



# 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 8<sup>th</sup> of November 2021** at **7.00 pm** at the Memorial Hall, Station Road, Henley.

**Present:**

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

**In Attendance:**

The Parish Clerk, Ray Evans, Cllr Matt Jennings SDC, Cllr John Horner, WCC, and Mr. Glyn Slade Shakespeare's' England. There were sixteen members of the public present at the meeting.

During the public session a short statement was delivered by Cllr Bainbridge on behalf of the HMWT [Memorial Hall] thanking the JPC for their financial support in the installation of solar panels and low energy lighting which would see a reduction in electricity service costs.

**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 A Harries</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 G Easton &amp; K Easton declared an interest in Item 8.7. Cllr Andrews declared an interest in Item 8.2</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><b>Resolved:</b> Minutes of the Ordinary Meeting, 4<sup>th</sup> of October 2021. Minutes of the Ordinary Meeting, held on the 4<sup>th</sup> of October 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 at that meeting.</p>
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### 4.

<p><b>4.1</b> The Chair will announce the convening of an EXTRAORDINARY MEETING, to take place at this venue at 7.00pm on Monday the 15<sup>th</sup> of November. A single item agenda complying with the need for FIVE clear days statutory notice in accordance with The Local Government Act 1972. A copy will be posted on the JPC website on the 8<sup>th</sup> of November.</p>	<p><b>Resolved:</b> The Chair gave notice [5 clear days] of her request for an Extraordinary Meeting to be convened on Monday the 15<sup>th</sup> of November by way of an open public debate on the matter of car parking in Henley. Chair asked for the agreement to such a meeting from council, this was taken as a proposal, seconded by Cllr K Easton and carried unanimously by all members present.</p>
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### 5.

<p><b>Reports from District &amp; County Councillors</b></p>	<p>Cllrs gave a summary of their monthly reports which are now posted on the website under supporting documents. Cllr Jennings ended his report by introducing Glynn Slade, Shakespeare's' England and asked Chair if Mr. Slade might speak. Chair requested that Item 11.1 be advanced on the agenda for this purpose, agreed by all present.</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	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	0510.21	£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.

### Payments for consideration by FULL Council for payment

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

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
C Curtis	03.09.21	03.11.21	£649.60	£129.92	£779.52	Timber products
C Curtis	17.09.21	03.11.21	£177.25	£35.45	£212.70	Timber products
C Curtis	22.09.21	03.11.21	£122.80	£24.56	£147.36	Timber products
C Curtis	30.09.21	03.11.21	£233.60	£46.72	£280.32	Timber products
C Curtis	05.10.21	03.11.21	£289.00	£57.80	£346.80	Timber products
C Curtis	07.10.21	03.11.21	£75.35	£15.07	£90.42	Timber products
Focus	25.10.21	30.11.21	£100.00	£00.00	£100.00	2 page insert
Parish OL	20.10.21	30.11.21	£104.00	£20.80	£124.80	Mapping software
R Adams	22.09.21	30.11.21	£41.73	£8.35	£50.80	Concrete & cement
R Adams	13.10.21	30.11.21	£314.68	£62.94	£377.62	Cement & gravel
SDC	13.10.21	30.11.21	£2,395.20	£00.00	£2,395.20	Croft Rates
SDC	13.10.21	30.11.21	£2,395.20	£00.00	£2,395.20	Croft Rates
SDC	13.10.21	30.11.21	£940.14	£00.00	£940.14	Croft Rates
T Mousley	20.10.21	30.11.21	£315.00	£63.00	£378.00	Emergency treeworks
WS Gardens	25.10.21	30.11.21	£690.00	£138.00	£828.00	11/25 Oct cuts END SEASON
C Harrison Handyman	27.10.21	03.11.21	£1,579.00	£00.00	£1,579.00	Labour £1,120.000, materials £459.00
<b>Totals</b>			<b>£10,422.55</b>	<b>£602.61</b>	<b>£11,025.16</b>	

#### Resolved:

Full Council to consider.

