



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

**Present:**

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

**In Attendance:**

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

A member of the public raised the issue of the planning application for the old Goldsmith's site running from High Street to Prince Harry Road, with respect to the height of the structure. Chair reminded the resident that they did not attend the meeting where his concerns may have been presented objectively and that as far as JPC Planning Committee were concerned, the matter was now under final consideration by SDC.

## 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.

**Resolved:**

Apologies were accepted by Chair and full council from **Cllr G Easton**

## 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:**

Cllr E Field declared an interest in Item 7.4 and 10.1, Cllr Bainbridge 11.4, and Cllr Kingsnorth in Item 10.1



### 3.

<b>To Receive &amp; Sign Minutes of Last Meeting</b> <a href="#">LGA 1972 Sch 12 para 41(1)</a>	<b>Resolved:</b> Minutes of the Ordinary Meeting, held on the 8 <sup>th</sup> of November 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.
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### 4.

<b>Reports from District &amp; County Councillors</b>	Cllrs Reports are now posted under supporting documents on the JPC website. <b>Presentation limited to 5 minutes.</b>
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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
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
Totals			<b>£10,422.55</b>	<b>£602.61</b>	<b>£11,025.16</b>	



## 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
DM Payroll	16.11.21	16.12.21	£60.00	£00.00	£60.00	Payroll services
Focus	23.11.21	23.12.21	£100.00	£00.00	£100.00	2 page insert [Dec]
Focus	23.11.21	23.12.21	£150.00	£00.00	£150.00	Speed Campaign Poll
R Adams	30.10.21	30.12.21	£133.88	£26.78	£160.66	Brook End Pathway Postcrete and gravel
RTA Peter Lowe	24.11.21	24.12.21	£1,476.96	£295.39	£1,772.35	Consultancy Fees for Car Park Planning
SLCC	02.11.21	02.12.21	£20.00	£5.00	£25.00	Final closing tutorial fee CiLCA.
<b>Totals</b>			<b>£1,940.84</b>	<b>£327.17</b>	<b>£2,268.01</b>	

## Income since last meeting.

Payee	Remittance Date	Amount	Description
Lloyds	20.09.21	£1.03	Interest paid – November 2021

## Resolved:

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

## 6. BANKING

<b>Banking [Account Balances]</b> [Considered in earlier Finance Meeting and agreed by full council]	The balances of accounts at <b>30.11.2021</b> are Deposit Account <b>£120,000.00</b> Current Account <b>£1,328.67</b> <b>Total £121,328.67</b> <i>A copy of the bank statement for November is posted on the JPC website.</i>
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Chair drew attention to the current banking position.

## 7. CHAIR'S REPORT

<b>7.1</b> <b>The matter of the Croft Car Park. Chair to update members and debate the need for signage and general upgrade of site.</b>	Chair read from notes gathered at the previous extraordinary meeting, highlighting some of the options discussed and the most valuable information and guidance offered up by RTA [Peter Lowe], who addressed the meeting. She proposed that a further extraordinary meeting be convened in <b>January</b> in the hope that a final resolution can be established.  <i>The Clerk added that he had been contacted by Napier Parking who were recommended by Peter Lowe and that a report to all members would be circulated and then added to the agenda at the next meeting.</i>
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<b>7.2</b> <b>Chair to update members on recent poll of community on the matter of speed management initiative.</b>	Chair confirmed that ballot boxes had been stationed around town and that the Focus magazine carried petition forms as well as a number of additional forms which were now being posted. The whole council, looked forward to a positive outcome. More news on this campaign in 2022.
<b>7.3</b> <b>The Town Action Plan. Chair to discuss aspects to be updated or actioned.</b>	Chair advised the clerk that an updated copy would be forwarded to him for posting on JPC website.
<b>7.4</b> <b>Repair Café. Update from the Chair</b>	Chair requested that Clerk arrange for the affiliation payment of <b>£50.00</b> as agreed in the last ordinary meeting.
<b>7.5</b> <b>St. John's Christmas Tree project. Chair to update on members contributions.</b>	Chair reported that the JPC Christmas tree had been highly commended and thanked all that had participated.

