



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING  
JANUARY 20TH 2025

Dear Councillors

An Ordinary Meeting of the Parish Council will be held at 7:00 pm at the Memorial Hall, Station Road, Henley-in-Arden. All council members are requested to attend to discuss and resolve the items listed in the agenda.

**Public Session**

Before the council meeting begins, the public will have an opportunity to present their concerns or comments. This session, at the discretion of the Chair, is limited to 3 minutes per speaker and a total of 15 minutes. Any issues not listed in the agenda will be noted by the Clerk for future consideration.

**Clerk's note**

Planning Committee will consider applications listed below. Outcomes of these applications can be viewed on the **Stratford on Avon Planning Portal** click on - <https://apps.stratford.gov.uk/eplanning/>

**MAIN TOPICS:**

**10.1 – 10.6 proposals for expenditure**

**11.1 Update on NDP and SWLP by Mr Richard Clark**

**11.2 Planning applications for consideration**

Supporting documents relating to the following subjects can be found on the JPC website prior to the meeting.

Signed   
**Lisa Cromwell** – Parish Clerk    Date Issued: **15.01.2025**

**The chair will open the meeting:**

|   |                                                                                                                                                                                                                                                                                                                                                                                                  |
|---|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <b>New Clerk</b><br><br>The Chair will introduce the new Parish Clerk and Responsible Finance Officer, Lisa Cromwell                                                                                                                                                                                                                                                                             |
| 2 | <b>Apologies for absence</b>                                                                                                                                                                                                                                                                                                                                                                     |
| 3 | <b>Declarations of Interest</b><br><i>Councillors are reminded that their actions must always be in the public interest. They must avoid giving any person an improper advantage or disadvantage, and they should not seek financial or other material benefits for themselves, their family, friends, or close associates.</i><br>To accept any declarations of interest regarding agenda items |
| 4 | <b>Acceptance of minutes</b> of the last Ordinary Meeting held 2.12.24 <b>[DR]</b>                                                                                                                                                                                                                                                                                                               |
| 5 | <b>District &amp; County Reports</b><br><br>The Chair will invite Cllrs Shenton and Rice to report on matters of interest to residents <b>[SD]</b>                                                                                                                                                                                                                                               |
| 6 | <b>Payments made since the last Ordinary Meeting.</b><br><i>[Consisting annual charges and subs, DD, delegated payments and/or Member voting at an Ordinary Meeting, by email, on Slack or, as determined by the JPC Financial Regulations, paragraph 4 [inset] marked ** in the following tables].</i>                                                                                          |



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**4. Budgetary control and authority to spend**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over **£500.00**;
- the Clerk/RFO, for expedient and unplanned expenditure on items up to a maximum of **£750.00** in any one month, and in conjunction with the Chair, up to a maximum of **£1,000.00** in any month, expenditure in excess of these levels will be;
  - a) be made the subject of a recommendation by the Finance Committee if such has been established by the Council;
  - b) approved by full Council either at a public meeting or by the circulation of an email request to all members by the RFO indicating a majority vote in favour of the expenditure.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, or an email record and where necessary also by the appropriate Chair.

| Creditor            | Gross           | Net             | Provision                                           |
|---------------------|-----------------|-----------------|-----------------------------------------------------|
| Orbit Housing       | 59.95           | 49.96           | Rental charges garage.[DD]                          |
| Fasthosts           | 16.74           | 13.95           | Website hosting fees                                |
| Elaine Field        | 260.00          | 260.00          | Sleigh                                              |
| Creative Touch      | 504.00          | 420.00          | Hosting and event plug-in costs                     |
| Gary Power          | 120.00          | 120.00          | Graffiti clearance and play area upkeep             |
| SLCC                | 229.00          | 229.00          | SLCC membership fees                                |
| HortiHenley         | 1,060           | 1,060.00        | West side pathways upkeep                           |
| Wendy Andrews       | 115.23          | 115.23          | Christmas Catering – Dec meeting                    |
| Henley Hub          | 240.10          | 240.10          | On behalf of Community Christmas Lunch Team - grant |
| Cedarwood Tree Care | 1,130.40        | 942.00          | Survey 50 trees not included in the 2023 survey     |
| Slack               | 67.20           | 56.00           | Member Comms Platform                               |
| Fasthosts           | 2.88            | 2.40            | Administration charges                              |
| William Davies      | 100.00          | 100.00          | Removal of tree trunk from River Alne               |
| <b>Totals</b>       | <b>3,905.50</b> | <b>3,608.64</b> |                                                     |

\*\*\* New budget account to cover panel members expenses working for the NDP2

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**Creditors payments for consideration by Members**

| Creditor           | Gross            | Net              | Provision                                                                                             |
|--------------------|------------------|------------------|-------------------------------------------------------------------------------------------------------|
| Napier Parking     | 22.19            | 18.49            | The Croft – banking costs Jul - Dec                                                                   |
| Art Attack         | 75.00            | 75.00            | Illustrations for Visit Henley website                                                                |
| The Acorn Workshop | 1,500            | 1,250            | New JPC Notice Board                                                                                  |
| Your Locale        | 1,200            | 1,000            | Neighbourhood Plan Review                                                                             |
| Your Locale        | 1,800            | 1,500            | Neighbourhood Plan Review                                                                             |
| T Mousley & Sons   | 6,960            | 5,800            | Major tree works Riverlands & surrounds                                                               |
| T Mousley & Sons   | 240.00           | 200              | Urgent work to Alder                                                                                  |
| L Cromwell         | 664.26           | 664.26           | L Cromwell's invoice for working in December (two clerks not allowed on the payroll at the same time) |
| <b>Totals</b>      | <b>12,461.45</b> | <b>10,507.75</b> |                                                                                                       |

NB: Any payment requests received by the Clerk after publication of this agenda MAY be presented at the meeting for consideration.



