



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

Here are the **MINUTES** of the B&HIA Joint Parish Council, held on **Monday the 4<sup>th</sup> of October 2021** at **7.00 pm** at the Memorial Hall, Station Road, Henley.

**Present:**

Chair - Cllr Field, Cllrs Brady, Andrews, G Easton, and K Easton  
[Refer to **Item 4.2** adoption by co-option of **TWO new members**, who took the bench and participated in JPC business]

**In Attendance:**

The Parish Clerk, Ray Evans, Cllr Matt Jennings SDC, Cllr John Horner, WCC, Mr. Ian O’Gorman Lockley Homes, with an interest in planning application 21/02905/FUL, **Item 12.1** in these minutes. There were eight members of the public present at the meeting.

**1.**

<p><b>Acceptance of Apologies for Absence</b> 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.</p>	<p><b>Resolved:</b> Apologies were accepted by Chair and full council from <b>Cllr J Kingsnorth</b>.</p>
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**2.**

<p><b>To Receive Declarations of Interest and Dispensations</b> Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	<p><b>Resolved:</b> Cllr Field declared an interest in Items 8.1, 10.1, and 12.1 and would not participate in those items. Cllr Andrews declared an interest in Item 6.0 [Creative Design] and would not participate in that item.</p>
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### 3.

<p><b>To Receive &amp; Sign Minutes of Last Meeting</b> LGA 1972 Sch 12 para 41(1)</p>	<p>Minutes of the Ordinary Meeting, held on the 6<sup>th</sup> of September 2021 were found to be a <b>true and accurate account</b> of the proceedings, Chair proposed that council accept them as such, seconded by Cllr K Easton and carried unanimously by all members present.</p>
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### 4.

<p><b>4.1</b> The Council give consideration to the appointment of a new Vice Chair by way of the resignation of Angela Okey.</p> <p><b>4.2</b> The Council give consideration to co-opting of new members, by way of casual vacancies created by the resignation of previous councillors and in the absence of members of the community calling for an election.</p>	<p><a href="#">Section 87, The Local Government Act 1972</a> Following an open ballot, Cllr J Kingsnorth was adopted as Vice Chair, of the JPC. The Clerk confirmed that he would approach said Councillor and request that she complete and sign a Declaration of Acceptance of Office.</p> <p>The JPC were happy to reach the adoption of <b>two new members</b>, namely Cllr <b>Marijana Bainbridge</b>, who rejoins the body corporate, after an absence of 5 months. Additionally, a new business owner in Henley, Cllr <b>Angela Harries</b>, joined the bench. Both members were advised by the Clerk of their duties as councillors and the assembly wished them the very best of luck in their new roles.</p>
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### 5.

<p><b>Reports from District &amp; County Councillors</b></p>	<p>Cllrs Jennings and Horner both presented their September summaries. Cllrs Reports posted under supporting documents on the JPC website.</p>
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## 6. CREDITORS PAYMENTS

### Payments made since last meeting

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. <i>Contract ended 31.08.21</i>
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	£69.00	£414.00	1 <sup>st</sup> cuts, Riverlands, Littleworth & Jubilee
WS Gardens	30.08.21	30.09.21	£1,035.00	£276.00	£1,656.00	2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> cuts as above.
Glasdon	13.08.21	13.09.21	£105.00	£21.08	£126.48	General Waste Bin
C Harrison Handyman	14.09.21	14.09.21	£459.77	£00.00	£459.77	Materials for projects

### Payments for consideration by Council for payment

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

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
Joseph Hardy Trust	27.07.21	27.08.21	£220.00	£00.00	£220.00	Rental charges Heritage Centre
Creative Touch Design	21.09.21	21.10.21	£2,335.00	£467.00	£2,802.00	Town welcome signage, leaflets, play area signage
C Harrison Handyman	27.09.21	05.10.21	£1,120.00	£00.00	£1,120.00	Labour Charges in accordance with JPC Contract. See Item 10.5 on this agenda.
C Harrison Handyman	27.09.21	05.10.21	£128.00	£00.00	£128.00	Material cost reimbursement. See Item 10.5 on this agenda.



