



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
MARCH 6TH 2023

PUBLIC SESSION: The public were given an opportunity to speak by the Chair before the business meeting.

Best practice for the publication of Minutes taken at Parish Meetings, as recommended by the Society of Local Council Clerks, and conforming fully with The Local Government Act 1972 sch. 12 para. 41.

Parishioners are not normally named in minutes as attendees or in terms of representations made unless necessary for the performance of a council's statutory duties, functions, and contracts. Doing so creates the potential for Data Protection issues and as parishioners are not formally part of a parish council meeting doing so serves no purpose. Minutes are normally a record of decisions made and little else. It is not necessary to produce a verbatim record of what individual Councillors have said, unless they specifically ask for their comments to be recorded. It is rarely necessary to record details of debate (examples of when it would be material to do so would be in evidencing that appropriate advice had been considered, or risks assessed in relation to decisions). Decisions made in council meetings are immediate and do not need the minutes to be approved before they are enacted.

In Attendance: Cllr Andrews [Chair], Cllrs Bainbridge, Turner, Clark, Tomlinson, Okey, Broadbent and Brady.

Present: The Clerk, Cllr Shenton, WCC and Mr. Mark Wilson, Henley High School. There were 18 members of the public present.

1. Apologies for Absence

M1

Apologies received and accepted by full Council for the absence of Cllr Matt Jennings SDC and Cllr Harries, JPC.

[Cllr Jennings's monthly report is posted on the JPC website along with Cllr Shenton's]

2. Declarations of Interest

M2

None received.

3. Acceptance of Minutes of the last Meeting [20.02.2023]

M3

Chair asked if all members present at the previous meeting [20.02.2023] approved the minutes.

RESOLVED: All members present at the meeting confirmed they had read and agreed with the content of the minutes.

4. District and County Councillor's Reports

M4

Cllr Ian Shenton, outlined the main features of his monthly report {Supporting Documents} and made mention of the fact that certain senior members of the SDC had found the article in the Stratford Herald, March 2nd, regarding the SWLP campaign, rather biased in favour of the failings of the Cabinet in their timescales, that the SH had omitted to cover the declaration made by Cllr Shenton at the meeting on the 20th of February, where he gave the assembly his firm undertaking, that he would support all community views placed before him during the SWLP consultancy period.

5.

Proposed Sports Pitch & Gym in Henley [Mark Wilson]

M5

The Chair invited Mr. Mark Wilson, Henley High School to present his request for collaboration with the JPC in initiating a feasibility report on the two preferred sites for an all-weather, multi-purpose playing pitch, the study to be funded jointly by the JPC and the schools' academy.

Mr Wilson kindly provided a copy of his prepared statement herein:



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‘Good evening- I would like to take the opportunity to introduce myself – I am Mark Wilson, and I am the community Director for the Arden Multi Academy Trust- of which Henley in Arden school is part of.

My role is varied and one of my responsibilities includes developing facilities for use by Henley in Arden school and the local community.

There is an aspiration of the Henley School to look at developing an artificial pitch for students and the community as part of the continued development of the site as a community hub.

Alongside this, interest has been shown by the Arden Recreation Centre to consider the development of a small facility on site alongside the other sports at the site.

In addition, Henley in Arden school has undertaken and already paid for a feasibility study in conjunction with a company called Notts Sports to ascertain the development of a Multi-Use Games Area (MUGA) on the site alongside a potential gym / community facility.

In addition, through the Birmingham FA we were able to acquire the services, free of charge, of Caroline Smith who works for the FA on Capital Project Support for development of sports facilities- who provided a draft feasibility study of this area.

The combined conclusions from both of these feasibility studies, identified potential for substantial improvement of community facilities including an Astro- turf, community gym and working with The Hub for Youth engagement.

To develop the aspect of the Astro turf further, we would need to ascertain the community need and use of any artificial facility

This is split into 2 areas:

Community Need & Cost & management

Community need.

With us answering the following questions:

What consultation has been undertaken with existing sports and community groups in relation to their need?

What type of surface would best suit the needs of the local community,

(e.g. 3G artificial grass, Gen 2 synthetic turf)?

Cost and Management.

