



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
AUGUST 7TH 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.

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

Present: The Clerk, Cllrs Mike Rice, SDC, and Ian Shenton, WCC, Cllr Manuela Perteghella [Welford on Avon] there were 12 members of the public present.

1. Apologies for Absence

M1.

Apologies received and accepted unanimously by full Council for the absence of Cllr Tomlinson

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 [03.07.2023]

M3

RESOLVED: All members present at the meeting on 3rd July 2023, confirmed they had read the content and found it to be a true and accurate record of the proceedings. They were signed off by Vice Chair, Cllr Okey.

4. District and County Councillor's Reports [SD]

M4.

Cllr Rice spoke briefly on the matter of the 123 bin collection services and advise residents that his report carried contact information for hard copy collection schedules. Secondly that the new recycling facility was open and would be processing plastics. Thirdly, he advised the JPC that no meetings had been scheduled for the SWLP for the remainder of 2023. Finally he touched on the proposed consultation for the WCC joining with WMCA now being shelved for the time being. There was a small exchange of views on social media and between Cllr Rice and Henley's past member for SDC. Chair intervened as matters were going into local politics. Cllr Rice raised the 20MPH adoption and how it will be enforced. Cllr Shenton spoke briefly about his report which along with Cllr Rice's report, can be found on the website. He referred to the 123 scheme not being supported by SDC LibDems, Chair intervened. He briefly summed up the WCC -WMCA issue being a long way off and subject to a full public consultation.

4.1 Chair will introduce Cllr Manuela Perteghella (Welford on Avon) to say a few words on her recent appointment.



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M4.1

Cllr Perteghella has been appointed the Parish Council Champion for Stratford on Avon. She defined her role as having several objectives: to raise awareness and have regard of issues affecting Parish and Town Councils within the District Council; to be the first point of contact for Parish and Town Councils in the event of concerns relating to dealings with the District Council (liaising with the ward member as appropriate); to ensure that Parish and Town Councils views are taken into account when the District Council undertakes consultation; to encourage joint training events; and, perhaps most importantly, to facilitate discussions in relation to the possibility of devolving services to parish councils. More information is on offer from the Cllr if people wish to contact her.

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

5.1 Payments made since last meeting which were NOT listed for consideration

Creditor	Gross	Net	Provision
HMRC	839.40	839.40	June PAYE & NIC
Fasthosts	13.96	11.64	Direct Debit payment
Orbit Housing	56.03	46.70	Rental on garage [DD]
SDC	2,419.00	2,419.00	23/24 CCTV in Henley
YourLocale	900.00	750.00	NDP Consultant retention payment
Vonage	17.40	14.50	Emergency telephone service [DD]

5.2 Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
Andy Loos	264.00	220.00	Rental for June 2023
DM Payroll	60.00	60.00	Half year payroll services
RoSPA	566.40	472.00	Annual survey of children's play area
T Mousley & Sons	816.00	680.00	Emergency works Milking Lane
T Mousley & Sons	1,272.00	1,060.00	Emergency works Station Road
Andy Loos [2]	252.00	210	Rental for July 2023
Colin Harrison	1,750.00**	1,750.00	Grass cutting and upkeep services

** The Clerk was advised of a late change to the invoice values from £1,775.00 to £1,750.00

M5.1, 5.2 & 5.3

There was a brief exchange concerning the invoice from Colin Harrison from Cllr McCaskie who asked how the total cost was distributed over grass cutting and town upkeep, the Chair said that it was £700.00 appx for grass cutting and £1,000.00 appx for town upkeep. 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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5.3 Income received since last meeting

Debtor	Amount	Provision
Napier Parking [Zero VAT]	1,240.87	Parking fee collection [Croft]
Allotment Plot Holder Fees	75.00	July 2023 [Zero VAT]
Interest [Zero VAT]	101.99	Interest on Deposit Account July 23
Total	1,417.86	

6. Banking & Accounts

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

Lloyds Bank Deposit Account Balance at 31.07.2023	£140,000.00
Lloyds Bank Current Account Balance at 31.07.2023	£11,180.40

7. Members Items and **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 Grant Funding - Terms and Conditions Review Cllr Okey will propose adoption of the revised terms and conditions for the Granting Application and its execution.</p> <p>M7.1 Cllr Okey asked all if they had read through this updated document, no one responded negatively. She advised all that the new form had been posted on the website and would be emailed to all societies in town. She asked members to vote on the adoption of the document.</p> <p>RESOLVED: All members accepted the new form and its immediate distribution. IMPORTANT: She reiterated on the timescales within the document which must be adhered to along with the <u>correct supporting documentation</u> for a successful application, she said that not all applicants will need to attend an interview.</p> <p>Applications are invited from the 14th of August with 30 days allocated for the return of the completed request.</p> <p>The Clerk spoke on behalf of a resident that was concerned about time sensitive funding and members reiterated that there was no flexibility unless there were mitigating circumstances.</p>



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Cllr McCaskie queried how the grants operated within the fiscal framework of the Council and that he was unable to understand why certain grants had been paid whilst others had not. Chair intervened and said that such matters might better be discussed before the next meeting.