**Resolved:**

The Chair asked members to consider payment on the three invoices listed above **PLUS** the following **late-entry invoices** listed below.

**6.1 BHIB – Full liability insurance for 2021/22, £1,160.28 [Representing a saving of £1,100.00 from previous premium payments]**

**6.2**

**Focus Magazine for monthly 2-page entry on JPC business matters, £100.00**

**6.3**

**WS Gardens, monthly 2 cuts for Riverlands, Littleworth and Jubilee at contractual rate, £690.00**

**6.4 AGAR External Audit Fees, amounting to £400.00 plus VAT, see Item 9.1 in these minutes.**

The Chair proposed that full council approve payments, her motion was seconded by Cllr K Easton, and carried in favour by all members present, excepting Cllr Andrews who did not participate.

**Income since last meeting.**

Payee	Remittance Date	Amount	Description
SDC	20.09.2021	£58,300.00	Second tranche payment annual precept
Lloyds	20.09.21	£00.75	Interest paid – September 2021

## 7. BANKING

<p><b>Banking [Account Balances]</b> [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balances of accounts at <b>29.09.2021</b> are Deposit Account <b>£137,306.93.</b> Current Account <b>£5,000.00.</b> <b>A copy of the bank statement for September is posted on the JPC website.</b></p>
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## 8. CHAIR’S REPORT

<p><b>8.1</b> <b>The Matter of Town Website Management</b> Standard Website Design - Charge for standard website design of no more than <b>£300.00 annually.</b></p> <p><b>8.2</b> <b>Action Plan - Update</b></p>	<p><b>Resolved:</b> Following an explanation by Cllr Andrews on the need for maintenance of the website, she proposed that Council consider inviting <b>CtrlAltComplete</b> to take on the task as that company had designed all the software and hosting support for the site. Her motion was seconded by Cllr Easton and carried in favour by all excepting Cllr Field, who did not participate.</p> <p>Chair was pleased to report that the tasking list was growing greener, and that new members would undoubtedly assist in</p>
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<p><b>8.3</b> <b>Sports &amp; Fitness Facility Working Party</b></p> <p><b>8.4</b> <b>Car Parking</b></p> <p><b>8.5</b> <b>Outdoor tennis table project. [PING]</b></p>	<p>participating in the activities. An updated copy is posted on the website</p> <p>Chair asked the Clerk to provide a brief overview. Progress had reached a critical stage and that SDC had insisted that the s106 payment of £50K was earmarked for this project ONLY. The Clerk mentioned that a number of facets of the initiative were still unresolved and that the whole proposition would be presented to the public before year-end.</p> <p>Chair reported that extensive discussions with the consultant to the JPC and SDC were showing fruit and that a strategy for Henley's THREE car parks was nearing the point when the JPC would launch a public consultation.</p> <p>Matter deferred to a later meeting.</p>
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## 9. CLERK'S REPORT

