



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR THE ORDINARY JOINT PARISH COUNCIL MEETING
JUNE 3RD 2024

Here are the Minutes of the Ordinary Council Meeting of the Beaudesert and Henley in Arden JPC, which took place on Monday the 3rd of June at 7.00pm in the Memorial Hall, Henley in Arden.

Present: Cllrs Andrews [Chair], Turner, Tomlinson, Clark, Rouse and McCaskie.

In Attendance: There were 18 members of the public in attendance.

Public Session: A small number of residents raised issues, all of which **were noted by the members and Clerk**, and will be **acted upon and reported about at the next ordinary meeting** if appropriate.

CLERK'S NOTES:

There was **no separate Planning Meeting** tonight, assessments of all applications received have been conducted by discussion and, where appropriate, site visits. Outcomes of these applications can be viewed on the Stratford on Avon Planning Portal click on - <https://apps.stratford.gov.uk/eplanning/>

MAIN TOPICS:

4. The NDP REFERENDUM 30.05.2024

Expenditure Listings

10.1 Riverlands Portaloo

10.2 NDP Consultant Retainer Fees

10.3 Arden Road Notice Board

10.4 Compensation Costs for Damage to Property of a Henley Resident

10.5 Castle Close Flooding Review and Enagaging a Consultant Debate

Other Business

11.1 Proposed Delegated Responsibilities for Members

11.2 Road Closure Order [Remembrance Sunday 2024]

11.3 The Annual Governance and Accountability Return [AGAR]

11.4 Trough Planter – Entrance to Old Golf Club A3400 Debate

11.5 Capital Expenditure Planning Update

11.6 Overgrown and Dangerous Public Footpaths in Henley [UNLISTED EXPENDITURE]

11.7 Report from HCE on Heat Loss Survey

Supporting documents relating to the foregoing subjects can be found on the JPC website

1. Apologies for Absence

M1.

Apologies were received and accepted from Cllrs Broadbent and Okey

2. Declarations of Interest

M2.

There were no declarations made or handed to the Clerk.

3. Acceptance of Minutes of the last Ordinary Meeting [22.04.2024]

M3.

**It was RESOLVED that the Minutes of the meeting held on the 22nd of April 2024, were confirmed as a true record and signed by the Chair. This motion was proposed by the Chair and carried unanimously by all those present at the meeting.
[Minutes for the May AGM will be presented at the next AGM in 2025]**

4. The Chair of the JPC will Address the Meeting on the Outcome of the NDP Referendum

SD = Supporting Document. **DR** = Decision Required **EA** = Expenditure Action



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M4.

The Chair asked Cllr Clark to speak on the matter. He congratulated all present and said that the turnout by residents for the vote was at a record level for Warwickshire. The next important milestone would be to have the plan 'made' by the SDC at the Cabinet Meeting in Stratford on the 8th of July next.

He explained that the period proceeding the General Election does not allow any activity by the JPC which may be deemed to be showing favour to any political persuasions, but that this time would be spent preparing for the campaign after the 4th of July.

The Chair then thanked everyone in town who took the trouble to help with the campaign. She thanked Gary Kirk, Your Locale, for his guidance and support which undoubtedly assisted greatly in reaching this stage in the process. She referred to the only 'spoiled' ballot paper which simply read: 'Monkeys can do better than this!'

5. **County Reports [SD]** The Chair will invite Cllr Ian Shenton to report to all assembled on matters of interest to residents. Cllr Rice will not be in attendance.

M5.

Both Councillors had sent their apologies for non-attendance. Their reports can be found on the JPC website.

6. **Payments made since the last Ordinary Meeting** which, as there was no convenient public meeting were agreed on Slack with members, on the 28th of March last. Direct debit payments are also included.