## **8. CLERK'S REPORT**

<b>8.1</b> <b>The matter of removal of spoil from railway tunnel at Brookend Close.</b>	Clerk reminded all that spoil from this very successful project was still on site and that a skip was to be organised supported by an email vote from all members and his use of delegated power.
<b>8.2</b> <b>Update on Henley Sports &amp; Fitness facility working party.</b>	Clerk reported that progress was now suspended awaiting the formulation of a funding campaign which requires the input from WCC and SDC. A meeting will be convened in January to table these measures.
<b>8.3</b> <b>Public Notice Board at Bright and Beautiful premises, High Street.</b>	Clerk reported that the notice board in Beaudesert Lane had been made available for church and other society notices and that a new notice board was planned for outside Bright & Beautiful, High Street. He reminded all that the posting of agendas and minutes had become impracticable as bundles ran to eight or more pages. In order to comply with LGA 1972, s. 232, a formal notice enabling any resident to request such items will be displayed in this cabinet.



<p><b>8.4</b> <b>SDC survey on business owners in the district of Stratford-upon-Avon. Clerk to update.</b></p>	<p>Clerk reported that he had circulated a survey questionnaire to all councillors for dissemination amongst town traders, a member commented that it was too wide ranging in its nature and did not focus on Henley's needs. The Clerk said he would report to SDC on this matter.</p>
<p><b>8.5</b> <b>The matter of tickets for Wasp Elite matches. Clerk to advise members on status.</b></p>	<p>The Clerk advised all that the promise made by WASPS to provide free tickets for their matches was still valid though very, very limited. Council asked that residents apply to the Clerk if they were wanting to participate.</p>
<p><b>8.6</b> <b>Election in Henley, by way of the resignation of Cllr K Rouse, Parish of Henley-in-Arden. Date for election Thursday 13<sup>th</sup> January 2022. Please see Notice and other supporting documentation on JPC website.</b></p>	<p>All documents purporting to this election have been posted on the JPC website.</p>
<p><b>8.7</b> <b>Lloyds Bank Mobile Unit. {Medical Centre Car Park} Clerk to update members and public. Notice posted on website under news items.</b></p>	<p>Clerk indicated that this service was to return to Henley but to date no banking mobile unit had appeared.</p>
<p><b>8.8</b> <b>Late business notices received.</b> <b>[Mr. J Bird comments on 221 High Street]</b> <b>[Signage for dogs on leads Riverlands]</b></p>	<p>Chairs and clerk responded to these issues and said matters would be minuted.</p>
<p><b>8.9</b> <b>Clerk requests that members approve the meetings register for 2022. Copy posted on JPC website under supporting documents.</b></p>	<p>All in agreement: form now posted on JPC website.</p>



## 9. EXPENDITURE

### 9.1

**Following a visit to site by Environet, a full survey has been completed, salient costs listed below [Full Survey Report on website under supporting documents] Members to debate this matter and if appropriate, resolve to proceed with the works.**

**Debate led by Cllr M Bainbridge**

Costs Element £ (ex VAT) In-situ Herbicide Treatment Herbicide Treatment Programme for stands G-JK1 & G-JK2 identified in the Schedule of Infestations rhizome including provision of Environet standard 5-year insurance backed guarantee: **£5,750.00**

Extra over to include standard 10-year insurance backed guarantee (optional): **£7,000.00**

Options Additional consultancy services not forming part of our original instructions are charged at £750 + VAT and disbursements:

Please note, we have assumed the following will be provided by the client:

- a) Access, including where necessary suitable site haul roads
- b) Suitable and adequate working space
- c) Welfare facilities
- d) For any excavation work, a signed permit to dig
- e) Site security

### 9.2

**Members to consider the Clerk's remuneration based on reaching two years' service in January 2022 and attaining CiLCA award. WALC advice sates a rise from SCP 25 of 4 points to SCP29. Full report passed to Employment Panel by email dated 18.11.21 for appraisal and if appropriate, implementation January 2022.**

Clerk was asked to obtain two alternative quotes for this work. Matter deferred to next meeting in January.

Matter debated using the NALC pay award scales [SCP] By way of a measure of confidentiality, scale points rather than monetary values were advised to all in this debate. Members of the public can search and download this scale of payments from the NAL website.