<p><b>9.1</b> <b>AGAR</b></p> <p><b>9.2</b> <b>Flood prevention update</b></p> <p><b>9.3</b> <b>The matter of reported rat infestation witnessed in the area of the Croft car park.</b></p>	<p>Clerk updated members and public on the AGAR closure correspondence. [PKF Littlejohn] Closure documents posted on the website] and said there were areas for improvement in financial management which had been highlighted by the Internal Auditor. The matter however was settled, and the Clerk said he would transfer payment for the outstanding fees charged by PKFL immediately. [£400.00 plus VAT]</p> <p>The Clerk reported that an approach had been made on a town businessman who owns a strip of land which may be instrumental in providing an emergency flood relief culvert under a section of his land, thus providing improved drainage of Back Lane. Discussions continue and the Clerk will provide an update in November.</p> <p>The Clerk said that a SDC public health inspector had been to site to conduct an investigation and that no evidence of a serious rat infestation had been discovered. Residents said they would provide additional evidence to SDC direct.</p>
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## 10. 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><b>10.1</b> Council will consider the services offered by CtrlAltComplete at no more than £300.00 per annum.</p>	<p><b>Resolved:</b> Cllr Andrews proposed invitation of an invoice and prompt payment be made, seconded by Cllr Easton, and carried by all excepting Cllr Field who did not participate</p>
<p><b>10.2</b> Bench for Littleworth Park Proposal from a resident, members to debate and if appropriate, provide a bench at no more than £500.00.</p>	<p>Deferred until the next meeting. [Cllr Bainbridge mentioned a metal bench] Clerk will seek costs.</p>
<p><b>10.3</b> Kompan children's play equipment survey renewal. Annual cost no more than £960.00.</p>	<p>Cllr Field said that Kompan's quarterly reporting had been exemplary and comprehensive. She proposed that contract be renewed with Kompan at <b>£960.00 [£240.00 per quarter for the 21/22 season]</b> seconded by Cllr Harries and carried in favour by all members present. The Clerk mentioned that he had asked the town Handyman to attend a Kompan seminar so that he was upgraded to carry out specialist repairs and maintenance.</p>
<p><b>10.4</b> The matter of public liability insurance and employee insurance renewal at no more than £2,500.00 per annum.</p>	<p>Members voted unanimously for adoption of the BHIB underwriters liability insurance, <b>halving the annual expenditure</b> for exactly the same schedule of cover.</p>
<p><b>10.5</b> The Clerk will advise members on ongoing financing of the town Handyman arrangements conducted in accordance with Finance Regulations JPC 21-10010.</p>	<p>Pictures of the ongoing works being conducted around town by Colin Harrison were shown to all. Progress is limited by weather and hours of daylight, but success was evident on the projects completed thus far. The Clerk asked members of the public to say hello to Colin as he continued to build a good reputation in keeping Henley tidy. The Clerk reported that he had applied for a permit for commercial waste disposal with WCC and that the JPC would be funding the attachment of a towbar on Mr. Harrison's</p>



<p><b>10.6</b> <b>New dog poo bin for Bear Lane.</b> <b>Cost no more than £200.00.</b></p>	<p>van, so that a trailer which he owns, can be attached, enabling the brash to be removed immediately and taken to an authorised refuse site. <b>In the meantime</b>, a selected coned-off area in Jubilee Park, would continue to be used as a temporary clearing/dispersal site.</p> <p><b>Resolved:</b> As part of the overall dog waste clean-up initiative in Henley, a further bin was needed at the Bear Lane entrance to the old golf course. The Clerk was asked to order a unit and no, proposed by Cllr Field and seconded by Cllr G Easton, carried in favour by all present. The Clerk reminded council that although the bin would be installed by the Handyman, a charge of up to <b>£350.00 would be levied by SDC-[Biffa]</b> per annum, <b>for emptying and disposal of dog waste</b> from this terminal.</p>
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## 11. COUNCILLORS MATTERS

