



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

Here are the MINUTES of the last Ordinary Meeting of the Beaudesert & Henley in Arden JPC, which took place on Monday the 7th of February 2022.

Present: Cllr Field [Chair] Cllrs Bainbridge, Andrews, Turner and Harries.

In Attendance: Cllrs M Jennings [District]. There were eight members of the public in attendance.

MINUTES

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Acceptance of Minutes of the last Meeting**
- 4. District & County Councillor's Reports**
- 5. Creditors Payments**
- 6. Banking**
- 7. Chair's Report**
- 8. Clerk's Report**
- 9. Expenditure [9.1 Knotweed £1,100.00 +VAT]**
- 10. Councillor's Matters**
- 11. Planning**
- 12. Items for next Agenda**

A copy of the full agenda can be found on the JPC website
www.henley-in-arden-pc.gov.uk



1.

<p>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.</p>	<p>Resolved: Apologies were received and accepted by the members from Cllrs K Easton, G Easton and J Brady</p>
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2.

<p>To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	<p>Resolved: No Declarations were handed to the Clerk and no member raised an issue at the meeting.</p>
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3.

<p>To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)</p>	<p>Resolved: The Minutes of the Ordinary Meeting, 10th of January 2022, were found to be a true and accurate account of the proceedings, Cllr Harries proposed that council accept them as such, seconded by Cllr Bainbridge, carried unanimously by all members present at that meeting.</p>
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4.

<p>Reports from District & County Councillors</p>	<p>Cllr Jennings delivered his report to all, the text is contained under supporting documents on the JPC website.</p>
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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
Avon Planning	09.12.21	09.01.22	500.00	100.00	600.00	Consulting on NDP
Colin Harrison	28.12.21	10.01.22	1,120.00	00.00	1,120.00	December labour charges.
Colin Harrison	28.12.21	10.01.21	1,100.00	00.00	1,100.00	Riverlands and rear of Fieldhouse Close. 15m larch fencing, fencing posts etc. Pay-Back assisted.



DM Payroll Services	16.11.21	16.12.21	60.00	00.00	60.00	Salary and taxation preparation.
Henley Focus Magazine	23.11.21	23.12.21	100.00	00.00	100.00	2-page spread
Henley Focus Magazine	23.11.21	23.12.21	150.00	00.00	150.00	5000 leaflet printing and distribution [Speed Management Petition]
Henley Focus Magazine	22.12.21	22.01.22	120.00	00.00	120.00	2-page spread plus 10 x A4 posters [Speed Management Publicity]
M Truslove	06.12.21	06.01.22	100.00	00.00	100.00	Removal of dead tree rear of 35 Riverside Gardens
R Adams	30.10.21	10.01.22	133.88	26.78	160.66	Brook End railway bridge hardcore
R Adams	15.12.21	10.01.22	126.00	25.20	151.20	Postcrete for Fieldhouse Close fencing.
R Adams	15.12.21	10.01.22	52.50	10.50	63.00	St Nicholas footpath through copse, hardcore.
RTA	24.11.21	10.01.22	1,476.96	295.39	1,772.35	Car park consultancy work
SLCC	02.11.21	10.01.22	25.00	5.00	30.00	Closing notes and sign off tutoring. [CiLCA]
T Mousley	03.12.21	10.01.22	560.00	112.00	672.00	G2 tree felling as per survey.
Secure Parking	01.01.22	01.01.22	42.79	8.56	51.35	Whitley Road storage facility
Totals			5,667.13	583.43	6,250.56	

Noted by all members present.

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
Focus	25.01.22	25.02.22	£100.00	£00.00	£100.00	2-page insert [Jan]
T Mousley	19.01.22	19.02.22	£590.00	£118.00	£708.00	Riverlands [Cllr Bainbridge]
Totals			£690.00	£118.00	£808.00	

Resolved: Cllr Andrews, proposed that full council approve payments, seconded by Cllr Harries and carried unanimously in favour by all members present at the meeting.

Income since last meeting.

Payee	Remittance Date	Amount	Description
Lloyds	10.01.2022	£1.03	Interest paid – January 2022

Noted by all members present.



6. BANKING

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balances of accounts at 31.01.2022 are Deposit Account £105,000.00 Current Account £2,777.68 Total £107,777.68 A copy of the bank statement for January is posted on the JPC website.</p>
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Noted by all members present.