Creditor	Gross	Net	Provision
Orbit Housing	59.95	49.96	Rental charges garage.[DD]
Gary Power	100.00	100.00	Paving slabs boundary gates
EH Smith [Gary Power]	74.93	62.44	Sundry materials for above.
Henley Focus	69.00	69.00	May single page insert
WS Gardens	1,440.00	1,200.00	Contractual monthly charges mowing
Coiln Harrison	175.00	175.00	One days labour concludes contract
Slack Communications	75.60	63.00	Contractual monthly charges
Gary Nicklin	75.00	75.00	Artwork for publicity campaign
Wickes Building Co	213.00	192.50	Compost for planters at Gateways

7. Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
SDC	159.60	133.00	Additional bin collection
YourLocale	900.00	750.00	NDP Review support
ECS	1,320.00	1,100.00	Contractual knotweed control
Henley Focus	69.00	69.00	June one page insert

8. Income received since last meeting

Debtor	Gross	Net	Provision
Napier Parking	234.52	234.52	Parking fees
Napier Parking	365.95	365.95	Parking fees
Napier Parking	660.73	660.73	Parking and permit fees
Napier Parking	175.50	175.50	Parking fees
HMRC VAT Claim	8,243.30	8,243.30	Year 23-24 claim
Allotments	25.00	25.00	Fees for plot
Lloyds Deposit Account	101.00	101.00	Interest for May



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Lloyds Reserve Account	66.32	66.32	Interest for May
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M6, 7 & 8

The Chair asked if all members had inspected the data for finance listed in the agenda and published on the official website. Cllr McCaskie asked why VAT had been entered under the heading INCOME. The Clerk agreed that VAT recovered was not income and aid he would change the heading for future meetings to DEPOSITS.

It was RESOLVED all of the transactions and data reporting were approved unanimously by members.

9. Banking

Lloyds Bank Deposit Account Balance at 28.05.2024	£5,828.20
Lloyds Bank Reserves Account Balance at 28.05.2024	£62,131.37
Lloyds Bank Current Account Balance at 28.05.24	£122,101.00
Totals	£190,060.57

M9.

Chair asked members to take note of the financial status and comment. RESOLVED there were no issues raised with the banking statements to 28.05.2024.

10. MEMBERS PROPOSALS & NOTES TO COUNCIL

Matters Requiring Expenditure [EA]

10.1

Portaloo in Riverlands [Chair]

Chair will propose that there is a need for providing a one or two portaloo units adjacent to the play area in Riverlands for the use of families visiting the facility. Units would be provided and serviced by Andy Loos as in previous summer seasons', their costs are posted on supporting documents for inspection and if appropriate, the Clerk will be directed to raise the necessary purchase order.

[Expenditure per unit for a period running from June to September 2024 not exceeding **£1,700.00 +VAT** [SD] [DR] [EA]

M10.1

Members debated the need for portable toilets to be provided near the play areas at Riverlands, based on their successful usage in the last few years. I was a case of whether one or two units were thought to be appropriate. It was RESOLVED by a unanimous show of hands that the Clerk raise a purchase order for TWO units in accordance with the quotation posted on the website.

10.2

NDP Consultant – Retainer Fees [Clerk]

Based on the recommendation made by the Chair of the JPC, Members will be asked to vote on the retention of Mr. Gary Kirk, YourLocale, who will provide professional support during the early stages of NDP review following the General Election. The Clerk will highlight the first of these payments, invoice number 8, for **£1,500.00 plus VAT**, shown in supporting documents on the website and will ask that members support this role and associated costs by a show of hands.

[SD] [DR] [EA]

M10.2



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Regrettably the invoice posted on the website created confusion and was not the subject item. This has since been rectified and residents should visit the website to view the correct invoice, YourLocale invoice number 9, which covers the retention of Mr. Gary Kirk on a month by month basis, to guide the JPC and the new Advisory Panel, yet to be formed, in the matter of the REVIEW and update in of the Neighbourhood Plan. It was RESOLVED unanimously by a show of hands that Mr. Kirk be retained subject to a review when thought to be appropriate, at a maximum monthly fee of **£750.00 plus VAT**.