Council were asked to consider the resolution reached at the Finance Meeting on the 1<sup>st</sup> of November last.

Chair of Finance proposed that full council approve payments, seconded by Cllr K Easton and carried unanimously in favour by all members present at the meeting.

#### Income since last meeting.

Payee	Remittance Date	Amount	Description
HMRC	14.10.21	£4,244.83	Refund 01.04.21 to 30.09.21
Lloyds	27.10.21	£00.91	Interest paid – October 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>27.10.2021</b> are            Deposit Account <b>£130,000.91</b>            Current Account <b>£6,597.26</b>  <b>A copy of the bank statement for October is posted on the JPC website.</b></p>
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**Resolved:**

Chair noted the income and banking and asked council to note and approve, seconded by Cllr Brady, carried in favour by all members present.

**Item brought forward at the request of the Chair**

**11.1**

**Shakespeare Funding**

Cllr Andrews thanked Mr. Slade for his report on the funding and went on to outline her plans which would be supported by Shakespeare’s’ England. Her abbreviated report follows:

**Henley Big Prize Night!**

An event to be held in Jan or Feb 2022. A night of entertainment, food, drink and ultimately prizes! Engaging businesses and the community for an evening of fun. Grant - Welcome back fund £5,000.00 from Stratford District Council. Not funded via the JPC.

- To obtain great prizes from local businesses.
- To advertise the event via posters, door drop, insert into Henley Focus and on the Henley websites.
- Hand out a raffle ticket with each purchase when shopping locally to include all business types– hairdressers, retail, restaurants, offices etc.
- To incorporate locally sourced:-

**Entertainment**

- A Comperre for the prize giving
- Drink & Food
- Possible business showcases/stalls
- Possible charity auction’s
- Possible venues
- Indoor - Memorial Hall, Guild Hall
- Outdoor - Jubilee Gardens

Committee to facilitate:-Collect prizes, put up posters, hand out raffle tickets to businesses, source entertainment, source food and drinks, licences etc

For this event we will also receive funding of up to £2,000 for advertising and a promotional video.

**End of report.**

## 8. CHAIR’S REPORT

<p><b>8.1 Action Plan - Update</b></p>	<p>Short update by Chair, with an explanation to public gallery on how the plan is executed. No questions raised.</p>
<p><b>8.2 HM Queen Elizabeth Platinum Jubilee Plans for 2022.</b></p>	<p>Chair reported that she had been in conversation with other societies and that a plan of events was being formulated and would be publicised accordingly.</p>
<p><b>8.3 Car Parking [Extraordinary Meeting 15.11.2021] Mr. Peter Lowe to attend.</b></p>	<p>Chair confirmed calling for an extraordinary meeting and hoped that residents would attend to debate the matter. She asked the Clerk to post notices and information on the JPC website.</p>



<p><b>8.4</b> <b>Update on speeding management working party meeting. Campaign to ballot electorate.</b></p>	<p>Chair gave news of an upcoming poll involving the whole community in support of the Henley &amp; Wootton Speed Management Group which would be delivered with the December issue of the Focus and that ballot boxes made by school children will be placed in strategic locations around town for this purpose.</p>
<p><b>8.5</b> <b>Council Award Scheme update.</b></p>	<p>Brief update on submission by the JPC for this award at foundation level and hoped to go on to silver and gold in evidence of the progress the council are making in many areas of town welfare.</p>
<p><b>8.6</b> <b>JPC community Christmas Tree project</b> <b>Mr. Malcolm Aldridge.</b></p>	<p>Chair invited members to submit items for decorating a Christmas tree in St. Johns church for the first time that JPC had entered the event.</p>
<p><b>8.7</b> <b>Remembrance Ceremony Sunday 14<sup>th</sup> of November.</b></p>	<p>Chair announced that a wreath would be laid at the war memorial at Arden House fields on the 11<sup>th</sup> of November on behalf of the JPC. Clerk notes this was carried out by the Low Bailiff, Mr. Alistair Price. Chair invited members to join with her on the procession and service on Sunday the 14<sup>th</sup> where a wreath was laid at the memorial in St John's church</p>
<p><b>8.8</b> <b>Repair Café – proposal from the Chair on a contribution of no more than £50.00.</b></p>	<p>Chair advised all that she had been in discussions with the Repair Café team at Alcester and that a similar event would now be convened in Henley. She proposed that the JPC support this initiative, and provide £50.00 for membership of the group, seconded by Cllr Bainbridge, and carried unanimously by all members present. She thanked members and said that the WI had agreed to provide refreshments and that the event would be advertised following a planning meeting the following week.</p>