What partnership funding is potentially available to support any project development?

What external grants or funding could be accessed

How and who would manage the facility?

So the next steps are:

Community consultation needs to be undertaken with local clubs, community groups and organisations to confirm the facility need in the local area.

This should consider not only current demand but future demand and growth in relation to the population, housing demand and individual club aspirations.

This should also be considered in relation to neighbouring facilities.



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Once this is in place it will provide a greater understanding of which surface and pitch size could be the most beneficial to this community.

A wider assessment of the potential sites should be carried out with regards to the technical potential for the location of any pitch.

This should consider ground conditions and locality to other facilities, accessibility, impact on other sports and potential cost implications.

One key and essential aspect of this proposal is the requirement for a full Feasibility study, that will cover all aspects of the plan, including identifying need, financial implications and as importantly, identifying and accessing potential funding streams to support the overall development.

So, I am here today to request that the Parish council fully supports and commissions a full and comprehensive feasibility study which would cost in the region of £4000.

Once that is completed, I would like to return and present the findings, with a view of you deciding what and how we interpret the conclusions and decide what would be the next steps regarding developing and promoting community sports facilities at Henley.'

6. Planning Applications*

23/00422/FUL	Beaudesert Cottage Haven Pastures	UNRESOLVED: Site inspection required
23/00496/TREE	30 Cherry Orchard Henley	M6.2 RESOLVED: No Objection with a rider requesting more detail of trees
23/00537/TPO	Greengate's, Bear Lane	M6.3 RESOLVED: No Objection
23/00522/VARY	The Coach House, Beaudesert Park	M6.4 RESOLVED: No Objection
23/00508/LDE	30 Cherry Orchard, Henley	M6.5 RESOLVED: No Objection with a rider requesting more detail of trees

*Applications received from SDC after the publication of this agenda may be added to the meeting at the discretion of the Chair.

7. Creditors Payments for Consideration

Creditor	Net	Gross	Provision
Henley Focus Magazine	100.00	100.00	Two page spread Henley News
Huws Gray [Buildbase]	94.64	113.57	Timber for Bear Lane steps
DCT Electrical	148.40	178.08	Inspection and report on lighting
R Adams & Sons Limited	109.50	131.40	Roadstone for Bear Lane steps
R Adams & Sons Limited	138.76	166.52	Roadstone for Bear Lane steps
T Mousley & Sons Limited	1,210.00	1,452.00	Emergency works Alder tree Riverlands
Tuckey Print Limited	322.00	322.00	SWLP Leaflet printing

M7.1 Members agreed unanimously to payments being made to all outstanding creditors above.

Payments made since last meeting using delegated powers [Slack]

Creditor	Net	Gross	Provision
Fasthosts Internet Limited	61.00	73.20	Domain renewal contract

*** Members vote using 'slack' community platform [More details on JPC website]

M7.2 Members agreed unanimously to the payments made during interim period to the above creditors using the Slack voting medium.



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Income Received since last meeting.

Debtor	Amount	Provision
Lloyds Bank [Deposit Account]	74.96	Interest paid 09.02.2023
Napier Parking Services	2,930.20	Croft Car Park receipts to 16.02.2023
Groundwork UK	4,000.00	Funding for Neighbourhood Dev Plan
Stratford District Council	329.32	Contribution to grass cutting 2023 season

M7.2

Members noted income details.

8. Banking & Accounts

Full details of banking can be found on the website under the heading **FISCAL**.

Lloyds Bank Deposit Account Balance at 28.02.2023	£140,074.96
Lloyds Bank Current Account Balance at 28.02.2023	£14,602.00

M8.

Members noted account balances.

9. Chair's Report

9.1

The Coronation of King Charles III

M9.1

The Chair outlined the JPC plans for commemorative mugs, and a figure of 1,000 units was put forward along with finalisation of the design and distribution in the community. The Clerk will present the members with three quotations at the next meeting.

9.2

Guild Hall Trust Celebration Arrangements

M9.2

The Chair proposed that the JPC support the Guildhall Trust in celebrating the event at the GH Gardens by way of amusements and entertainment taking place on Sunday the 7th and Monday the 8th of May.

