



**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
DRAFT MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
3 MARCH 2025**

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

Present: Cllrs Andrews [Chair], Tomlinson, Okey and Norris.

In Attendance: There were 13 members of the public in attendance.

Public Session: Open Forum to provide an opportunity for members of the public to raise questions and to comment on any other items that are on the current agenda.

CLERK'S NOTE

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

1	Apologies for absence Cllrs Broadbent, McCaskie and Rouse sent their apologies.
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> Cllr Okey declared an interest in item 10.5, Planning applications, specifically that for Henley-in-Arden Railway Station.
3	Acceptance of minutes of the last Ordinary Meeting held 20.01.25 This motion was proposed by the Chair and carried unanimously by all those present at the meeting. It was RESOLVED that the minutes of the meeting held on 20 January were confirmed as a true record and signed by the Chair.
4	District and County Reports The Chair invited Cllrs Rice and Shenton to report on matters of interest to residents. Councillors' reports can be found on the JPC website.
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>



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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	£ 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
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	

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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	

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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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Banking at 26.02.2025

COMMUNITY ACCOUNT
30-98-26 00335801
£ 8,622.88

Commercial Instant Access Account
30-98-26 00336107
£ 125,840.56

Commercial Instant Access Account
30-99-50 87527768
£ 76,538.59

Nos. 5, 6, 7, and 8

The Chair enquired whether all members had reviewed the data for payments, receipts, and bank balances. It was **RESOLVED** that all members confirmed they had inspected the data and unanimously approved the content.

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Councillors' proposals and notes to Council – to be proposed, seconded and voted on

Matters concerning expenditure/income

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9.1	<p>Flood Prevention work at Jubilee Park</p> <p>Cllr Okey proposed on behalf of Cllr McCaskie, that HortiHenley carry out works to Riverlands; including cutting of the hedges at the border of Field House Close, 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. This was seconded by the Chair and approved unanimously by a show of hands.</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 proposed that Matthew Evans carry out the work at a cost of £65 for the traps and £5 per mole caught (approximately 6 – 8 moles). The motion was seconded by Cllr Norris and approved unanimously by a show of hands.</p>
9.3	<p>Cancellation of Slack account</p> <p>The chair proposed cancelling the Slack account (used for members comms) and using email/whatsapp for members to communicate, making a saving of £67.20 per month. It was requested by Cllr Norris in the meeting that the account be checked for any relevant information prior to cancelling. The chair therefore proposed that the clerk check the account prior to cancelling. This was seconded by Cllr Okey and approved unanimously by a show of hands.</p>
9.4	<p>Adoption of new financial management system</p> <p>The council has considered 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. The Chair proposed in the absence of Cllr McCaskie that the contract with the incumbent accounting software provider be terminated, and an account set up with Scribe. This comprises a one-off training fee and first month at £549 and subsequent months at £64. There is also an exit fee to edge of £470. This was seconded by Cllr Norris and approved unanimously by a show of hands.</p>
9.5	<p>Support for Henley Community Library</p> <p>Recognising the library's significance, the JPC Finance Committee considered alternative funding options beyond standard grant provisions. It was RESOLVED that the Council would allocate funds to support the library whilst it seeks additional funding. This decision was taken to ensure the library's continued service to the community while adhering to the Council's financial policies. The Chair proposed that the JPC allocate a fund of £2,500 to support the library. This was seconded by Cllr Okey and approved unanimously by a show of hands. By taking this step, the JPC is investing in the intellectual and social well-being of the community, ensuring that everyone has the opportunity to learn, grow, and connect.</p>
10	<p>Councillors' proposals and notes to Council – to be proposed, seconded and voted on</p> <p>Business matters – updates only – no financial decisions listed</p>
10.1	<p>Amendment of Reserves Policy</p> <p>The Chair proposed an amendment to the reserves policy, reducing the reserves from 12 months to three months. During the discussion, a query was raised regarding the reserve</p>

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	levels maintained by other parish councils, as the suggested reduction was considered significant. It was subsequently proposed to defer this motion to the April meeting to allow time for further investigation. This proposal was unanimously approved by a show of hands. . [CF]																
10.2	Budget 25/26 The budget has been reviewed by the finance committee and presented to all members. The chair proposed that the council adopts the budget for the fiscal year 2025-2026. This was seconded by Cllr Okey and approved unanimously by a show of hands.																
10.3	Grants 2026/27 The Grants Committee proposed 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. This was proposed by Cllr Okey, seconded by Cllr Norris and approved unanimously by a show of hands.																
10.4	VE Day 80th Anniversary This year marks the 80th anniversary of VE Day. The Chair asked for a show of hands to indicate whether it would be preferable to have a parade or a party on Sunday 11 May, to mark this momentous event. It was agreed in the meeting that a parade would be preferable if an application for road closure is agreed. The Chair proposed that the clerk approach various groups in Henley to ask if they would like to join the parade or whether they have any other ideas and an update be provided asap. [CF]																
10.5	Planning Applications for Consideration <table border="1"><thead><tr><th>Application Reference</th><th>Site</th><th>Nature of Works</th><th>Outcome</th></tr></thead><tbody><tr><td>25/00301/FUL</td><td>1 High Hurst Cottage, Stratford Road, Henley-in-Arden, B95 6A</td><td>Proposed side double storey extension</td><td>Decision pending</td></tr><tr><td>24/03271/FUL</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><td>Support</td></tr><tr><td>25/00302/FUL</td><td>15 Arden Road Henley-in-Arden B95 5LE</td><td>Single storey rear extension</td><td>Support</td></tr></tbody></table> <p>Cllr Tomlinson advised he would like to review the plans for 1 High Hurst Cottage again.</p> <p>RESOLVED: The other two planning applications listed above were supported unanimously by the Council.</p>	Application Reference	Site	Nature of Works	Outcome	25/00301/FUL	1 High Hurst Cottage, Stratford Road, Henley-in-Arden, B95 6A	Proposed side double storey extension	Decision pending	24/03271/FUL	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)	Support	25/00302/FUL	15 Arden Road Henley-in-Arden B95 5LE	Single storey rear extension	Support
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25/00302/FUL	15 Arden Road Henley-in-Arden B95 5LE	Single storey rear extension	Support														
11	Members Urgent Business Matters The Chair enquired whether Councillors had any urgent business to bring to the attention of the assembly.																

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12	Next Meeting Ordinary: Monday 3 March 2025 – Memorial Hall at 7:00pm
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Signed

Date.....

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