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| 8                          | <b>Income received since last meeting</b> <table><tr><th>Debtor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>Napier Parking</td><td>1006.02</td><td>1006.02</td><td>Parking</td></tr><tr><td>War Memorial Trust</td><td>5,000.00</td><td>5,000.00</td><td>Refund of unused grant</td></tr><tr><td>Stratford District Council</td><td>7,841.91</td><td>7,841.91</td><td>First tranche Arden House CIL payment</td></tr><tr><td><b>Totals</b></td><td><b>13,847.93</b></td><td><b>13,847.93</b></td><td></td></tr></table>                                                      | Debtor           | Gross                                 | Net | Provision | Napier Parking | 1006.02 | 1006.02 | Parking | War Memorial Trust | 5,000.00 | 5,000.00 | Refund of unused grant | Stratford District Council | 7,841.91 | 7,841.91 | First tranche Arden House CIL payment | <b>Totals</b> | <b>13,847.93</b> | <b>13,847.93</b> |  |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------|-----|-----------|----------------|---------|---------|---------|--------------------|----------|----------|------------------------|----------------------------|----------|----------|---------------------------------------|---------------|------------------|------------------|--|
| Debtor                     | Gross                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Net              | Provision                             |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| Napier Parking             | 1006.02                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 1006.02          | Parking                               |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| War Memorial Trust         | 5,000.00                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 5,000.00         | Refund of unused grant                |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| Stratford District Council | 7,841.91                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 7,841.91         | First tranche Arden House CIL payment |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| <b>Totals</b>              | <b>13,847.93</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>13,847.93</b> |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 9                          | <b>Banking at 14.01.2025</b> <div><div><div>Treasurers Account<br/>30-98-26 00335801</div><div>&gt;</div><div>£ 785.68</div></div><div><div>Commercial Instant Access Account<br/>30-98-26 00336107</div><div>&gt;</div><div>£ 138,225.88</div></div><div><div>Commercial Instant Access Account<br/>30-99-50 87527768</div><div>&gt;</div><div>£ 76,471.55</div></div></div>                                                                                                                                                                                                                 |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 10                         | <b>Councillors' proposals and notes to Council – to be proposed, seconded and voted on</b><br><b>Matters concerning expenditure/income</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 10.1                       | <b>Precept 2025/6</b> <p>The Chair will propose the amount of precept which will be requested for 2025 which has to be applied for by 24 January.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 10.2                       | <b>Closure of North of Croft Car Park throughout Coop Refurbishment</b> <p>Cllr Norris will inform that the contractors responsible for the Coop refurbishment have agreed to compensate Henley-in-Arden Parish Council for the revenue loss due to the closure of the North of the Croft car park. It is proposed that the JPC invoices the contractors for £4,902.00, which covers 19 parking spaces at a daily rate of £6.00. Additionally, Napier has agreed that the JPC can compensate them with a payment of £100 + VAT per week for a period of seven weeks.<br/><b>[DR] [EA]</b></p> |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 10.3                       | <b>Office space for Clerk/meeting space for JPC</b> <p>Cllr Okey will propose utilising 32a High Street at a charge of a maximum of of £4050 per annum for clerk use and £600 per annum for ad hoc meetings and JPC pre-meetings. (Only chargeable if utilised). <b>[DR] [EA]</b></p>                                                                                                                                                                                                                                                                                                         |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 10.4                       | <b>French Drain at Riverlands</b> <p>Cllr Okey proposes that ground maintenance is carried out at Riverlands by Horti Henley to include a French drain with a 100ml perforated pipe installed to connect to the river Alne and replace existing turf. Playground ground undulations will be filled, re-turfed, and safety mats reinstated; pea gravel will be placed under seating areas, and public areas will be safely cordoned during the work. The cost for this will be £1,525. <b>[DR] [EA] [SD]</b></p>                                                                               |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |
| 10.5                       | <b>Piper at Remembrance Sunday Parade</b> <p>The Chair proposes that the Piper is booked for the Remembrance Sunday Parade on 9 November at a cost of £125. It is the 80<sup>th</sup> Anniversary of the end of WW2 and we need to book now to secure him as he will be in high demand. <b>[DR] [EA]</b></p>                                                                                                                                                                                                                                                                                  |                  |                                       |     |           |                |         |         |         |                    |          |          |                        |                            |          |          |                                       |               |                  |                  |  |