10.3

Arden Road Notice Board [Chair]

The JPC Notice Board sited on the corner of Arden Road and Whitley Road is a very poor state and no longer fit for purpose. The Chair will ask Members to support her motion to replace the dilapidated unit with a new hardwood design by selecting one of the units shown under Supporting Documents on the website at a cost of no more than **£2,500.00 plus VAT** for the unit and its installation.

[SD] [DR] [EA]

M10.3

The Chair proposed that the replacement unit should be a hardwood version and designed, if practical, using the existing supporting legs presently in situ on the pavement at Arden/Whitley Road turning. It was RESOLVED that the Clerk be asked to firm up the offers for the best unit available based on a maximum expenditure of **£2,000.00 + VAT** for the noticeboard, and **£500.00 + VAT**, for its installation. This will be debated and if appropriate placed on order BEFORE the next public meeting using the Slack communication platform.

10.4

Compensation Payment for a Henley Resident [Clerk]

On the 5th of February this year, the Clerk reported to the Council concerning damage suffered to a resident's fence and shed in the December 2023 storms:

"15.2 The Clerk will advise members of a claim for costs accrued from a resident concerning damage caused by a tree on JPC land which fell in high winds in late December causing damage to the neighbouring fence and shed within the residents gardens. Documentation covering this event can be found in supporting documents on the website. Subject to acceptable insurance underwriting or otherwise, the cost limited to ££860.00 excluding VAT [DR] [EA]"

M15.2 The Clerk advised all that he had received a claim for damages from a Henley resident following the accidental felling on a tree on JPC land which damaged a fence and garden shed. The JPC had, under emergency measures, contracted T Mousley to attend the scene and make safe the tree which had collapsed in the December storm. The insurers will meet this cost and have since confirmed that the net of VAT charge of £460.00, is subject to an excess charge of £125.00, but the insurers would not pay the claimant [third parties' claim] for £400.00, stipulating that this must be the liability of the householder to settle through their own insurance cover."

Following several attempts to reach a settlement with the insurers without success, TWO members of the JPC have asked the Clerk to contact the resident and as a gesture of goodwill, offer compensation to the tune of £400.00, given written evidence of costs by the resident.

The Clerk will ask the Members to support this gesture by a show of hands at a cost of no more than **£400.00**.

[DR] [EA]

M10.4



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The Clerk reiterated on the text above, explaining to all that the JPC's insurance company, CLEAR, would not meet the liability, saying that "it was the responsibility of the resident to insure his property". The members, whilst understanding this decision, asked that the Clerk seek further advice on such cover for any future claims. It was **RESOLVED** by a unanimous show of hands, that as a gesture of goodwill, the resident be paid the sum of **£400.00 net of VAT**, in order to recover his costs from settling the said repair bill.

10.5

Castle Close Flooding – Options for Remedial Work [Clerk]

Following the last flooding event in this area of the neighbourhood, Cllr McCaskie carried out a survey which highlighted possible remedies, [see supporting documents] which was then forwarded to a consultant. The JPC now have two options,

a] To engage with a contractor tasked with clearing out the gulley and soakaway which may be creating the problem or,

b] Enlist the Consultant at a cost of **£350.00 plus VAT**.

[DR] [EA]

M10.5

Cllr McCaskie gave short account of his visit to the site; his summary is posted under supporting documents on the JPC website. It was **RESOLVED** by a unanimous show of hands that the JPC engage the consultant at a cost not exceeding **£350.00 plus VAT**, that he meet with the Clerk and a resident who is heavily acquainted with this problem at a convenient date, to gain a more comprehensive understanding of the remedial work required. It is possible that such work might be carried out using contractors presently retained by the JPC at the most economic costs. Update follows.

