



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
MINUTES FOR THE ORDINARY JOINT PARISH COUNCIL MEETING  
JULY 3RD 2023

**A 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. The Clerk raised two matters on behalf of residents/traders who were unable to attend, i) The matter of overgrown pathway verges in Barley Close leading to Milking Lane, and ii) T Mousley & Sons request that an invoice dated March 2023, mislaid by them, might be added to the payment list [Value £546.00 for emergency tree works] The Chair noted both items and agreed that they be resolved.

**In Attendance:** Cllrs Okey, Turner, Clark, Tomlinson, Brady, Broadbent and McCaskie.

**Present:** The Clerk, Cllrs Mike Rice, SDC, and Ian Shenton, WCC, there were 6 members of the public present.

**1. Apologies for Absence**

**M1**

**Apologies received and accepted unanimously by full Council for the absence of Cllr Wendy Andrews.**

**2. Declarations of Interest**

**M2**

**None were handed to the Clerk or requested at the offset of the meeting.**

**3. Acceptance of Minutes of the last Meeting [05.06.2023]**

**M3**

**RESOLVED: All members present at the meeting on 5<sup>th</sup> June 2023, confirmed they had read the content and found it to be a true and accurate record of the proceedings.**

**4. District and County Councillor's Reports**

**M4**

**Cllr Rice addressed the residents and members using his July report, he made particular mention of three recent request for residents, namely the state of pavements, Lime tree pollution and pollarding and the matter of recent flash flooding. The Clerk added that he and Cllr Rice would be meeting at Back Lane on the following Thursday to address the latter. Cllr Rice confirmed he would make enquiries on all three issues and report back to the JPC.**

**Cllr Shenton, delayed by attendance at another Parish Meeting spoke at the end of the meeting, he raised the matter of plastic free July and that uptake on County funding was slow.**

**Both Cllrs have their reports posted on the JPC website.**



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**5. Finance and Banking**

**M5**

The acting Chair asked that the assembled be aware of the following financial transactions and asked if anyone had reason to comment on any of the items listed hereunder [Item 6.]

**6.1 Payments made since last meeting which were NOT listed for consideration**

<b>Creditor</b>	<b>Gross</b>	<b>Net</b>	<b>Provision</b>
T Mousley	546.00	455.00	Late entry request for payment
Fasthosts	13.96	11.64	Direct Debit payment
Orbit Housing	56.03	46.70	Rental on garage [DD]
Henley PCC	900.00	900.00	Grant payment [Ratified 09.11.22]
Henley Evergreens	600.00	600.00	Grant payment [Ratified 09.11.22]
Henley Dementia Café	500.00	500.00	Grant payment [Ratified 09.11.22]
Friends of Henley Station	5,000.00	5,000.00	Grant payment [Ratified 09.11.22]
Vonage	17.40	14.50	Emergency telephone service [DD]

**6.2 Creditors payments for consideration by Members**

<b>Creditor</b>	<b>Gross</b>	<b>Net</b>	<b>Provision</b>
Jon Vale	118.80	99.00	Tree planting and staking
Kompan	247.20	206.00	Play area surveys [Contract ended]
Andyloos	276.00	230.00	Hire charges for May
Colin Harrison	1,400.00	1,400.00	3 parks grass cutting May & June
Colin Harrison	1,925.00	1,925.00	11 days labour charges May & June

**6.3 Income received since last meeting**

<b>Debtor</b>	<b>Amount</b>	<b>Provision</b>
Napier Parking	1,173.46	Parking fee collection [Croft]
Allotment Plot Holder Fees	50.00	June 23
Interest	110.79	Interest on Deposit Account June 23
SDC – CILS Payments	6,702.91	See supporting document

**M6.1, 6.2 & 6.3**

All assembled at the meeting raised no objections or made comments on the foregoing transactions and the items were duly accepted and noted unanimously.

**7. Banking & Accounts**

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

Lloyds Bank Deposit Account Balance at 26.06.2023	£150,110.79
Lloyds Bank Current Account Balance at 26.06.2023	£12,817.00

**M7.**

All assembled at the meeting raised no objections or made comments on the foregoing transactions and the items were duly accepted and noted unanimously.



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## 8. Planned Expenditure

The members will be asked to give consideration to, and if appropriate, agree to the following items of expenditure.

