconded by Cllr K Easton, and carried unanimously by all members present.
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4.

Reports from District & County Councillors	Cllr Jennings reported to the JPC on the activities at SDC during August, a copy of his report can be found posted under supporting documents on the JPC website.
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5. CREDITORS PAYMENTS

Payments made since last meeting

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
SLCC	26.07.21	31.08.21	£143.75	£28.75	£172.50	Mentoring & Support, Clerk's CiLCA Training. Payment 1.
Glasdon	21.07.21	31.08.21	£321.78	£64.36	£386.14	2 - Litter Bins [additional needs] Riverlands. Resolved: Item 12.2 Minutes dated 07.06.21
NALC	11.07.21	11.08.21	£50.00	£10.00	£60.00	Local Councils Award Scheme. Entry fee.
T Mousley	07.07.21	07.08.21	£185.00	£37.00	£222.00	Clerk's Delegated Powers [Urgent work]
Tom Everley	15.07.21	15.08.21	£30.00	£00.00	£30.00	Riverlands Pond Survey Contractual half-year fee

Payments for consideration by Council for payment

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Net	VAT	Gross	Description
Creative Touch Design	03.08.21	31.08.21	£190.00	£38.00	£228.00	Riverlands signage Toilet directions Resolved by JPC
Creative Touch Design	03.08.21	31.08.21	£245.00	£49.00	294.00	Town north-end welcome signs Resolved by JPC
DM Payroll	16.08.21	16.09.21	£60.00	£00.00	£60.00	Employee Payroll
Edge IT	12.08.21	12.09.21	£360.00	£72.00	£432.00	Contractual Fee Accountancy software
Glasdon	21.07.21	21.08.21	£321.78	£64.36	£386.14	Dog waste bins Resolved by JPC
Henley Focus	27.08.21	27.09.21	£100.00	£00.00	£100.00	Monthly 2 page insert
Kompan	31.08.21	30.09.21	£195.00	£39.00	£234.00	Quarterly inspection of play areas. Contractual
RC Windows	18.08.21	18.09.21	£50.00	£00.00	£50.00	Bus shelter cleaning. Contract ended 31.08.21
SLCC	26.07.21	26.08.21	£143.75	£28.75	£172.50	CiLCA Support tutoring, payment 2.
T Mousley	07.07.21	07.08.21	£185.00	£37.00	£222.00	Emergency Willow tree Riverlands Green spaces



T Mousley	26.08.21	26.09.21	£200.00	£40.00	£240.00	Willow Littleworth, pollard Willow Riverlands
WS Gardens	31.07.21	30.09.21	£345.00	£69.000	£414.00	1 st cuts, Riverlands, Littleworth & Jubilee
WS Gardens	30.08.21	30.09.21	£1,035.00	£276.00	£1,656.00	2 nd , 3 rd and 4 th cuts as above.
Glasdon	13.08.21	13.09.21	£105.00	£21.08	£126.48	General Waste Bin
Totals			£3,535.53	£734.19	£4,615.00	

Resolved:

The full council noted the recommendations by the Finance Committee, who met prior to the Ordinary Meeting, in that all FOURTEEN invoices listed above, fulfilled the requirements of the JPC and were within the scope of the annual budget provisions and should be settled, the Chair of Finance, Cllr Kingsnorth, proposed that full council approve payments, her motion seconded by Cllr K Easton, and carried in favour by all members present.

6. BANKING

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balance of the deposit account amounts to £90,000.79 as at 31.08.2021. Interest earned for July, amounting to £0.79. Current account balance was £262.99 at 31.08.2021 A copy of the bank statement for August is posted on the JPC website.</p>
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7. CHAIR'S REPORT

<p>7.1 The Matter of Councillor's Resignations</p> <p>7.2 Action Plan - Update</p> <p>7.3 Scything Exhibition – Littleworth</p>	<p>Chair made all aware that she had received written resignations from Cllrs Okey and Clarke and that she had accepted them. She thanked them for their service to the JPC and wished them success in their campaigns to make Henley a safer and tidier place to live. The Chair acknowledged a point raised by a member of the public concerning exit interview procedures and said that the matter will be given serious consideration.</p> <p>Brief update on populating the actions plans.</p> <p>Chair gave her account of the day that Gemma Suggitt put on a display of scything at Littleworth Park, where Marijana Bainbridge is encouraging a re-wilding programme on behalf of the town and that she and her husband Duncan had</p>
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<p>7.4 NDP – Update</p> <p>7.5 Car Parking – Invitation to Peter Lowe [Consultant]</p>	<p>purchased scythes, and anyone interested may join them in helping this conservation area.</p> <p>The matter of a Consultation Document to support the V10 NDP has been raised with the original working party and the JPC await the outcome. The Clerk stressed that the need for this protocol to be in place was now vital in order to establish the town's core strategy, giving protection against potential unhelpful governance directives emanating from the proposed WCC and SDC merger [South Warwickshire Council]. The Clerk undertook to keep the JPC updated on this matter.</p> <p>Chair briefed members on the need to consolidate plans for car parking in Henley using a consultant who had been used previously [Peter Lowe]. The Clerk asked members to note that he had begun dialogue with SDC on the matter of the acquisition of the Medical Centre car park and would present his findings in due course.</p>
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8. CLERK'S REPORT