11. MEMBERS PROPOSALS & NOTES TO COUNCIL

Matters Not Requiring Expenditure, Requests for Approval to Proceed Only [SD] [DR]

11.1

Proposed Delegated Responsibilities for Members [Clerk]

[SD] [DR]

The Clerk will propose that members take on delegated duties under specific headings in order to clarify their role in the body council for other members and residents. Namely:

Cllr Andrews – Co-ordinating all roles and assisting where necessary

Cllr Okey – Capital Projects, Town Upkeep and Granting Awards

Cllr McCaskie – Allotments, Green Spaces and Tree Care

Cllr Clark – NDP and Speeding Issues

Cllr Tomlinson – Planning and SWLP

Cllr Turner – Environmental Issues

Cllr Broadbent – Sports and Leisure, Town Societies

Cllr Rouse – Communications & Employment Issues

It should be noted that no decisions can be reached by individuals or indeed any committee set up to enact these duties and that in all cases, opinions and outcomes will need to be referred to full council for debate and conclusions at public meetings.

M11.1

The assembled duly noted these proposals.

11.2



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Road Closure Order – Remembrance Sunday 2024 [Chair]

The Chair will ask members to support her proposal that the JPC organise and manage a one-way only, Remembrance Sunday procession. **Commencing at the Memorial Hall and proceeding down Station Road on to the High Street, ending at St John's Church.** That the JPC take out appropriate insurance if not included in their general liability cover and that they field signage and marshalling of the event to ensure the safety of all taking part.

[DR]

M11.2

The Chair read out the proposal and reiterated that any procession would be one-way only, from the Memorial Hall to St Johns, she asked for comments.

Cllr McCaskie objected to this proposal saying that the JPC were not qualified and that marshals would have to be specially trained to make any insurance liability cover feasible.

Cllr Clark asked why the parade could not be arranged in a safe area where road closure was not needed, Chair said that it was because the parading members mustered at the Memorial Hall for the procession to St Johns.

A resident suggested that the procession take place along Beaundesert Lane using the Church Hall at St Nicholas as a mustering point.

Cllr Clark reminded all that when he chaired the meeting on the parade last year, the residents attending supported the concerns the JPC had for safety and were aware the RBL had banned local branches from conducting such parades.

A resident asked if the JPC had conducted a risk assessment exercise on any of the options and Chair said no such assessment had taken place yet.

Cllr Tomlinson said that it was ludicrous to think that seven councillors should be asked to marshal an event of this nature without proper training and a full risk assessment. He reminded all that the ban on marches by the RBL was founded on a serious incident which occurred on a procession elsewhere, causing the RBL to issue a mandate that all future processions on public roads would not be permitted.

Chair summarised the points raised and said she would contact Henley RBL to discuss the most favoured option, which was for the parade to process from St Nicholas to St Johns church for the service, which she said, was the most important facet of the remembrance event.

It was **RESOLVED** that the Clerk provide a copy of this outcome to the Chair of the Henley Royal British Legion so they he may discuss the matter with his committee and provide a formal response to the JPC.

11.3

The Annual Governance and Accountability Return [AGAR] [Clerk]

A brief explanation by the Clerk on the annual return. The Clerk will then seek approval from the Members by a show of hands, to submit the return to the External Auditors whilst posting the **Notice of Public Rights** [See supporting documents] on the website]

Other documents posted on the website are:

11.3.1

Annual Governance Statement 2023-2024 [Vote]

11.3.2

Accountancy Statement 2023-2024 [Vote]



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M11.3.1 & M11.3.2

It was **RESOLVED** by a unanimous show of hands that the matter of the information contained in the said return documentation were a true and accurate summary of the accounting process conducted by the Council during the year 1st of April 2023 to the 31st of March 2024, and that the Clerk is asked to submit same to the External Auditor and to keep the Parishes informed as to its progress.

RESIDENTS are reminded to visit the JPC website to view all of the documents submitted, found on the AGAR pages.