7. CHAIR'S REPORT

<p>7.1 THE BUDGET 2022-2023 Please refer to the document on the website. Chair will present the budget and seek acceptance from the full Council. This follows the preliminary plans sighted in the last ordinary meeting under Item 9.2 [Expenditure]</p> <p>7.2 APPOINTMENTS 7.2.1 VICE CHAIR Following the resignation of previous Vice Chair, the matter of the appointment of a replacement will be presented by the Chair, and if appropriate, she will ask the members to agree to her proposal for a new VC, seek a member to second her motion and call for a vote.</p> <p>7.2.2 CHAIR OF PLANNING COMMITTEE Following the resignation of previous Chair of Planning, the matter of the appointment of a replacement will be presented by the Chair, and if appropriate, she will ask the members to agree to her proposal for a new Chair of Planning, seek a member to second her motion and call for a vote.</p>	<p>7.1 Chair addressed all on the matter of the final budget setting document. Brief explanations were added by the Clerk. Chair then proposed that the details of the budget be adopted by the full council, seconded by Cllr Bainbridge, and carried in favour unanimously by all members present.</p> <p>7.2 7.2.1 Chair proposed that Cllr Andrews be considered by all to take on this post, her motion was seconded by Cllr Harries, the motion was carried in favour by all members present. All congratulated Cllr Andrews and wished her luck in her new role.</p> <p>7.2.2 Chair proposed that Cllr Bainbridge be considered by all to take on this post, her motion was seconded by Cllr Andrews, the motion was carried in favour by all members present. All congratulated Cllr Bainbridge and wished her luck in her new role</p>
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<p>7.3 ACTION PLAN The Town Action Plan. Chair to discuss aspects to be updated or actioned.</p> <p>7.4 JUBILEE Chair will update all on progress with planning for HRH Queen Elizabeth's' Jubilee, particularly suggestion for the JPC support and involvement in the event.</p> <p>7.5 CROFT CAR PARK Final update on Extraordinary Meeting on the Croft Car Park, Monday 21st February at the Memorial Hall, at 7.00pm.</p> <p>7.6 GRASS CUTTING CONTRACTOR The Chair will propose that the JPC ratify the appointment of WS Gardens as the grass cutting contractor for the new season, based on an inflationary increase of 5%. A copy of the quotation is posted on the JPC website.</p> <p>7.7 SPEEDING MANAGEMENT Chair will update on Speeding Management progress.</p>	<p>7.3 Chair addressed all on progress on councillor actions and community engagement, an updated copy is posted on the JPC website.</p> <p>7.4 Chair reported that to date only the Court Leet had provided a full itinerary for this event She asked the Clerk to update all and place the matter on the next agenda set for 7th March next.</p> <p>7.5 A reminder from Chair to all present that this meeting will be held and hopefully residents will also take part in this important debate. A full supporting document laying out the options for adoption will be provided on the JPC website.</p> <p>7.6 Chair asked that the council consider re-engaging WS Gardens for the 2022 season. His work had been exemplary, and he had asked for an inflationary rise of 5% over the 2021 charges. Council did not request a competitive tender as it was thought sensible to review this service for the 2023. This was proposed as acceptable by the Chair, seconded by Cllr Turner, and carried in favour unanimously by all members present. As the costs were established and ratified in 2021 this will not appear on expenditure in these minutes.</p> <p>7.7 Members of the Speed Management team spoke of their aspirations in the public session which proceeded the business meeting. Due note was taken by all members on their core subject which was requesting the JPC to send a proposal of support to WCC concerning the '20's Plenty' campaign. Chair proposed that the council agree to this request, seconded by Cllr Harries, and carried unanimously by all members present. The Clerk was instructed to arrange that this proposal be forwarded to the WCC.</p>
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<p>7.8 A FUNDING PANEL The Chair will propose the formation of a Funding Panel to organise a strategy of seeking a variety of grants available to third tier government. [Cllrs Brady and Turner have volunteered to date]</p>	<p>7.8 Chair proposed that the council consider the appointment of Cllrs Brady and Turner as a Funding Panel with a brief to investigate all funding streams that will be of benefit to the community. The motion was seconded by Cllr Andrews and carried unanimously by all members present.</p>
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8. CLERK'S REPORT