RESOLVED:

The proposal that the JPC grant the GH Trust the sum of £2,000.00 as a contribution towards the overall costs, was carried in favour unanimously by all members present at the meeting.

9.3

Town Handyman

M9.3

The Chair proposed that the JPC retain the services of Mr. Colin Harrison, for the 2023-24 season, based on his outstanding services over the past 12 months. This is subject to the provision that his labour charges are limited to £25.00 per hour, unless otherwise agreed with the full Council. The JPC will be agreeable to purchasing certain of the materials used to support town upkeep projects, if there is a saving to be had on VAT. The JPC will NOT fund the cost of equipment used by the Handyman.

The JPC will carry out regular comparison cost checks with other contractors to ensure that the community is getting best value for money.

RESOLVED:



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The proposal that the JPC retain Mr. Colin Harrison as Town Handyman, [based on foregoing conditions], was carried in favour unanimously by all members present.

9.4

Grass Cutting Contract

M9.4

The Clerk posted quotations for consideration by the JPC on the website under supporting documents. The Chair proposed engaging the contractor who provided the most competitive offer, judged also, by past experience and service, in full accordance with the JPC Financial Regulations.

The JPC will carry out regular comparison cost checks with other contractors to ensure that the community is getting best value for money.

The summary of charges were as follows:

Two Cuts per month at Riverlands, Jubilee and Littleworth:

J P Vale £740.00

WS Gardens - £840.00

C Harrison & Grandson - £700.00

RESOLVED:

Members voted unanimously in favour of selecting Mr. Colin Harrison & Grandson, based on foregoing conditions, for grass cutting duties during the 2023 season

9.5

Tree Care

M9.5

The Chair proposed that the JPC retain the services of T Mousley & Sons for the 2023-2024 season, based on the firm's outstanding services over the last 12 months in terms of tree care and emergency cover, which has proved invaluable in obviating danger and harm to the community.

The JPC will carry out regular comparison cost checks with other contractors to ensure that the community is getting best value for money.

RESOLVED:

Members voted unanimously in favour of selecting T Mousley & Sons, based on foregoing conditions, for tree care in the community of Beaudesert & Henley during the 2023 season

9.6

Dog Poo Campaign

M9.6

The Chair updated all on approach to this anti-social behaviour. She reiterated her utter disappointment in the number of fouling incidents on the High Street and said the JPC will seek to place warning posters as every convenient place along the High Street and in the parks, the posters to highlight the health hazards, particularly to children created by this waste.

10. Clerk's Report

10.1

Andyloos at Riverlands

M10.1

The Clerk proposed the JPC undertake to provide two portable WC units in the dedicated space at Riverlands at a cost of no more than £500.00 per month, for May, June, July, August and September, £2,500.00 total for the season. It is planned that these units be placed on site at the beginning of May 2023.

RESOLVED: Members vote unanimously in favour of providing ONE unit only at the designated area in Riverlands, at a cost of no more than £1,250.00 for the season.



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The Clerk was asked to start enquiries into the possibility of a more permanent fixture at Riverlands, Cllr David Tomlinson said he would provide details of suitable contractors for this purpose.

10.2

JPC Complaints Procedure

M10.2

The Clerk asked the members if they had taken time to read through this policy and all agreed they had and were happy with the conditions outlined in the document.

RESOLVED:

Members voted unanimously in favour of the adoption of JPC Complaints Procedure and that the document be displayed along with all other protocols on the JPC website..