Proposer	Provision
Cllr Okey	<p>7.1 Cllr Okey will present the background and the need to update the Town Website to members. She will propose that the JPC adopt a new design company to produce the new format and be responsible for updating data provided for local people and visitors alike.</p> <p><b>M7.1</b> <b>Following a brief presentation by Cllr Okey who clarified the matter that all three offers were based on an identical brief provided by the Clerk. It was RESOLVED that her proposal to engage with Creative Touch Design at the cost indicated in their tender [£2,500.00 design &amp; build, £240.00 pa for hosting and support and £180.00 pa for event adding – ALL PLUS VAT] .</b></p> <p><b>RESOLVED: The motion was carried unanimously by a show of hands by all members present.</b></p> <p>7.2 Following the resolution by the JPC at the meeting held on February 6<sup>th</sup>, 2023, minute number 11.1, Cllr Okey will update all on the offer made by RoSPA, [SD] and propose that the JPC go forward with this organisation and task Colin Harrison with inspecting the play equipment as part of his rounds of maintenance in these areas. A saving of £900.00 per annum was quoted at the meeting but based on the latest offer made by RoSPA, the saving will be £328.00 pa.</p> <p><b>M7.2</b> <b>Following a brief presentation by Cllr Okey who supported the changeover from Kompan to RoSPA and engaging Colin Harrison to regularly inspect all of the play equipment supported by the services offered by RoSPA at a revised annual cost of £472.00 + VAT pa, the service to include photographic and written reports indicating any repairs required. It was RESOLVED that her proposal to end the agreement with Kompan and engage with RoSPA was carried unanimously by a show of hands by all members present.</b> [Saving to the JPC £328.00 pa]</p> <p>7.3 Grants award process. Based on a poor response from recipients on how the funds are being invested, Cllr Okey will ask that the JPC Grants Panel revisit the terms and conditions of the granting fund process and make adjustments as appropriate.</p>



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**M7.3**

Cllr Okey expressed her disappointment that a number of recipients of the granting funds had not responded to request on data as to how the funds had been invested. She asked members if they might therefore consider the formation of a new Grants Panel and that the conditions on which grants are awarded be revisited and amended if appropriate. The assembled unanimously agreed, and Cllrs Broadbent, Brady, McCaskie and Turner agreed to join Cllr Okey on this new panel. Following their initial meeting together, Cllr Okey will provide a full report for further consideration, and if appropriate, adoption by the body council.

**7.4**

Cllr Okey will propose that a further FIVE to TEN parking permits be offered to residents who were unsuccessful in the last round, terms and conditions as previously agreed.

**M7.4**

Cllr Okey advised the assembled that continuing interest was being shown by residents who had great difficulty in High Street parking and had asked if further provision for permits might be considered by the JPC. The Clerk advised all that Napier Parking were agreeable to up to TEN new permits, but the discussion concluded with a decision to provide a further FIVE permits as a trial and on a first come first serve basis. The Clerk was asked to publicise this event and alert shopkeepers and their staff to the opportunity. Cllr Okey further suggested that permit holders be requested to use the south car park, leaving the co-op car park clear for shoppers.

**7.5**

Cllr Okey will raise the matter of a resident's request for the need for better access to some of the play equipment sited at Riverlands for children with disabilities.

**M7.5**

Items 7.5 and 7.6 merged during discussions amongst the members and residents gave input to the matter. Cllr Okey spoke of the Jubilee facility being the poor relation to Riverlands, that it was in need of updating and that the JPC would have to consider serious spending to make it more attractive and accessible by the whole community.

Cllr Broadbent reiterated that Jubilee Park was 'out on a limb' and very few residents even knew it existed, that it would need better infrastructure such as a car park etc. to improve its profile.