<p>8.1 SPORTS FACILITY UPDATE 8.1.1 Zoom meeting on the 03.02.2022 update. Need for a new mandate to be sought from the electorate.</p> <p>8.2 AWARD SCHEME The Clerk will update all on the Local Council Award Scheme.</p> <p>8.3 EMPLOYMENT The Clerk will update on WALC support on the completion of the Clerk's Contract of Employment.</p> <p>8.4 FLOODING Clerk will update all on latest WCC progress on camera survey for Back Lane.</p>	<p>8.1 8.1.1 The Clerk reported that a zoom meeting had been convened by the working party and that the main outcome was that the JPC would reassess the need by the community in pursuing plans and funding for an alternative facility. This would be by way of a poll reaching all residents through the Focus magazine. Chair asked for contributions from the JPC Councillors and Cllr Matt Jennings [SDC] for this purpose. Haste was required to meet the Focus press closing date of the 18th of February.</p> <p>8.2 New members were keen to take part in training courses which is a factor in this award scheme. The Clerk was asked to research more on this scheme and report back to council at the next meeting.</p> <p>8.3 WALC had fully cooperated in the vetting and approval of this employment document, and this has now been adopted as a protocol document for use with present and future employees of the JPC.</p> <p>8.4 Update from the Clerk. Latest news from WCC is that first attempt to send cameras down the drain system had failed but that a further attempt will be made. The Clerk will update.</p>
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<p>8.5 EV CHARGING POINTS Clerk to respond to local business owner regarding the specification of the equipment.</p> <p>8.6 BIKE RACKS Clerk will update all on permissions granted for a bicycle rack to be installed on cobbled banking outside the old Barclays Bank. The proposal to purchase the equipment is under Item 9.2 in the EXPENDITURE section of the agenda.</p> <p>8.7 BENCH AT LITTLEWORTH The Clerk will update all on the installation of a new bench in Littleworth previously ratified by full council at the OM of 8th of November 2021, Item 10.3.</p>	<p>8.5 The Clerk updated all. A full description of the apparatus has been posted on the JPC website.</p> <p>8.6 This proposal was deferred until the next meeting by reason of a written objection by three residents who reside near the area. The deferment applies equally to the item of expenditure under this item heading. [9.2].</p> <p>8.7 The bench is now in the hands of the Handyman and will be installed in time for the summer season.</p>
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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 KNOTWEED Knotweed Eradication Councillors to consider two offers made for this work at Riverlands, namely Environet and Eco Controls and if appropriate direct the Clerk to raise a purchase order for the work to be carried out. Cost no more than £7,000.00. Cllr Bainbridge and the Clerk sought a second tender for this vital work and Cllr Bainbridge will present BOTH offers for discussion and if appropriate, the selection of the most suitable contractor to undertake the work.</p> <p>9.2 BIKE RACKS Council to consider the installation of a bicycle rack outside old bank, cost no more than £500.00, unit to be installed by Colin Harrison. Please see site phot [WCC] and costing sheet from website [Typical Only]</p>	<p>9.1 Resolved: The service contract offered by Eco Controls was proposed by Cllr Bainbridge as it provided EXACTLY the same treatment as the competitive offer whilst showing considerable cost savings for the community. Her proposal was based on an annual treatment regime charged at £1,100.00 plus VAT, the contract lasting 3 years unless suspended, amounting to £3,300.00 in total. Her motion was seconded by Cllr Harries and carried in favour by all members present.</p> <p>9.2 Deferred [Item 8.6]</p>
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10. COUNCILLORS MATTERS

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

<p>10.1 TREE PLANTING Brief Update on Jubilee Tree Planting Cllr Bainbridge to update members on progress to date. She will raise the matter of funding from the JPC.</p> <p>10.2 ADDITIONAL GRIT BIN Cllr G Easton to raise a request for a new grit bin in Henley.</p> <p>10.3 ALLOTMENTS Mr. Nic Haycock to address all on update of allotment holdings for the new season He will also request the JPC consider providing a strimmer so that he may keep verges in tidy order, cost to be debated at next ordinary meeting.</p> <p>10.4 NEW POND JETTY Mr. Colin Harrison [Town Handyman] will address all on his proposal for upgrading of items in Riverlands, including a new pond jetty etc. He is supported by Cllr Andrews.</p>	<p>10.1 Update by Cllr Bainbridge who presented a map of the proposed planting zones and some brief information about contributions toward the event. The matter will be place on ongoing agendas for updates and resolution when costs are established.</p> <p>10.2 Deferred</p> <p>10.3 Informative presentation by Mr. Nic Haycock, advising the council that ALL plots were now occupied and that invoices for the season would be organised by the Clerk in March. He made two suggestions, 1. The formation of a bird garden on wasteland at the site, and 2. That the JPC consider purchasing a strimmer to replace the unit stolen so that Mr. Haycock may keep verges and walkways neat and tidy throughout the season. The matter will be raised again in the March meeting.</p> <p>10.4 Unfortunately, Mr. Harrison was indisposed and unable to attend. Cllr Andrews spoke on his behalf and promised further details on the upgrade at Riverlands, asking that the JPC move more efficiently in overseeing such important matters. She raised the issue of material supplies as a supplier to the JPC, had recently closed. The Clerk was asked to open an account with Buildbase in Redditch/SOA so that Mr. Harrison can request materials for his various tasks around town from the council subject to approval and duly minuted. All agreed.</p>
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<p>10.5 SHAKESPEARE’S ENGLAND MEMBERSHIP Cllr Andrews to propose membership of Shakespeare’s England in order to enhance support in promoting Henley more widespread and increase the footfall for all businesses in town.</p>	<p>10.5 Cllr Andrews reported that the conditions of entry into this organisation, which she feels is essential if Henley and its businesses are to benefit, must proceed with haste. She asked the Clerk to make arrangements for payment of an entry fee of approximately £250.00, which may be provided under the Clerk’s delegated payments remit. The Clerk will update all accordingly and report at the next meeting.</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

E-Planning System

Disclaimer:

Details about previous planning applications are currently provided from 1974 onwards. This service is not a substitute for a local land charges or NLIS search. The online planning history is incomplete and should not be relied upon e.g. in connection with a property transaction. In addition, the Council reserves the right to remove or not display certain information (e.g. contact details, signatures, financial and sensitive information) for confidentiality and other reasons. Use of the system is at the user’s own risk.