11. Councillor's Reports

Cllr.	Subject	Actions
A. Okey	<p>11.1 Riverlands North Footbridge Cllr Okey proposed that members agree to urgent remedial work on metal underframe of the footbridge using a <i>local</i> metalworking company [Halford Welding Services] at a cost of £1,000.00 maximum. The written tender for the work was displayed under supporting documents on the JOC website</p> <p>11.2 Signage Cllr Okey proposed that Council approve the design of the signage for Riverlands.</p>	<p>M11.1 RESOLVED: Members voted unanimously in favour of setting Halford Welding to work on this urgent repair project based on the need for safety to the public and the employment of a local firm.</p> <p>M11.2 Members voted unanimously in favour of adopting the design of said posters at the costs agreed at the previous meeting on the 6th February , Minute 11.1 herewith: <i>M11.1 (6th Feb)</i> <i>Expenditure Action</i> <i>Cllr A Okey proposed that the JPC consider the expenditure necessary for the production and siting of signage within the bounds of Riverlands and its approaches [see supporting documents on website]</i> https://www.henley-in-arden-pc.gov.uk/wp-content/uploads/2023/02/Riverlands.pdf <i>at a cost of no more than £600.00 total. The purpose of the signage was to provide highly visible directions to the facilities available for visitors and locals to follow.</i> RESOLVED: <i>Council voted unanimously in favour for signage to be produced and erected, the Clerk</i></p>



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		<i>was asked to raise the required PO for this to proceed.</i>
B. Turner	11.3 Eco Waste Bin Update on multi waste bin following rejection by SDC and footpaths upgrading.	M11.3 Cllr Turner said he would investigate further on the use of multi receptor waste bins in Henley presently stalled by SDC being unable to offer selective collections. He will liaise with Cllr Shenton on this impasse and report back to body council at the next meeting
J. Brady	11.4 Sports Facility Initiative Cllr Brady welcomed Mr. Mark Wilson – see Item 5 above.	M11.4 Cllr Brady thanked Mr. Wilson for his presentation and confirmed that she would continue to work with him towards a conclusion to the decision to support the costs for a Feasibility Study, mentioned in Mr. Wilson's report. The exact cost for this process will be advised by Mr. Wilson for further consideration by the JPC.
R. Clark	11.5 SWLP Update Submission of SWLP Cllr Clark updates all.	M11.5 Cllr Clark, on behalf of the JPC, expressed his appreciation for the efforts made by residents in taking time to comment on the issues raised by the SWLP and attending the very successful meeting on the 20 th of February last at the Memorial Hall. He went on to confirm that a submission to the SWLP Partnership had been made over the prior weekend and that it can be viewed by all on the JPC website. He stressed that this was just the start of the process, and the next consultation will commence in October. He also reminded all that the team were now working to finalise the NDP and that a meeting was planned for the 15 th of April [To be confirmed] which would take the form of an open day, where residents may observe the progress to date and, where appropriate, comment on any issues causing them concern. Further details of this meeting will appear on the website, JPC Social Media, and in the Focus Magazine.



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		He ended his report by asking if there were any questions, and a lively session ensued.
M. Bainbridge	<p>11.6 Presents: Tree planting campaign March 2023</p> <p>11.7 Update of allotment holder register, fees for 2023.</p> <p>11.8 Presents: Pond life initiative - Riverlands.</p>	<p>M11.6 Cllr Bainbridge updated all on her effort to provide trees for planting around the settlement using the services of Mr. Jon Vale, who, she said, was expert in such matters. She placed a value of £698.66 on the campaign to include Mr. Vale's costs. UNRESOLVED: The Council were not able to vote on this matter as the costs were not published in the agenda. The matter will appear on the next meeting agenda.</p> <p>M11.7 Cllr Bainbridge reported that she, along with the Clerk and Mr. Nic Haycock, had visited the plots and that it appeared that 3 plots may be available to those on the waiting list. It is hoped that all allocations will be completed in time for the invoices to be issued to plot holders on the 1st of April next.</p> <p>M11.8 Cllr Bainbridge spoke of the importance of maintaining this attractive feature in Riverlands and stressed that great care must be exhibited when attending the pond, particularly in respect of the wildlife that depend on its delicate eco balance. She referred to the status of the Crested Newt, which one resident reported he had never actually seen as he passed the pond each day.</p>

12. Finance Reports

M12

RESOLVED: Approval of JPC Banking, receipts and payments statement and bank reconciliations up to 31st of January 2023 were approved by all members present.

13. Next Meeting

Planning Committee - **Monday 20th of March 7.00pm**, Memorial Hall, Station Road.

[South Warwickshire Local Plan under scrutiny]

PUBLIC MEETING – Neighbourhood Development Plan for Henley, **SATURDAY 15TH APRIL 2023**, venue Henley High School to be confirmed.



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Signed

Date

Draft