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	<p>A resident remarked that Riverlands was now fully subscribed and that further attractions would cause even greater difficulties in parking.</p> <p>Cllr Rice [SDC] raised the matter of complaints from patients who were unable to use the allocated spaces for the Medical Centre when occupied by visitors to the play areas etc. The Clerk reminded Cllr Rice that the markings, signage and enforcement of the car park where the responsibility of the SDC.</p> <p>Cllr Clark added that the matter of both green spaces, Jubilee and Riverlands were significant considerations and should be the subject of a report prepared by the JPC, in the meantime it was vital for the council to address the errant parking issue using signage and other means so that patient parking was safeguarded.</p> <p>Cllr Okey volunteered to take on the signage tasks and prepare a report for on the future of BOTH sites for consideration later in the summer by body council.</p>
	<p>7.6</p> <p>Cllr Okey to propose that due to a lack of use in its present position that the outdoor gym equipment sited at Jubilee Park be moved to a suitable area in Riverlands.</p>
	<p><b>M7.6</b></p> <p><b>See M7.5</b></p>
	<p>7.7</p> <p>Cllr Clark will report on the progress reached and actions required going forward on the NDP.</p>
	<p>7.8</p> <p>Cllr Clark will inform members on the role of the consultant Mr. Gary Kirk and propose that his recommendation to retain Mr. Kirk for further professional support at a monthly fee not exceeding <b>£750.00 plus VAT</b> per month based on a concerted effort by the JPC to raise further funding as and where available.</p>
Cllr R Clark	<p>7.9</p> <p>Cllr Clark will propose that the Planning Committee meet separately to revisit their Terms of Reference then reporting back to all members at the August 7<sup>th</sup> Ordinary Meeting</p>



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**M7.7, 7.8 & 7.9**

Cllr Clark briefly summarised the current position with the NDP and its submission to SDC under Regulation 15.

1. That the JPC had received good news that SDC had now recommended the NDP be screened out of the SEA/HRA process. It will now go for a three week consultation process with Historic England, Natural England and the Environment Agency to confirm they agree with the conclusions of the report which, as the plan was virtually unchanged, should receive favourable comments allowing it to go forward to the examiner, so all was on track.

2. Cllr Clark then raised the matter of retaining Mr. Gary Kirk the NDP Consultant for a further 2 months, thus leading to the finalisation of the plan. His fees would amount to £750.00 per month plus VAT and he felt sure that the JPC would support this action based on the exemplary service already given by Mr. Kirk to date.

**RESOLVED:** The motion to engage Mr. Kirk until the end of September was carried unanimously by a show of hands and the Clerk will advise Mr. Kirk of the decision reached. Cllr Clark stressed the importance attached to the JPC continuing to investigate funding that may be available for such undertakings.

3. Cllr Clark then raised three further matters for consideration, and if appropriate, actioning the following:

3.1

That the Planning Committee review their Terms of Reference

3.2

That the body JPC approve the appointment of Cllr McCaskie as a member of the Committee.

3.3

That the Planning Committee meet monthly ahead of the ordinary meetings, save when a significant or controversial planning issue is placed before them in which case an extraordinary meeting may be convened.

**RESOLVED:** All three proposals were supported unanimously by a show of hands by all members present.

Cllr Clark then called upon Cllr Tomlinson to advise full council on the recommendations they reached in the earlier planning committee meeting: These were:



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	<p>23/01558/FUL 1 MAYFIELD DRIVE - <b>NO OBJECTION</b> 23/01587/FUL 14 FIELDHOUSE - <b>OBJECTION</b> 23/01582/FUL 30 CHERRY ORCHARD – <b>NO OBJECTION</b> 23/01545/FUL 69 BROOK END DRIVE – <b>OBJECTION</b> 23/01592/FUL 275 HIGH STREET – <b>NO OBJECTION</b> 23/01489/FUL THE MEADOWS – <b>NO OBJECTION</b> 23/01699/TREE 241 HIGH STREET - <b>INSUFFICIENT ID</b> 23/01630/TPO 7 ASHBURY COURT – <b>INSUFFICIENT ID</b></p> <p><b>The Clerk summarised and asked members to show support to these recommendations by the Planning Committee.</b></p> <p><b>RESOLVED: All members present</b> [Cllr McCaskie having abstained from voting on 69 Brook End Drive at the Planning Meeting] <b>voted in favour of the considerations by a show of hands.</b></p>
Cllr S McCaskie	<p>7.10 Cllr McCaskie will update members on his plans to bring order to the management and allocation of plots on the allotment site.</p> <p><b>M7.10</b> <b>Cllr McCaskie updated all as follows:</b></p> <p><b>Annual Fee.</b></p> <p><b>As previously reported the inequality of what people pay for their allotments ranges from 16p to 50p per sqm. To move to a system where everyone pays depending on the square meterage of their plot would result in an annual fee of 32p per sqm. (5,240 sqm total) This means that 40% of plot holders would see an increase in their annual fee ranging from 1.1% to 92% with the average increase being 35.5%. Or an average increase from £50 to £66 for a larger plot. The JPC need to look at alternative size category pricing e.g. Size A Plot up to 100sqm, Size B between 101sqm and 200sqm, Size C above 200sqm. Further updates to follow.</b></p> <p><b>Uncultivated Plots.</b></p> <p><b>Following up on previous warnings sent to plot holders regarding the condition of their plots, we have identified 5 severely uncultivated plots where the tenant has failed to pay their annual fee with the recommendation to give 1 months' notice of termination and a further 5 uncultivated plots for the tenant to be given 3 months to correct the condition of their plot or to vacate. The Clerk was instructed to prepare a letter advising termination proceedings for approval by circulation to all members using the Slack communication platform.</b></p>