- [Application Search](#)
- [Property Search](#)
- [Map Search](#)
- [Consultee](#)
- [Help](#)

Application Details	Important Dates	Applicant Details	Agent Details	Statutory Consultees	Associated Documents	Comment
Application Reference	21/03960/FUL					
Address	9 Bear Close Henley-In-Arden B95 5HS					View Map
Proposal	Loft conversion to create two bedrooms, to include two new dormer windows. Bringing existing front door forward to extend hallway. To convert existing garage to study and utility. Minor alterations internally, to move kitchen from front to back, and on first floor to add en-suite bathroom.					
Application Type	Full Application					
Status	Pending Consideration					
Decision						
Date Decision Issued						
Case Officer	Ryan O’Keeffe					
Parish	Henley-in-Arden					
Additional Adjoining Parishes						
Current Ward	Henley-in-Arden					View Councillors

Resolved:



The Planning Committee under the new Chair, who proposed that a decision of **NO OBJECTION**, be lodged on the SDC portal, seconded by Cllr Field, and carried in favour unanimously by all members present.

Search Results

[← Search Again](#)

7 applications found. Click the planning reference to display application details in full.

Reference	Date Valid ▼	Status	Address	Proposal
21/04104/TREE	23/12/2021	Tree Works Approved RESOLVED BY JPC	Land Adjacent 137A High Street Henley-in-Arden	-T1 Nordic Fir: fell.
21/04001/TPO	20/12/2021	Pending Consideration	Hurst House Stratford Road Henley-in-Arden B95 6AB	-T1 chestnut - Remove. -T2 lime - Remove. -T3 lime - Remove. -T4 sycamore within Leyland cypress hedge - Fell (permission not required for proposed works). -T5 and T6 sycamore - Remove low limbs to 8metres above ground level, where overhanging neighbouring properties. -T7 lime - Remove.
21/04019/FUL	20/12/2021	Pending Consideration	7 The Coach Houses High Street Henley-In-Arden B95 5FN	Conversion of loftspace
21/04004/TREE	11/12/2021	Tree Works Approved	Field At Littleworth Henley-in-Arden	-T12 (Tag No 547) willow - Pollard at 2metres.
21/01701/FUL	07/12/2021	Pending Consideration RESOLVED BY JPC	WASPs RFC Training Centre Stratford Road Henley-In-Arden B95 6AB	Proposed New Grass Pitch for Rugby. (Part retrospective)
21/03900/LBC	03/12/2021	Pending Consideration	24/26 High Street Henley-in-Arden B95 5AN	Extension and alterations to No.26, High Street, Henley-in-Arden plus additional alterations to No.24 High Street, Henley-in-Arden to facilitate conversion from 2no. dwellings to 1no. dwelling
21/03883/FUL	03/12/2021	Pending Consideration	24/26 High Street Henley-in-Arden B95 5AN	Extension and alterations to No.26, High Street, Henley-in-Arden plus additional alterations to No.24 High Street, Henley-in-Arden to facilitate conversion from 2no. dwellings to 1no. dwelling

Clerks Note: Chair of Planning requested that the Clerk continue using his delegated powers to comment on all TREE applications but **add a rider** on each occasion asking that the applicants respectfully plant a similar tree where the existing tree once stood, if at all practicable..

Resolved:

21/04019/FUL

The Planning Committee under the new Chair, who proposed that a decision of **NO OBJECTION**, be lodged on the SDC portal, seconded by Cllr Andrews, and carried in favour unanimously by all members present.

Resolved:

2103900/LBC & 21/03883/FUL

The Planning Committee under the new Chair, who proposed that a decision of **NO OBJECTION**, be lodged on the SDC portal, seconded by Cllr Andrews, and carried in favour unanimously by all members present.



The Clerk was asked to add a caveat to the outcome on the portal in the way of credit to the applicants and their architect on the merits of this innovative design, whilst making a design comment on the fenestration when viewed from the High Street.

12. NEXT AGENDA

Items for Next Agenda	Clerk to note.
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Date of Next Extraordinary Meeting the 21st of February 2022

Date of Next Meeting: Monday the 7th of March 2022

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

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