## 9. CLERK'S REPORT

<p><b>9.1</b> <b>Sports and Fitness Facility update on working party progress.</b></p>	<p>Brief update from the Clerk who reported that the Schools Academy were now preparing the final brief on their plans in readiness for a public presentation likely in the new year. He said he would keep the JPC and the community updated.</p>
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<p><b>9.2</b> <b>Amendments to Finance Regulations, JPC-2021-10010. Clerk to announce amended items for discussion and if appropriate, full adoption and implementation by the JPC.</b></p>	<p>The Clerk invited the Chair of Finance to report. She reiterated that the resolution she sought and won in the FC meeting on the 1<sup>st</sup> of November, which did not require any further amendments to the Financial Regulations, should stand, seconded by Cllr K Easton, and carried unanimously by all members present.</p>
<p><b>9.3</b> <b>Flood prevention update</b></p>	<p>The Clerk updated all concerning the road improvement works carried out by WCC in Back Lane and that CCTV cameras would be used to trace the ancient drain ways running from Back Lane to the Alne. He confirmed that a resident of Henley was happy to cooperate in the installation of a new culvert for more efficient clearance of excess surface water from the area.</p>
<p><b>9.4</b> <b>Arden House development update.</b></p>	<p>The Clerk confirmed that a further meeting with the developers had taken place and that representations had been made to them by the JPC in terms of the interests of the community. This included provisions for medical care for the new residents. The Clerk now awaits a formal planning application which will be considered by the Planning Committee.</p>
<p><b>9.5</b> <b>Public notice board [One Stop area]</b></p>	<p>The Clerk has set in motion the exchange of the 'you are here' signage outside of One Stop for the notice board at Station Road, for use by JPC and other societies, an announcement on the completion of this will be placed on the website.</p>
<p><b>9.6</b> <b>Allotments update and appraisal. Mr. Nic Haycock reports.</b></p>	<p>The Clerk reported that a full inspection of the site had been conducted by himself and Mr. Nic Haycock and invited him to speak on the matter. Mr. Haycock confirmed that he had spoken with plot holders who had not been able to keep their land in good order and that, if necessary, action would be taken to return such plots to the available list for take-up by a waiting list of eleven people. He further suggested that more publicity be provided, and events staged at the allotments in a bid to make the experience more sociable and enjoyable. The Clerk said further information on this matter will be forthcoming.</p>