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

<p><b>11.1</b> <b>Councillors will respond to a presentation by Mr. Ian O’Gore, Land Director, Lockley Homes, in pursuance of planning application reference 21/02905/Ful, raised by Mr. O’Gorman in the public session.</b></p> <p><b>11.2</b> <b>Permanent Flagpole</b></p>	<p>A presentation by Mr. O’Gorman was later questioned by a small number of residents and the JPC Planning Advisor, Mr. David Tomlinson. No direct objections from the floor were witnessed and a decision on the planning merits was referred to <b>Item 12.1 of these minutes.</b></p> <p>After lengthy discussions, <b>THREE options</b> were tabled:</p> <ol style="list-style-type: none"><li>1. Carry on as permitted.</li><li>2. Seek a new permanent site for the flagpole.</li><li>3. Re-apply to SDC, and encourage a committee hearing in Stratford, if necessary</li></ol> <p><b>Resolved:</b> Cllr Brady proposed that council adopt Option 3, seconded by Cllr K Easton, carried in favour. The Clerk asked if the full council accepted another <b>£117.00 fee</b> for the new application and was asked to proceed and, on this occasion, seek the support of Cllr M Jennings.</p>
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<p><b>11.3</b> <b>Councillors will respond to a presentation by Mr. David Broadbent on the matter of the shop local campaign, raised by Mr. Broadbent in the public session.</b></p>	<p>Cllr Andrews responded to a written report from Mr. David Broadbent, resident of Henley, supporting a shop local campaign which was <b>circulated previously to all members</b>. Cllr Andrews said that she thought mention of town businesses in his report were not helpful. She reiterated the ethos of the JPC <b>not to take any direct intervention with private business enterprise in the town</b>, but the JPC would continue to support such entities, so that Henley returned to a <b>healthy retail trading status</b>. Cllr Andrews invited Mr. Broadbent to meet with her to take such matters further.</p>
<p><b>11.4</b> <b>Shakespeare's England Update by Business and Tourism Committee</b></p>	<p>Cllr Andrews led the discussions, making mention of the <b>Shakespeare's England's</b> grants to mark aid in the recovery initiative following the pandemic. She thought this might include some form of market event or as suggested by Cllr Bainbridge, sponsorship or grant funding for a local amateur show event at the Memorial Hall. Both members agreed to meet and discuss such prospects and report back to full council.</p>
<p><b>11.5</b> <b>The matter of a public notice board for use by members of the community, it's location and management.</b></p>	<p>A resident asked if the JPC might consider placing a notice board in the vicinity of the Co-op, for use by the public and societies to inform the town of upcoming events. The Clerk was asked to investigate such a facility and report back at the next meeting</p>
<p><b>11.6</b> <b>HM Queen Elizabeth – The Platinum Jubilee</b></p>	<p>The Chair asked the Clerk to contact all town societies, as well as taking advice from residents, on the nature of <b>marking this important milestone</b> A public meeting would be convened, using a short list of ideas, from <b>lighting a beacon on the Mount</b> [permission sought and agreed] to a <b>memorial arboretum</b> in one of the town's green spaces. Further updates will follow.</p>





## 12. PLANNING

Chair and members of the JPC Planning Committee consider the following applications and if appropriate instruct the Clerk to use his delegated powers to post a response on the Stratford District Council planning portal.

JPC members not engaged with planning may leave the meeting at this point  
Planning Act 2008, The Town and Country Planning (General Permitted Development etc.) (England) (Amendment) Order 2021

### 12.1

#### 21/02905/FUL

221 High Street, Henley in Arden, B95 5BG

#### Resolved:

The full council asked the Clerk using his delegated powers to lodge a decision of **NO OBJECTION** with SDC forthwith. This motion was proposed by Cllr Andrews, and carried in favour by Cllrs Harries, G Easton, K Easton, and Brady, opposed by Cllr Bainbridge.

### 12.2

#### 21/02552/FUL

Clover Bank, Stratford Road, Wootton Wawen by Wasps Holdings

#### Resolved:

The full council asked the Clerk using his delegated powers to lodge a decision of **NO OBJECTION** with SDC forthwith. This motion was proposed by Cllr Field, seconded by Cllr Easton, and carried unanimously.

## 13. NEXT AGENDA

### Items for Next Agenda

Items following will form the basis for the next meeting, see body of these minutes:

**8.2, 8.3, 8.4, 8.5, 9.2., 10.2, 10.5, 11.2, 11.4, 11.5 and 11.6.**

Meeting ended at 21.15.

Date of Next Meeting: Monday 8<sup>th</sup> of November 2021 at 7.00pm.

Signed.....

Date.....