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	<p><b>Access</b></p> <p><b>Looking at feasibility of wheeled access up the path from Bear Lane by either digging back the existing concrete steps to form a ramp or engaging with adjacent land owner to explore lower gradient ramp through their land. Further updates to follow.</b></p> <p>7.11 Cllr McCaskie will update members on his plans to bring order to the management of trees in the care of the JPC.</p> <p><b>M7.11</b> <b>Cllr McCaskie advised all that it was prudent to raise an updated survey on the trees that appeared most at risk on the survey carried out in February 2021. The Clerk agreed to raising quotations for the survey, which in view of the urgency involved may be ratified by circulation to all members using the Slack communication platform. Further updates will follow.</b></p>
Cllr B Turner	<p>7.12 Cllr Turner will update members on the outcome of the recent pop up presentation for the South Warks &amp; Henley Climate Engagement event and raise a request for expenses associated with this event for consideration by the JPC.</p> <p><b>M7.12</b> <b>Cllr Turner advised members and residents that the Climate Change pop-up display held in Henley was well attended, and useful progress was evident. You can see a full summary of the recommendations, aspirations and comments gathered from visitors to the event, on the JPC website under supporting documents.</b></p>

## 9. Chair's Report

[The Clerk addressed this item requested by the Chair in her absence]

9.1

On behalf of the Chair, the Clerk will address members on the matter of a permanent toilet facility at Riverlands.

**Discussion only**

**M9.1**

**The Clerk took up this issue with members and residents alike and the discussions were lively and informative, and the outcome was that all agreed in principle to the proposed permanent toilet block subject to consultations to residents before any decisions are required. The Clerk will work with Cllr Tomlinson on the preparation of plans and costing for consideration at the September meeting.**





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## 10. Clerk's Report

10.1

The Clerk will raise the matter of the JPC's use of the communication platform and call upon Cllr McCaskie to provide further information for members regarding the Slack-**Pro** software.

**M10.1**

**Cllr McCaskie gave a comprehensive explanation for the need for a pro version of the system in place with JPC members, the major facet being unlimited storage. The Clerk will meet with the Chair on her return from holiday and the necessary upgrade can be put in hand.**

10.2

The Clerk will ask that all members comply with the election laws regarding the return of the campaigning expenses.

**M10.2**

**Members took note and the Clerk awaits the outstanding returns.**

10.3

The Clerk will ask that all members comply with the LGA 1972 laws regarding the signed submission declaring their pecuniary interests as councillors on the JPC.

**M10.3**

**Members took note and the Clerk now has the outstanding forms from Cllrs Turner, Okey and Tomlinson which have been filed with SDC.**

10.4

Repairs to Croft car park dwarf wall and fencing. The Clerk reports on progress in obtaining quotes, used *Checkatrade* platform and freebie adverts but only one quote received. Just no interest. The Clerk will request we proceed with this urgent work based on the single offer.

**M10.4**

**The Clerk expressed his disappointment following a show of apathy from local builders to quote for this minor construction job. Cllr Broadbent offered to provide a contact he had used recently, and the Clerk will pursue the matter further.**

## 11. Any Other Councillor's Reports

The Chair will invite Members to speak on any subject they wish to bring to the attention of the Council and residents of Beaudesert & Henley in Arden which are deemed to be of interest and benefit to the community. All comments will be minuted by the Clerk and supported by documents if required.

**M11.1**

**Cllr Clark briefly raised the matter of footpath improvements and that as, yet a programme of actions had not been drawn up, he hope that this might reach a strategic level and be presented at the September meeting.**

**M11.2**



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**The Clerk asked the Chair if Cllr Shenton, who was delayed, may briefly update all on his report. The Chair agreed and his report can be found on the JPC website.**

**12. Next Meeting**

Monday 7<sup>th</sup> of August, 7.00 pm at the Memorial Hall, Station Road, Henley.

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