The Clerk asked that the budget for 23-24 be discussed and adopted by the full council at a public meeting and not a panel and that this may best be an extraordinary meeting held in September.

7.2

Grant Applications

Cllr Okey will advise members on recent applications and possible implications created by revised terms and conditions,

M7.2

The applications were from Ms. A Davies, Arts4All and Heritage Centre

RESOLVED: All agreed the funding for Ms. Davies should be awarded, £250.00 maximum.

NOTE:

The other two applications were not considered, and the matter deferred. The Clerk was asked to inform both applicants. Who will need to confirm they agree with the updated amended form.

7.3

Safety Railings – Curtilage to the Co-op and One Stop

Cllr Okey will make a presentation in support of a resident's request for barrier railings adjacent to yellow lines outside these premises on the High Street.

Background

[This matter has been debated by JPC during 2019-20, meetings held with JOC, Warwickshire Police and John Horner [WCC]

Three options were tabled,

- 1. Speed bumps*
- 2. Buildouts at Guild Hall*
- 3. Pedestrian safety railings running between pedestrian crossings.*

Outcome: WCC wanted £1,000,00 for consultation and design study, JPC shelved project influenced by pandemic.]

M7.3

Cllr Okey asked that the Council consider the erection of safety railings running between the two crossings [Co-op & One Stop] and approach WCC. She mentioned that a previous administration had considered the project which would have



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	<p>cost £500.000 for consultation and £500.00 for design work. The project was shelved at the onset of the pandemic. Cllr Ian Shenton volunteered to raise this with WCC Highways. The JPC welcomed his support.</p> <p>A graphic of this proposal is appended to these minutes.</p> <p>7.4 Riverlands Footbridge Repairs Cllr Okey will update members on progress towards the repairs on the northern footbridge in Riverlands.</p> <p>M7.4 Cllr Okey said that work would commence at the end of the month. Care will be taken to secure the area during works which are expected to take 2 to 3 days. A resident questioned that it might be sensible to replace the bridge, but Cllr Okey said the cost for a new bridge was highly prohibitive. Cllr Andrews raised the news that the southern footbridge had been vandalised and Colin would attend. Cllr Okey asked the Clerk to arrange a survey of both bridges following repairs.</p> <p>7.5 Additional Waste Bins – Riverlands Cllr Okey will raise the issue of additional bins and refer to a recent estimate of costs for SDC, following the SDC response as follows:</p> <p><i>Dear Ray, The bins are due on Mondays in Henley. Have they been emptied today? If you wanted additional bins then the PC would need to pay for the bin, installation and the servicing as below per bin.</i></p> <p><i>£250 bin - £150 installation - £133 service, once per week.</i></p> <p><i>All above plus VAT.</i></p> <p>M7.5 Cllr Okey said CH would carry out the installation. She further advised that she request a survey on all Henley bins as some were now falling apart. No decisions.</p>
Cllr Clark	<p>7.7 River Alne Pollution Cllr Clark will comment on a report from residents on the conditions causing concerns about possible pollution in the waterway.</p> <p>M7.7 Cllr Clark reported on an approach made to him by residents who had discovered dead fish in the Alne. Cllr Clark suggested that this might have to be a joint project with other parishes who share the river and asked the Clerk to contact other Clerks. He</p>



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	<p>emphasized the fact that the river was an asset. Cllr Turner will take up the matter as it is connected with climate change.</p> <p>7.8 Planning & Development Committee [JPC] Cllr Clark to address members on the outcome of the committee's recommendations for the adoption of a revised set of Terms of Reference.</p> <p>M7.8 Cllr Clark updated the council on the Planning Committee Terms of Reference had been amend and the two major changes were:</p> <ol style="list-style-type: none">1. Remove any reference to delegated powers.2. The JPC will not consult neighbours adjacent to the target property as this is SDC's remit. <p>RESOLVED: Members voted unanimously for the adoption of the revised Planning ToR.</p> <p>He reported on applications to hand stating none were contentious and would be granted. Clerk to follow up.</p> <p>He further briefed all that there had been further work carried out on preparation of the NDP which would include another public consultation based on views of both residents and landowners who had shown an interest in providing land for development.</p>
Cllr B Turner	<p>7.9 Public Pathway – The Mount Cllr Turner will report on his meeting with Andy Robinson, Forward House Group on improvement to the access pathway to the Mount at Beaudesert Lane.</p> <p>M7.9 Cllr Turner updated all on the meeting he had with Forward House Group in connection with the slippery and steep banking at the foot of the Mount adjacent to the Beaudesert gate. He confirmed that FHG were willing to consider improvements for ease of access and that he would be consulting with Colin Harrison to produce a region of costs for the work. He will update at the September meeting.</p>