<p>8.1 The Town Pride Handyman – Progress on working projects</p> <p>8.2 Update on vacancies on the JPC – Call to residents</p> <p>8.3 New Chair of Planning</p> <p>8.4</p>	<p>The Clerk confirmed that he had visited Colin Harrison on sites in town and was happy to see favourable results from his hard work, an updated list of projects can be found on the website. [Our Environment]</p> <p>Vacancies have now been posted on the JPC website and will be followed by extra publicity. The Clerk appealed to the public gallery saying that any resident who was semi-retired, retired or had only 8 hours a month to serve the town would be an asset to the JPC.</p> <p>The Clerk proposed that Cllr J Kingsnorth be proposed as Chair of the Planning Committee.</p> <p>Resolved: The motion was proposed by Cllr Field, seconded by Cllr K Easton, and carried unanimously in favour by all members present.</p>
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<p>Town plans for a permanent memorial for losses to Covid 19</p>	<p>Report from the Clerk on approaches made to him by residents, he promised that a circular would be sent to all the societies in town requesting any ideas for a memorial plot, such as an arbour and bench in one of the parks, he said he would update at the next meeting.</p>
<p>8.5 Knotweed & Balsam problems in town</p>	<p>The Clerk reported that the latest advice on this issue was that the banking verges be cut back to the ground and that when new growth appears in spring, the offending plants could be removed, possibly using the PayBack team. Further updates will follow.</p>
<p>8.6 Allotment's update [Accessibility]</p>	<p>Following a statement read out by Mrs. Stacey Phal, resident of Henley, the text appended herein [App.1], the Clerk responded by explaining that the choice for the existing allotment plot was based on its remote and inaccessible location, that it would not be suitable for development and that it was easily leased by the JPC. He further confirmed that a meeting with a Henley landowner, held out a potential opportunity for a new easier accessible site, provided with parking etc, and that the JPC would provide further information as it emerged.</p>

9. EXPENDITURE

To consider, and if appropriate approve payment for the following capital/service items of expenditure.

[Considered in earlier Finance Meeting and agreed by full council]
The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

<p>9.1 Hot Wheels Mini Grant Lead: Cllr Kingsnorth</p>	<p>Cllr Kingsnorth spoke directly with the author of the grant application, Mrs. Sue Westmacott, and asked what amount she wished to raise. A copy of the grant request is posted on the JPC website.</p> <p>Resolved: Cllr Kingsnorth, Chair of Finance, proposed a payment of £500.00, her motion seconded by Cllr Field, the motion carried by all members excepting Cllr G Easton, who abstained from the vote. *** Cllr Kingsnorth went on to address the members on the matter of the JPC gifting a mobility scooter to the Hot Wheels group, and that this would be placed on the agenda for the next meeting for consideration. The</p>
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<p>9.2 Memorial Hall Mini Grant Lead: Cllr Kingsnorth</p> <p>9.3 Bench for Littleworth Proposal by a resident for open debate. Cost no more than £250.00</p>	<p>Clerk requested more details of the vehicles from Mrs. Westmacott.</p> <p>Grant limited to £500.00 Grant Application form GA21-08-102 Posted on website.</p> <p>Cllr Kingsnorth reminded the members that the Memorial Hall received notice of funding in the last round of the awards, and that to raise a grant to subsidise a forthcoming production did not meet with the grants committee criteria. She went on to say that consideration may be given if part of the SDC 'Welcome Back Fund' in Cllr Jennings's remit, might be used for this purpose. She asked members to defer any further discussion until more information about the SDC grant is known</p> <p>The Clerk invited Chair to comment, and she reported that no further progress had been made on the kind offer from Yew Trees Farm Shop to gift a bench to the town during the onset of the pandemic. She asked the Clerk to raise the matter with the company concerned, and report back to the members. Matter deferred until next meeting.</p>
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10. COUNCILLORS MATTERS

Members of the council address the meeting [5 MINUTES MAX]

