



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
MARCH 3RD 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 in section 11.6. 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	County and District Councillors' reports
9.1 – 9.5	Proposals for expenditure inc. flood prevention and mole removal, change of accounting software and support for Henley Community Library
10.1	Proposal to amend reserves policy
10.2	Proposal to adopt Budget for 2025/26
10.3	Proposal for Grants in 2026/27
10.4	Proposal re 80 th Anniversary of VE Day
10.5	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: **26.02.25**



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The chair will open the meeting:

1	Apologies for absence																																								
2	Declarations of Interest <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> To accept any declarations of interest regarding agenda items																																								
3	Acceptance of minutes of the last Ordinary Meeting held 20.01.25 [DR]																																								
4	District & County Reports The Chair will invite Cllrs Shenton and Rice to report on matters of interest to residents [SD]																																								
5	Payments made since the last Ordinary Meeting. <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>																																								
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.																																									
<table><tr><th>Creditor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>Orbit</td><td>£ 59.95</td><td>£ 49.96</td><td>Rental charges garage.[DD]</td></tr><tr><td>Fasthosts</td><td>£ 16.74</td><td>£ 13.95</td><td>Website hosting fees</td></tr><tr><td>Fasthosts</td><td>£ 2.88</td><td>£ 2.30</td><td>Bank fees</td></tr><tr><td>Clerk Salary</td><td></td><td></td><td>January Salary</td></tr><tr><td>Napier Parking</td><td>£ 22.19</td><td>£ 18.49</td><td>The Croft – banking costs Jul - Dec</td></tr><tr><td>Art Attack</td><td>£ 75.00</td><td>£ 75.00</td><td>Illustrations for Visit Henley website</td></tr><tr><td>The Acorn Workshop</td><td>£ 1,500.00</td><td>£ 1,250.00</td><td>New JPC Notice Board</td></tr><tr><td>T Mousley & Sons</td><td>£ 6,960.00</td><td>£ 5,800.00</td><td>Major tree works Riverlands & surrounds</td></tr><tr><td>T Mousley & Sons</td><td>£ 240.00</td><td>£ 200.00</td><td>Urgent work to Alder</td></tr></table>		Creditor	Gross	Net	Provision	Orbit	£ 59.95	£ 49.96	Rental charges garage.[DD]	Fasthosts	£ 16.74	£ 13.95	Website hosting fees	Fasthosts	£ 2.88	£ 2.30	Bank fees	Clerk Salary			January Salary	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	£ 1,500.00	£ 1,250.00	New JPC Notice Board	T Mousley & Sons	£ 6,960.00	£ 5,800.00	Major tree works Riverlands & surrounds	T Mousley & Sons	£ 240.00	£ 200.00	Urgent work to Alder
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L Cromwell	£ 664.26	£ 664.26	L Cromwell's invoice for working in December
Your Locale	£ 1,200.00	£ 1,000.00	Neighbourhood Plan Review
Your Locale	£ 1,800.00	£ 1,500.00	Neighbourhood Plan Review
Slack	£ 67.20	£ 53.76	Member comms platform
HMRC	£ 2,448.07	N/A	October '24 to Jan '25 - PAYE
Simon Woods Expenses	£ 33.22	£ 26.58	Survey
Route1Print	£ 208.14	£ 166.51	Printing of flyers announcing Public meeting on 22 February re SWLP
Microsoft	£ 5.99	£ 4.99	Office 365
Totals	£ 18,025.87	£ 13,381.52	

6 Creditors payments for consideration by Members

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

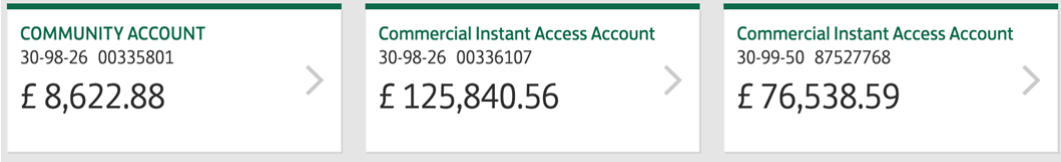
Creditor	Gross	Net	Provision
Gary Power (Inv 19)	£ 200.00	£ 200.00	Graffiti clearance and fence repair
Gary Power (Inv 20)	£ 100.00	£ 100.00	Fence repair Chestnut Walk
Your Locale	£ 1,800.00	£ 300.00	Neighbourhood Plan Review
Edge IT	£ 204.00	£ 170.00	Training
William Davis PO 1101	£ 200.00	£ 160.00	Removal of debris arising from uprooted tree
Creative Touch Design	£ 660.00	£ 550.00	Office space for clerk and JPC meetings
Totals	£ 3,164.00	£ 1,480.00	

7 Income received since last meeting

Creditor	Gross	Net	Provision
Napier	£ 3,676.50	£ 3,676.50	Car parking fees
Allotment Holder	£ 50.00	£ 50.00	Late payment of Allotment fee for 2024
Bridgeford Building	£ 4,902.00	£ 4,902.00	Compensation for Croft Car Park closure
SOD Precepts	£ 382.17	£ 382.17	Part pre-cept payment
Henley Medical Centre	£ 1,000.00	£ 1,000.00	Annual rent
Totals	£ 10,010.67	£ 10,010.67	