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| 10.6                         | <div>Grants 2025/26</div> <div>Cllr Okey will present the recommendations of the Grants Committee and will request full Council support with their recommendations. Each grant proposed and approved will require an individual vote to support expenditure. <span>DR</span> <span>EA</span></div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                       |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| 11                           | <div>Councillors’ proposals and notes to Council – to be proposed, seconded and voted on</div> <div>Business matters – updates only – no financial decisions listed</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                       |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11.1                         | <div>NDP2 and SWLP Update</div> <div>The Chair will ask Mr Richard Clark, Chair, NDP2 Advisory Panel to update movements by the Joint SDC and WCC Cabinet on the SWLP and its implications on Beaudesert &amp; Henley.</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                       |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 11.2                         | <div>Planning Applications for Consideration</div> <div>BEAUDESERT</div> <table><tr><th>Reference</th><th>Date Valid ▼</th><th>Status</th><th>Address</th><th>Proposal</th></tr><tr><td><a href="#">24/03217/FUL</a></td><td>07/01/2025</td><td>Pending Consideration</td><td>33 Whitley Road Henley-in-Arden B95 5LJ</td><td>Single storey extension to front and side.</td></tr><tr><td><a href="#">24/03119/FUL</a></td><td>06/01/2025</td><td>Pending Consideration</td><td>Land Adjacent To Meadow Bank Camp Lane Henley-in-Arden</td><td>Erection of detached two storey dwelling and detached garage (self built plot).</td></tr></table> <div>HENLEY-IN-ARDEN</div> <table><tr><th>Reference</th><th>Date Valid ▼</th><th>Status</th><th>Address</th><th>Proposal</th></tr><tr><td><a href="#">24/03212/FUL</a></td><td>18/12/2024</td><td>Pending Consideration</td><td>4 Bear Lane Henley-in-Arden B95 5HR</td><td>Re submission of 24/01770/FUL: Formation of pitched roof dormer to side elevation. Install four rooflights. Install solar panels and an air source heat pump system. Replace existing windows and doors. Replace the existing garage door with a bi-folding door. Install a chimney pot cap. Gutters and fascias replaced with black upvc. Changes being made: Relocation of proposed rooflights. Relocation of solar panels. Replace garage door to a bi folding door and add ventilation pipes above garage flat roof for heat recovery system.</td></tr></table> | Reference             | Date Valid ▼                                           | Status                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Address | Proposal | <a href="#">24/03217/FUL</a> | 07/01/2025 | Pending Consideration | 33 Whitley Road Henley-in-Arden B95 5LJ | Single storey extension to front and side. | <a href="#">24/03119/FUL</a> | 06/01/2025 | Pending Consideration | Land Adjacent To Meadow Bank Camp Lane Henley-in-Arden | Erection of detached two storey dwelling and detached garage (self built plot). | Reference | Date Valid ▼ | Status | Address | Proposal | <a href="#">24/03212/FUL</a> | 18/12/2024 | Pending Consideration | 4 Bear Lane Henley-in-Arden B95 5HR | Re submission of 24/01770/FUL: Formation of pitched roof dormer to side elevation. Install four rooflights. Install solar panels and an air source heat pump system. Replace existing windows and doors. Replace the existing garage door with a bi-folding door. Install a chimney pot cap. Gutters and fascias replaced with black upvc. Changes being made: Relocation of proposed rooflights. Relocation of solar panels. Replace garage door to a bi folding door and add ventilation pipes above garage flat roof for heat recovery system. |
| Reference                    | Date Valid ▼                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status                | Address                                                | Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <a href="#">24/03217/FUL</a> | 07/01/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pending Consideration | 33 Whitley Road Henley-in-Arden B95 5LJ                | Single storey extension to front and side.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <a href="#">24/03119/FUL</a> | 06/01/2025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pending Consideration | Land Adjacent To Meadow Bank Camp Lane Henley-in-Arden | Erection of detached two storey dwelling and detached garage (self built plot).                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Reference                    | Date Valid ▼                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status                | Address                                                | Proposal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <a href="#">24/03212/FUL</a> | 18/12/2024                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Pending Consideration | 4 Bear Lane Henley-in-Arden B95 5HR                    | Re submission of 24/01770/FUL: Formation of pitched roof dormer to side elevation. Install four rooflights. Install solar panels and an air source heat pump system. Replace existing windows and doors. Replace the existing garage door with a bi-folding door. Install a chimney pot cap. Gutters and fascias replaced with black upvc. Changes being made: Relocation of proposed rooflights. Relocation of solar panels. Replace garage door to a bi folding door and add ventilation pipes above garage flat roof for heat recovery system. |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 12                           | <div>Members Urgent Business Matters</div> <div>The Chair will enquire whether Councillors have any urgent business to bring to the attention of the assembly</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                       |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13                           | <div>Next Meeting</div> <div>Ordinary: Monday 3 March 2025 – Memorial Hall at 7:00pm</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |         |          |                              |            |                       |                                         |                                            |                              |            |                       |                                                        |                                                                                 |           |              |        |         |          |                              |            |                       |                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |