



# BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING

MAY 9<sup>TH</sup> 2022

Here are the MINUTES of the JPC Ordinary Parish Council Meeting of Beaudesert and Henley-in-Arden Joint Parish Council, held on **Monday, 9<sup>th</sup> of May 2022** at **7.30 pm** in the Memorial Hall, Station Road, Henley-in-Arden

**In Attendance:** Cllrs Field [Chair], Andrews, Brady, K Easton, G Easton, Turner, Bainbridge and Harries

**Present:** Cllr Matt Jennings [SDC] and five members of the public.

Hard copies in large print are available from the Clerk. Supporting documents for this session are posted on the JPC website as listed [SD]

[clerk@henley-in-arden-pc.gov.uk](mailto:clerk@henley-in-arden-pc.gov.uk)

[www.henley-in-arden-pc.gov.uk](http://www.henley-in-arden-pc.gov.uk)

## 1. APOLOGIES

<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>All present</p>
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## 2. DECLARATIONS

<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>No declarations were received by the Clerk.</p>
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## 3. SIGNING MINUTES

<p><b>To Receive &amp; Sign Minutes of Last Meeting</b> LGA 1972 Sch 12 para 41(1)</p>	<p>Cllr Field asked if the JPC Cllrs accepted and agreed with the minutes dated 11th April 2022. It was <b>RESOLVED</b> that the Minutes of the meeting on 11th April 2022 were confirmed as a true record and could be signed by the Chair. This motion was proposed by Cllr. Field, seconded by Cllr. K Easton and carried unanimously.</p>
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## 4. DISTRICT & COUNTY COUNCILLORS

Reports from District & County Councillors	Cllr Jennings updated all on his report for May, a copy can be found under supporting documents on the JPC website.
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## 5. CREDITORS PAYMENTS

### 5.1

#### Payments made since last meeting

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

Will members and residents please refer to supporting documents posted on the website and previously circulated. This document lists payments made in the last 6 months, all of which were ratified at the appropriate council meetings.

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2022/05/REAFFIRMATION-CREDITOR-PAYMENTS-OCT-MAR-21-22.pdf>

The payments made since the last meeting were duly noted by all members present at the meeting.

The new creditors are as listed below

### 5.2

#### 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
Henley Focus	26.04.22	26.0.22	£100.00	£00.00	£100.00	May edition 2 page spread
WS Gardens	25.04.22	25.05.22	£690.00	£138.00	£828.00	April 2 cuts contract
T Mousley & Son	03.03.22	03.04.22	£240.00	£48.00	£288.00	Riverside Gardens URGENT JOB
T Mousley & Son	20.04.22	20.05.22	£200.00	£40.00	£240.00	William James Way URGENT JOB
T Mousley & Son	20.04.22	20.05.22	£495.00	£99.00	£594.00	Littleworth [subject to planning] Sever ivy and pollarding Willow URGENT JOB
Natalie Walker	01.03.22	01.04.22	£150.00	£00.00	£150.00	NDP word template design
Edge It	04.04.22	04.05.22	£15.00	£3.00	£18.00	Band upgrade set up
T Mousley & Son	26.04.22	26.05.22	£523.00	£104.60	£627.60	Remedial tree works adjacent to play towers, tendered 19.01.2022
HTDL	03.05.22	02.06.22	£760.00	£152.00	£912.00	Website support
HTDL	03.05.22	02.06.22	£385.00	£77.00	£462.00	Website hosting
WALC	01.04.22	01.06.22	£765.00	£111.80	£876.80	Annual subscription
Tree Shop Ltd	05.04.22	06.04.22	£121.78	£24.36	£146.14	JPC tree planting campaign



5.2 Cllr Field asked if the JPC Cllrs accepted and agreed that payment to the foregoing creditors should be made. It was **RESOLVED**. This motion was proposed by Cllr. Field, seconded by Cllr. Harries and carried unanimously.

### 5.3

Payments rendered since last meeting by way of urgent settlement, ratified by a majority of members using an email vote. Hereby noted for confirming their email decisions, in accordance with current JPC Financial Regulations.

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

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
Buildbase	25.02.22	25.03.22	£1,318.64	£283.73	£1,587.37	Riverlands jetty
Buildbase	25.03.22	25.04.22	£229.00	£45.88	£275.28	Riverlands jetty
Buildbase	05.03.22	05.04.22	£220.96	£44.19	£265.15	Riverlands jetty
Buildbase	05.03.22	05.04.22	£70.07	£14.01	£84.08	Riverlands jetty
Adomast Manufacturing	26.04.22	PFP	£1,635.00	£327.12	£1,962.72	Toddlers Play Area Riverlands URGENT
Shakespeare's England	11.04.22	11.05.22	£197.92	£39.58	£237.50	Tourism upgrade access
22CCGroup	28.04.22	28.04.22	£490.00	£98.00	£588.00	Jubilee Beacon deadline purchase

5.3 Cllr Field asked if the JPC Cllrs accepted and agreed that payment to the foregoing creditors was duly sought by email contact. It was **RESOLVED**. This motion was proposed by Cllr. Field, seconded by Cllr. Brady and carried unanimously.

### 5.4

#### Income since last meeting.

Payee	Remittance Date	Amount	Description
Lloyds	29.04.2022	£1.31	Interest paid – April 2022
SDC	29.04.2022	£61,750.00	First tranche Precept 22-023
Allotment Income	29.04.2022	£1,275.00	Up to 29 <sup>th</sup> April 2022

Income was duly noted by all members present at the meeting.

## 6. 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>29.04.2022</b> are            Deposit Account <b>£195,000.00</b>            Current Account <b>£5,997.28</b>  <b>Total £200,997.28</b>            A copy of the bank statement for April is posted on the JPC website.</p>
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Banking movements were duly noted by all members present at the meeting.



## 7. CHAIR TO REPORT ON THE CROFT CAR PARK

### 7.1

#### **THE MATTER OF CAR PARK MANAGEMENT USING KERB SOFTWARE APP**

The JPC have invited Mr. Paul M Birkin, Chief Digital & Technology Officer for KERB who will outline how the system works and answer questions from the floor as appropriate. Matter is then open for debate.

### 7.2

#### **THE MATTER OF CAR PARK MANAGEMENT USING STRATFORD DISTRICT COUNCIL PARK & DISPLAY & ENFORCEMENT**

The Chair will outline the methodology proposed by contracting the car park management to SDC, installation of one or two ticket machines, appropriate signage, designating an area to resident permit holders. Matter is then open to debate.

### 7.1 & 7.2

A very comprehensive presentation was provided by Mr. Birkin, accompanied by a slideshow illustrating this new concept of app-based parking accommodation. The fact that many older folk may not be conversant with such technology was fully recognized and that if such an advanced system were adopted, orthodox ticket machine(s) would be employed as support to the internet-based system.

Cllr Field asked if the JPC Cllrs would agree to the preparation of a more detailed explanation of the system and its attendant costs, and that the Clerk approach SDC on the matter of enforcement of this hybrid system. It was **RESOLVED**: This motion was proposed by Cllr. Field, seconded by Cllr. Andrews and carried unanimously. The Clerk will present this information for discussion at the next Ordinary Meeting on the 6<sup>th</sup> of June next.



## 8. CLERK'S REPORT

### 8.1

#### **FAMILY TOILET FACILITY**

The Clerk will advise all on the matter of complaints received from the Medical Centre Management team concerning the approach made by parents and children using the Riverlands play areas, to use their toilets. Due to the unexpected success of the play facility, the JPC will give consideration to providing a toilet block close to the car park and play areas.

This will involve considerable expenditure and although no decision will be requested at this meeting, in order to provide a rough costing framework, members and residents should view the documents supporting this discussion on the JPC website.

### 8.2

To note the outcome of recent poll using leaflets in the Henley Focus is as follows, and to debate possible way forward in the use of this s.106 payment.

Option 1 **70 votes**

Option 2 49 votes

Option 3 13 votes

### 8.3

To note the recent publication from Stratford District Council providing a raft of information about measuring and understanding town centres in Warwickshire. Clerk notes poor uptake on businesses in Henley and asks members to investigate where the JPC might provide support for improving the situation.

A copy of the publication is posted on the website under supporting documents –

### 8.1

Following a discussion, Cllr Field asked if the JPC Cllrs would agree to the Clerk providing more information on the possible use of portable toilets for the oncoming summer season and that the JPC consider a more permanent solution before the end of the present administration. In view of the need for expediency in the matter, it was **RESOLVED** that three quotations would be sought and that a decision to proceed would be an **email vote** by councillors, in favour of one of the options. Full details of the project outcome will be tabled at the next meeting on the 6<sup>th</sup> of June. This motion was proposed by Cllr. Field, seconded by Cllr. G Easton and carried unanimously.

### 8.2

Following a discussion, it was **RESOLVED** that Cllr Brady would now proceed with discussions with other stakeholders to investigate how best the s.106 funding may be invested in a consultation for the feasibility of a sports and fitness centre in Henley, and that she should thereafter keep the members updated on her progress. The motion was proposed by Cllr Field, seconded by Cllr K Easton and carried unanimously.

### 8.3

The contents of this publication were duly noted by all members who found the content rather upsetting. It was agreed that members prepare for a further discussion at a later meeting and provide comments and or potential solutions for the



<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2022/05/SDC-BENCHMARKING-REPORT-2022.pdf>

**8.4**

Update on EV Chargers in Henley, response from WCC, see supporting documents on JPC website.

shortcomings highlighted in the report.