<p>10.1 Ballot for new Vice Chair of JPC</p> <p>10.2 Traffic Management Lead: Cllr J Clarke</p> <p>10.3 Henley RBL Road Closure</p>	<p>Due to two members being absent from the meeting, given due apologies, the Clerk requested that the matter of appointing a new Vice Chair be deferred until the next meeting.</p> <p>The retiring member, Cllr John Clarke gave members an update of the progress made by his working party, and this is encapsulated in the document 'Henley Traffic Management Project' posted on the website under the OUR ENVIRONMENT section. He summarised by saying his need to resign, was in part, to give him more time on this worthy project. The Chair and members thanked him for his service on the JPC and wished him luck with this difficult and protracted initiative.</p> <p>The Clerk promised to work with Cllr G Easton, by contacting WCC and others with a view to providing a road closure [A3400 Guild Hall to Station Road] for this important</p>
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<p>10.4 Permanent Flagpole Lead: Cllr G Easton</p>	<p>date in the RBL calendar. The Clerk will update at the next meeting.</p> <p>Cllr G Easton proposed that a new more robust flagpole be employed at the Market Cross. The Clerk will raise tenders from three flagpole specialists and report back at the next meeting.</p>
<p>10.5 Flooding Prevention Update Lead: Cllr K Easton</p>	<p>Cllr K Easton updated members of her progress in this matter. She reported that the Clerk had obtained Land Registry documents relating to a strip of land which connects Back Lane with the Alne River. Potentially, this may be used for a dispersal drain system, along with improved drainage in the lane itself to clear rapid surface water build-up during flash flooding episodes thus protecting residential and business premises in the area. This information will now be the basis of a discussion with WCC Flooding Prevention, Environmental Agency, and Highways on the 17th of September next. She promised further updates for the next meeting.</p>
<p>10.6 Adoption of new Finance Policy Documents Lead: Cllr Kingsnorth</p>	<p>Cllr Kingsnorth, Chair of Finance advised all that a meeting with the Internal Auditor revealed the need to update these documents.</p> <p>Resolved: She recommended that said policy documents, which may be subject to further adjustments, be duly adopted by full council, her motion seconded by Cllr K Easton and carried in favour by all members present. Copies of all can be found on the JPC website under finance matters.</p>

11. PLANNING

Chair and members of the JPC considered the following applications.

Planning Act 2008, The Town and Country Planning (General Permitted Development etc.) (England) (Amendment) Order 2021

RESOLVED:

All applications following were proposed by Cllr Kingsnorth [Newly appointed Chair of Planning], that they met with planning criteria and that they be ratified by full council. All five applications were carried in favour by all members present. The Clerk was instructed to use his delegated powers to lodge a response on all **FIVE** applications listed below of **NO OBJECTION**.

21/02608/FUL
8 St Johns Close B95 5JB
Replacement rear extension.
DUE: 15.09.2021



<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QXRQALPMKJI00>

21/02545

2 Crocketts Cottages B95 5QA
Erection of single storey extension
DUE: 10.09.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QXK8UXPMIEA00>

21/02672/FUL

Heathfield House B95 5RA
Vehicular access from Tamworth Lane
DUE: 16.09.21

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QY1DJ3PMMSG00>

21/02299/FUL

149 High Street B95 5BA
Construction of contemporary garden studio
DUE: 21.09.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QWABN0PM0IH00>

21/02621/FUL

2 School Road B95 5BP
Two storey side extension
DUE: 10.09.2021

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QXSAHFPM0IH00>

12. NEXT AGENDA

Items for Next Agenda	Items 7.4, 7.5, 8.4, 8.6, 10.1, 10.3, 10.4 and 10.5.
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Date of Next Meeting: Monday 4th of October 2021

Signed..... Date.....



Appended Notes:

App.1

Stacey Phal Notes on the matter of allotments.

Disabled access to Henley-in-Arden Community Allotments

I would like to begin by thanking our current JPC and all previous JPC members for all their hard work which has enabled us to be here today to discuss inclusive access to our towns community facilities.

A further thank you for the warm response to my peaceful petition to ask for action to be taken in bringing disabled access to our allotment plots.

A special thank you to Cllr Okey, Cllr Matt Jennings, Cllr Barbara Brown, Cllr Manuela Perteghella (Liberal Democrat Councillors group Stratford on Avon District Council) and our MP Nadhim Zahawi for their responses and offers of further support.

The Disability Discrimination Act 1995 (DDA) made it unlawful for service providers to discriminate against disabled people in certain circumstances which meant service providers had to take reasonable steps to remove, alter or provide a reasonable means of avoiding, a physical feature which made it impossible or reasonably difficult for disabled people to use a service. The Equality Act 2010 (EA) replaced most of the DDA and the duty on providers of goods, services and facilities was replaced with a duty to make reasonable adjustments in order to avoid a disabled person being placed at a 'substantial disadvantage' compared with non-disabled people when accessing services and facilities. The EA does not prescribe what a reasonable adjustment might be and this is determined by the particular circumstances in each case. For example, it might be that ramps would need to be installed in a certain situation.

I am wondering if the JPC's position on whether it has a duty under the EA to provide reasonable adjustments to access our community allotments has been established?

Sincerely,

Stacey Pahl
18 Prince Harry Road
Henley-in-Arden
B955DD
07950204611

A copy of the correspondence from Nadhim Zahawi and petition can be provided by the Clerk.

*** Late amendment.