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Cllr S McCaskie	<p>7.10 Allotment Plot Management and Availability Cllr McCaskie will update members on recent actions with plot holders in the matter of upkeep of plot availability.</p> <p>M7.10 Cllr McCaskie advised all on the state of a number of plots on the site which had fallen into a very poor state. He said that the JPC must share some of the blame for this as they had not managed the allotments in line with legislation and their own policy which carries a 28 day rule for bringing plots back into good order. He has asked that the JPC look to update and adhere to a model policy where actions are clearly stated. He reported that letters terminating the use of a small number of plots had been sent out by the Clerk and that tenants with plots falling close to disrepair would be visited by Nic Haycock to hopefully resolve the issue. He then raised the recent confusion on grass cutting referencing a so called zone approach published by the JPC, on plots around town which were rather vague and to his knowledge, some 'zones' had never been mowed. He reported to all that the Clerk had engaged with SDC and that they had been extremely helpful by providing accurate mapping shown their responsibilities as well as those plots which they subcontract out for cutting. He felt sure that armed with this raw data he would be able to clearly define the responsibilities in a document he is working on.</p> <p>Finally, trees:</p> <ol style="list-style-type: none">1. Crack Willow on the Warwick Road, close to the footbridge to school. The Clerk can now report that this is the responsibility of WCC, and they will carry out remedial work2. Tree overhanging bus shelter at Littleworth gate. Clerk can advise that T Mousley will attend.3. Norway Maple in Jubilee park, Clerk can advise that T Mousley will attend and also drop a further Maple nearby which is 95% dead. <p>Further and more detailed information can be obtained by contacting Cllr McCaskie directly.</p>
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8. Chair's Report

8.1

Upgrade – Allotment Pathway Bear Lane Approach

The Chair will highlight the need for an improved pathway to make access possible **for all** by way of a ramp or otherwise, she will outline recommendations put forward by Colin Harrison [Town Lengthsman] and Cllr McCaskie and provide an approximate budget for the works.



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M8.1

The Chair said that this section of the footpath was dangerous and that a solution may be to shutter roadstone into a sloping footpath so that folk could use wheelbarrows. Cllr McCaskie raised the question of gradients and asked what was planned. Chair said that Colin had said he wouldn't know the gradient until he had built it! Cllr McCaskie stated he was meeting with a landowner on Monday 14th next, who may contribute to a more suitable solution.

Clerks Note: Cllr McCaskie must discuss this with full council before his meeting and be accompanied by another Councillor.

8.2

Henley's High Street Frontages Clean-up Campaign

The Chair will request that members actively join in a campaign to encourage owners of residential and commercial premises to tidy up their frontages [Lords Waste]. She will also ask the Clerk to approach WCC and SDC on pavements upkeep.

M8.2

The chair asked members to consider two notices that would be distributed to certain properties where upkeep was an issue.

RESOLVED: Members voted unanimously in favour of this campaign.

Cllr Okey asked Cllr Ian Shenton what the policy was for street cleaning and in particular pavement sweeping and weeding. It appeared that parked cars made this task impracticable. The Clerk was asked to find out more from WCC.

9. Clerk's Report

7.6

Urgent Repairs to wall in Croft Car Park

Following the minutes recorded in the meeting of the 3rd of July last, despite the councillors efforts to secure a further quotation for this job, no such offers have been received other than from LPH Construction. The Clerk will ask members to reach a decision as to whether he should proceed with said builder for these urgent works to commence on the 19th of August next.

[JPC are responsible for upkeep of car park boundary walls and fences]

M7.6

The Clerk reiterated his difficulty in engaging a builder to do the work. He further said that Colin Harrison had offered but this was not thought to be suitable, several members said they would arrange other builders to quote. The Clerk looks forward to these arriving.



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M7.7

Parking Permits, five on offer, three taken up.

10. Any Other Councillor's Reports

M10.

The Chair will invite the head of the PayBack team to the next meeting to clearly explain exactly what their remit was.

11. Next Meeting

Monday 4th of September, 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]

Signed.....

Date.....

APPENDAGE

Illustration of how safety railings may look outside Co-op and One Stop.