## 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> <b>Peter Lowe pro-forma consultancy fees, to be debated and if appropriate, approved by full council at no more than £1,300.00 + VAT.</b></p>	<p><b>Resolved:</b> The Chair proposed that this fee be agreed by council as it was an important stage in the plans to place the car parking sites under firm and sustainable management. The motion was seconded by Cllr Brady and carried unanimously by all members present.</p>
<p><b>10.2</b> <b>Tree for Riverside Gardens. Cllr Bainbridge to report. No more than £100.00</b></p>	<p>Cllr Bainbridge proposed that the council approve this expenditure as this was on JPC land and was in keeping with the ethos held by members regarding replanting trees lost to age or damage. Her proposal was seconded by Cllr Kingsnorth and carried unanimously by all members present at the meeting</p>
<p><b>10.3</b> <b>Cllr Bainbridge proposes the purchase and installation of ONE metal bench, Wessex forge, 3-seater bench, galvanized £426.00 including VAT, Delivery if to be assembled £35.00, or £75 if assembled</b></p>	<p>Cllr Bainbridge reported that there were no benches in Littleworth and that it was a popular area for elderly people and dog walkers who would benefit from somewhere to sit and rest. She proposed that council agree to the purchase of the bench as stated, seconded by Cllr Kingsnorth, and carried unanimously by all members present at the meeting</p>
<p><b>10.5</b> <b>Grant for HUB Christmas lunch grant request for £200.00. Application document circulated to all.</b></p>	<p>Application withdrawn.</p>
<p><b>10.6</b> <b>Two new dog poo bins, sited in Bear Lane and Brook End [Railway Bridge] Cost no more than £300.00 + VAT</b></p>	<p><b>Resolved:</b> The matter of earlier discussions, the Clerk now asked that the expenditure be considered, Chair proposed that this go forward as planned, seconded by Cllr G Easton, and carried unanimously by all members present. The Clerk will take receipt of the bins for passing to the handyman for installation.</p>

## 11. COUNCILLORS MATTERS





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

<b>11.2</b> <b>Wildflower project with WCC.</b> <b>Cllr Bainbridge to report.</b>	Aspects of the report posted by Cllr Bainbridge on the JPC website requesting actions were proposed by Cllr Bainbridge, seconded by Cllr G Easton and carried unanimously by all members present.
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**NB: Item 11.1 advanced by request of the Chair**

## 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

### Resolved:

Members of the Planning Committee considered the following applications and the outcomes, barring one abstention, were resolved in favour by the majority of members and the results are shown against the application number.

<b>12.1</b> <b>21/03466/AGNOT</b> Woods Farm B95 5QD Construction of new agricultural building <b>Website</b> <a href="https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R1QMTWPM0L700">https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R1QMTWPM0L700</a> <b>DUE: 15.11.2021</b> <b>NO OBJECTION [1 abstention]</b>
<b>12.2</b> <b>21/03034/FUL</b> Laurels, Buckley Green Lane, Buckley Green, Beaudesert B95 5QE Proposed rear garden extension. <b>Website</b> <a href="https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QZTQ6WPMJMD00">https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QZTQ6WPMJMD00</a> <b>DUE: 18.11.2021</b> <b>NO OBJECTION</b>
<b>12.3</b> <b>21/03358/FUL</b> 9 Mount Road, Henley-in-Arden, B95 5LU, Erection of a single storey rear extension <b>Website</b> <a href="https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R187QQPM0GL00">https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R187QQPM0GL00</a> <b>DUE: 17.11.2021</b> <b>NO OBJECTION</b>
<b>21/03246/FUL</b> Haven Pastures, De Montfort House, Liveridge Hill, Henley-In-Arden, Erection of porch and single storey rear extension





**Website**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R0SWUEPMIQZ00>

**DUE: 12.11.2021**

**NO REPRESENTATION**

**21/02941/FUL**

28 - 31 Cherry Orchard, Henley-in-Arden, B95 5JW

Installation of external wall insulation to all external elevations of the property, with an off-white render finish

**Website**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QZEZLOPMH1B00>

**DUE: 10.11.2021**

**NO OBJECTION**

**21/03010/FUL**

68A High Street, Henley-in-Arden, B95 5BX,

Rear extension and conversion of roof area to bedroom space

**Website**

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=QZQ0SHPMIT300>

**DUE: 02.11.2021**

Resolved: JPC have lodged [02.11.2021] a decision of SUPPORT with comments, visit website.

**NO OBJECTION**

### 13. NEXT AGENDA

Items for Next Agenda	TBC
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**Date of Next Meeting: Monday 13<sup>th</sup> of December 2021**

**Signed..... Date.....**