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8	<p>Banking at 26.02.2025</p> 
9	<p>Councillors' proposals and notes to Council – to be proposed, seconded and voted on Matters concerning expenditure/income</p>
9.1	<p>Flood Prevention work at Jubilee Park</p> <p>Cllr McCaskie proposes that HortiHenley carry out works to Riverlands; including cutting of the hedges at the border of Field House Close (quote for this approved in 2024) the installation of three French drains by the bridge and building up the area where the water pools to prevent the low area of Riverlands being waterlogged for long periods of time, plus works to improve drainage in Jubilee park, including installation of kerb stones to prevent water reaching the footpath and sinking a series of soakaways – total cost of £4,380 [DR][EA]</p>
9.2	<p>Humane removal of moles from Riverlands area</p> <p>Cllr Broadbent requested that the moles at Riverlands be removed humanely. Three quotes were sought, and Cllr Okey, in Cllr Broadbent's absence proposes that Matthew Evans carries out the work at a cost of £65 for the traps and £5 per mole caught (approximately 6 – 8 moles) [DR] [EA]</p>
9.3	<p>Cancellation of Slack account</p> <p>The chair proposes cancelling the Slack account and using email/whatsapp for members to communicate, making a saving of £67.20 per month [DR] [EA]</p>
9.4	<p>Adoption of new financial management system</p> <p>The council will consider terminating the contract with our current financial software provider due to usability issues and moving to a new supplier. The new system promises enhanced efficiency and better financial management and reporting capabilities Cllr McCaskie to propose that the contract with the incumbent accounting software provider be terminated and an account set up with Scribe. [DR] [EA] [SD]</p>
9.5	<p>Support for Henley Community Library</p> <p>The JPC wholeheartedly supports our town's community library as a vital resource for all residents. The library not only provides access to books and digital resources, but it also serves as a centre for community engagement, lifelong learning, and cultural enrichment. By supporting the library, we are investing in the intellectual and social well-being of our community, ensuring that everyone has the opportunity to learn, grow, and connect. The library's programmes and services cater to people of all ages, promoting literacy, creativity, and a strong sense of community. We believe that a well-supported library is a cornerstone of a thriving and vibrant town. The Chair will propose that the JPC will support the library with a fund of £2,500. [DR] [EA] [SD]</p>
10	<p>Councillors' proposals and notes to Council – to be proposed, seconded and voted on Business matters – updates only – no financial decisions listed</p> <p>Amendment of Reserves Policy</p>



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10.1	The chair proposes to amend the reserves policy from 12 months reserves to three months. [DR]																				
10.2	Budget 25/26 The budget has been reviewed by the finance committee and presented to all members. The chair will propose that the council adopts the budget for the fiscal year 2025-2026. [SD] [DR]																				
10.3	Grants 2026/27 The Grants Committee proposes that the total budget for grants in the fiscal year 2026/27 will be limited to £15,000, plus mini-grants. Consequently, individual grant applications will be capped at a maximum of £1,000. Furthermore, repeat applications from the same group for the same project in the following year will not be accepted. A new policy and grant application form will be developed to reflect these changes. [DR]																				
10.4	VE Day 80th Anniversary This year marks the 80th anniversary of VE Day. It serves as a poignant reminder of the courage and sacrifice of those who fought for freedom and peace during World War II. To commemorate this special occasion, we invite the public to join us on 11 May for a celebration. The Chair would like to ask for a show of hands to indicate whether you would prefer a parade or a party to mark this momentous event. [DR]																				
10.5	Planning Applications for Consideration <table border="1"><thead><tr><th colspan="5">HENLEY-IN-ARDEN</th></tr></thead><tbody><tr><td>25/00301/FUL</td><td>17/10/2025</td><td>Pending Consideration</td><td>1 High Hurst Cottage, Stratford Road, Henley-in-Arden, B95 6AB</td><td>Proposed side double storey extension</td></tr><tr><td>24/03271/FUL</td><td>13/02/2025</td><td>Pending Consideration</td><td>Henley-in-Arden Railway Station, Station Road, Henley-in-Arden, B95 5ST</td><td>Hard surfacing of community hall communal outdoor area, erection of covered seating area, siting of coffee trailer and erection of boundary timber fencing along with associated landscaping (retrospective)</td></tr><tr><td>25/00302/FUL</td><td>10/02/2025</td><td>Pending Consideration</td><td>15 Arden Road Henley-in-Arden B95 5LE</td><td>Single storey rear extension</td></tr></tbody></table>	HENLEY-IN-ARDEN					25/00301/FUL	17/10/2025	Pending Consideration	1 High Hurst Cottage, Stratford Road, Henley-in-Arden, B95 6AB	Proposed side double storey extension	24/03271/FUL	13/02/2025	Pending Consideration	Henley-in-Arden Railway Station, Station Road, Henley-in-Arden, B95 5ST	Hard surfacing of community hall communal outdoor area, erection of covered seating area, siting of coffee trailer and erection of boundary timber fencing along with associated landscaping (retrospective)	25/00302/FUL	10/02/2025	Pending Consideration	15 Arden Road Henley-in-Arden B95 5LE	Single storey rear extension
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11	Members Urgent Business Matters The Chair will enquire whether Councillors have any urgent business to bring to the attention of the assembly																				
12	Next Meeting Annual Parish Meeting: Monday 14 April 2025 – Memorial Hall at 7:00pm Ordinary: Tuesday 22 April 2025 – Memorial Hall at 7:00pm																				