11.4

Trough Planter – Entrance to Old Golf Club A3400 [Chair]

The Chair will briefly address all on the issue WCC Highways have raised about the siting of this item which will be subject **to a removal order and costs**, instructing the parties that arranged for its installation to select a more appropriate location.

[SD]

M11.4

Clerks' Note:

This remains a rather unfortunate situation where well-meaning members of the public innocently sought to enhance the entrance to the town from the norther approaches, by placing a flower planter [trough] in a more secure and prominent place. Here are the notes of the outcome following a short debate, which have been passed to WCC. The Clerk will update all on the ongoing issues.

- *The trough was relocated by a group of townsfolk who were unable to dress it when it was situated on the footpath running under the old railway bridge.*
- *No approaches were made to the JPC about this event.*
- *The land registry maps indicate that it stands in an area which is the responsibility of the WCC.*
- *Several members of the JPC are unable to understand why the WCC have approached the JPC calling for them to move the unit.*
- *The JPC were advised at the meeting that a member of the public had written to a senior officer at WCC explaining the reasoning for placing the trough in its present position.*

The Clerk is therefore requested to ask WCC why the JPC have become embroiled in this matter and why they should be held responsible for its removal?

11.5

Capital Expenditure Planning Update [Cllr Okey]

Cllr Okey will make a brief presentation updating all on plans, following the General Election, leading to the design and costing of safeguarding improvements to the children's play areas and provision for permanent toilet facilities at Riverlands.

M11.5

In Cllr Okey's absence, Cllr Rouse read out a brief statement outlining certain items under review that may form the basis for a forthcoming Capital Expenditure Plan. The members took note and asked that the matter be deferred until the next appropriate meeting so that the matter might be debated more comprehensively with its author.

11.6



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Overgrown and Dangerous Public Footpaths in Henley [Cllr McCaskie]

Cllr McCaskie will update all on actions being taken to clear overgrown areas on public footpaths and to providing a clear and definitive map showing the responsibilities for upkeep of such areas by the JPC, SDC, WCC and private landowners.

[SD]

M11.6

The Clerk advised all that this network of pathways were constantly falling into a poor state of upkeep due to lack of maintenance. Cllr McCaskie said that the time was long overdue for a survey which would identify ownership for all such pathways and therefore place accountability for their upkeep on the registered owners. Cllr McCaskie advised that the peripheral footpaths around the Yew Trees estate were in *private* ownership and that the Clerk was engaging with them. The Clerk said that this might take time and recommended that the JPC take emergency action to get the worst of the problem removed, using a local and trusted landscaping firm, pointing to DOC 11 on the website. **Though not listed as expenditure**, the need to safeguard children and elderly people using the pathways should take precedence and the members voted unanimously in favour of employing Horti Henley, to take on the task immediately at a cost of **£1,430.00 net of VAT**. The Clerk noted Cllr McCaskie's remarks about identifying such areas and will set up a framework document for this purpose, reporting to the full Council on the 8th of July meeting.

11.7

Meeting to be addressed by John & Penny Stott [HCE] providing feedback from recent heat loss survey.

M11.7

Mr and Mrs. Stott acquainted the assembled with an update on the outcome of the heat loss survey successfully conducted earlier this year, which covered 29 properties visited in just 9 days. Outcomes were very interesting, with results revealing a vast range of shortcomings in adequate insulation. Cllr Turner thanked John and Penny for their many hours spent in this voluntary exercise and, the Clerk took a few minutes after the meeting, to ascertain whether a more comprehensive account might be a worthy subject for the next JPC Newsletter.

12. Members Urgent Business Matters

Chair will enquire whether members have any urgent business to bring to the attention of the assembly.

M12.

No urgent matters were raised.

13. Next Meeting

Please note that the July meeting will be on Monday the 8th of July, following the General Elections. The complete schedule for meetings can be found on the JPC website –

<https://www.henley-in-arden-pc.gov.uk/meetings-schedule-2024/>

Signed.....

Date