**8.4**

Chair reported that the Clerk had been in touch with WCC on a number of occasions and that a response had been received reiterating that the driver of the vehicle was ultimately responsible for the connection from the vehicle to the EV charging terminal and that this was now included in the current Highway Code. It was **RESOLVED** that the Clerk continue to press for a more specific explanation on the issue in Henley with the WCC. The motion proposed by Cllr Bainbridge, seconded by Cllr K Easton and carried unanimously. The Clerk said he would update all on the 6<sup>th</sup> of June next.

**9. EXPENDITURE**

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

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

There are no items for discussion. The Clerk will ask members for such matters they may wish to raise for the next meeting.	Noted by members
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**10. APPROVAL OF MONTHLY BANKING RECONCILIATION AND BUDGET TRACKING REPORTS**

Previously posted on the JPC website, the Clerk will propose that members approve these reports as being a true and accurate report of financial dealing for the month of April 2022.

Reconciliation: Tracking:

[https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2022/05/bank\\_reconciliation\\_april\\_2022.pdf](https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2022/05/bank_reconciliation_april_2022.pdf)

Budget Tracking:

<https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2022/05/Budget-Tracking.pdf>

Cllr Field asked if the JPC Cllrs accepted and agreed that the foregoing reports were acceptable. It was **RESOLVED**. This motion was proposed by Cllr. Field, seconded by Cllr. K Easton and carried unanimously.



## 11. COUNCILLORS REPORTS

The matter of distribution and delegation of members to oversee all aspects of council business be deferred to a later meeting [Possibly 6<sup>th</sup> June 2022] and that Cllrs Bainbridge and Andrews continue with planning and town welfare duties at present.

## 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

**E-Planning System**  
Note Current issue with the server may prevent PDFS from being Generated

**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	22/01165/FUL					
Address	10 Harris Mews Henley-in-Arden B95 5DN					<a href="#">View Map</a>
Proposal	Proposed conservatory					
Application Type	Full Application					
Status	Pending Consideration					
Decision						
Date Decision Issued						
Case Officer	Assistant Planner					
Parish	Henley-in-Arden					
Additional   Adjoining Parishes						
Current Ward	Henley-in-Arden					<a href="#">View Councillors</a>

**RESOLVED:** Clerk asked to post a decision of **NO OBJECTION** on the SDC website.

**E-Planning System**  
Note Current issue with the server may prevent PDFS from being Generated

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Application Search   Property Search   Map Search   Consultee   Help

Application Details	Important Dates	Applicant Details	Agent Details	Statutory Consultees	Associated Documents	Comment
Application Reference	21/01701/FUL					
Address	WASPs RFC Training Centre Stratford Road Henley-In-Arden B95 6AB					<a href="#">View Map</a>
Proposal	Proposed New Grass Pitch for Rugby. (Part retrospective)					
Application Type	Full Application					
Status	Pending Consideration					
Decision						
Date Decision Issued						
Case Officer	Alison Willers					
Parish	Henley-in-Arden					
Additional   Adjoining Parishes						
Current Ward	Henley-in-Arden					<a href="#">View Councillors</a>

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**RESOLVED:** Clerk asked to post a decision of **SUPPORT** on the SDC website with caveat that the applicant assures the JPC that no further floodlighting will be employed to facilitate this area.



### E-Planning System

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Application Search		Property Search	Map Search	Consultee	Help							
<table border="1"> <thead> <tr> <th>Application Details</th> <th>Important Dates</th> <th>Applicant Details</th> <th>Agent Details</th> <th>Statutory Consultees</th> <th>Associated Documents</th> <th>Comment</th> </tr> </thead> </table>						Application Details	Important Dates	Applicant Details	Agent Details	Statutory Consultees	Associated Documents	Comment
Application Details	Important Dates	Applicant Details	Agent Details	Statutory Consultees	Associated Documents	Comment						
Application Reference	22/00622/VARY											
Address	Plot 3 Haven Pastures Henley-in-Arden B95 5QS				<a href="#">View Map</a>							
Proposal	Variation of conditions, 2 (plans), 8 (materials) of planning permission 18/02235/FUL (date of decision 27/09/2018) to allow changes to: the footprint, external design and materials, internal layout including the conversion of the garage to living accommodation, addition of a sunken garden and other landscaping changes. Original description of development: Erection of New Dwelling (effectively a substitute for a dwelling (Plot 3) approved under application 17/01134/FUL)											
Application Type	Removal/variation of conds.of prev. perm											
Status	Pending Consideration											
Decision												
Date Decision Issued												
Case Officer	Victoria Kempton											
Parish	Beaudesert											
Additional   Adjoining Parishes												
Current Ward	Henley-in-Arden				<a href="#">View Councillors</a>							

**RESOLVED:** The Clerk was asked to post the decision of **SUPPORT** on the SDC website to this application with the caveat that the JPC reserves the right to observe further changes to the footprint and height of the building.

## 13. NEXT AGENDA

Items for Next Agenda	TBA
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**Date of Annual Parish Assembly Meeting 16<sup>th</sup> May 2022 at 7.00pm**

**Date of Next Ordinary Meeting the 6<sup>th</sup> of June 2022 at 7.00pm**

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