#### **Resolved:**

**Cllr Harries proposed** that the clerk be awarded two points for 2 years' service [falling due January 1<sup>st</sup>, 2022] and one point for achieving CiLCA. This amended scale increase is from 25 increasing to 28. **Seconded by Cllr Brady** and carried in favour by members who voted.

The Clerk thanked members for their deliberations and requested that confirmation be provided by the JPC in the form of a new Statement of Particulars.



## 10. COUNCILLORS MATTERS

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

<p><b>10.1</b> <b>The matter of Grant Funding in Henley. Councillors to give consideration to establishing the grants for 22/23 and if appropriate fix such payments and include the expenditure in the budget.</b></p> <p><b>10.2</b> <b>HM Queen Elizabeth – The Platinum Jubilee. Update by Cllr Bainbridge.</b></p> <p><b>10.3</b> <b>Discussion concerning the estimate provided by Colin Harrison for the upgrade of the footpath running from Bear Lane to allotment site. NO DECISION REQUIRED.</b> <b>Rough Estimate Only</b> <i>50-ton stone ...£2000</i> <i>Timber's edge.... £2200</i> <i>Edge support.... £800</i> <i>Ramp estimate.... £5000</i> <i>May need digger and driver</i> <i>350 per day may for one week if needed.</i> <i>This will be used for drive in</i> <i>And ramp. This is a rough idea at costing</i> <i>I would build in 20 per cent on top of total</i> <i>You may also need a skip lorry for taking away the parking spoil.</i> <i>Total including contingency and skip.</i> <b>£15,000.00</b></p>	<p>A lengthy debate entailing statements being read out by the Chair of Finance. <b>Challenges from members</b> on various aspects were noted by the Grants Panel and the Clerk requested an urgent appraisal so that he might inform applicants as soon as possible.</p> <p>Cllr Bainbridge gave a brief summary of her enquiries with owners of various plots in town and around the boundaries with a view to the planting of SEVENTY assorted trees. She promised to report further to members at the next meeting.</p> <p>It was reiterated that this request was originally lodged with the JPC by <b>Stacey Pahl, Chair of Henley WI</b> and that the Clerk, Marijana and Duncan Bainbridge and Colin Harrison had 'walked' the route and that a rough estimate of costs had been formulated – see opposite.</p> <p>The members as a whole thanked the above for their efforts but all agreed it was a very significant amount of money which would only benefit a very small number of residents and would still leave attendant health and safety issues compromised. The matter was deferred until more data was collected on an additional site elsewhere in the community boundaries.</p>
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## 11. 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

### 11.1

#### 21/03010/FUL

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

Insertion of dormer windows in front and rear roof slope

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

**DUE: 07.12.2021**

**RESOLVED: JPC Planning Committee requested SDC delegated refusal, Amy Flute duly advised.**

### 11.2

#### 21/03122/FUL

Wasps Elite P&I Centre, Stratford Road Henley B95 6AB

Proposed construction of a changing pavilion block.

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R07B4SPMMKT00>

**DUE: 15.12.2021**

**RESOLVED: OBJECTION [based in inappropriate design and construction for green belt conservation]**

### 11.3

#### 21/03341/FUL

15 The Yew Trees, Henley B95 5BQ

Demolition of existing conservatory and erection of a brick structure.

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R16IWEPM0KL00>

**DUE: 21.12.2021**

**RESOLVED: NO OBJECTION with comments**

### 11.4

#### 21/03727/FUL

214 Warwick Road, B95 5BJ

Loft conversion [Amended 19/01589/FUL]

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R315RSPML4P00>

**DUE: 23.12.21**

**RESOLVED NO OBJECTION**

### 11.5

#### 21/03639/FUL

9 Yew Trees B95 5BQ

Demolition of existing conservatory and erection of a single storey rear extension

<https://apps.stratford.gov.uk/eplanning/AppDetail.aspx?appkey=R2NNR2PMHZX00>

**DUE: 15.12.21**

**RESOLVED: NO OBJECTION with comments**

## 12. NEXT AGENDA

Items for Next Agenda	Clerk to note.
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**Date of Next Meeting: Monday 3<sup>rd</sup> of January 2022**



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

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