



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL  
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING  
APRIL 22ND 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.

**Chair to invite Mr Simon Woods to become a co-opted Councillor to the JPC, to say a few words and sign the Declaration of Acceptance of Office.**

**Chair to propose that Mr Simon Woods is co-opted onto the council and to be seconded and voted upon.**

**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	Update on NDP/SWLP
5	County and District Councillors' reports
10.1 – 10.4	Proposals for expenditure inc. payroll costs for pension payments, Portaloo hire, Civic Service and Parish Assembly
11.1	Reserves Policy
11.2	Riverlands Play Area – update
11.3	Shakespeare Trail
11.4	80 <sup>th</sup> Anniversary of VE Day – update
11.5	Warwickshire Pension Scheme
11.6	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: 16.04.25



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The chair will open the meeting:

1	<b>Apologies for absence</b>
2	<b>Declarations of Interest</b> <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	<b>Acceptance of minutes</b> of the last Ordinary Meeting held 3.3.25 <b>[DR]</b>
4	<b>Chair to give an update on the NDP/SWLP</b>
5	<b>District &amp; County Reports</b>  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> <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>  <b>4. Budgetary control and authority to spend</b>  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 <b>£500.00</b> ; the Clerk/RFO, for expedient and unplanned expenditure on items up to a maximum of <b>£750.00</b> in any one month, and in conjunction with the Chair, up to a maximum of <b>£1,000.00</b> 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
Service charges	£ 4.67	£ 3.74	Bank Service charges
Clerk Salary			March Salary
Microsoft	£ 8.49	£ 6.80	Microsoft office



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William Davies	£ 400.00	£ 320.00	Invoices 26 and 27
Creative Touch	£ 660.00	£ 528.00	Office and meeting room hire Feb
Creative Touch	£ 522.00	£ 417.60	Office and meeting room hire March
Gary Power	£ 300.00	£ 24.00	Graffiti clearance and fence repair and Fence repair Chestnut Walk
Your Locale	£ 1,800.00	£ 1,440.00	Neighbourhood Plan Review
Edge Systems	£ 204.00	£ 163.20	Training
Lisa Cromwell	£ 29.00	£ 23.20	Clerk's expenses
Slack	£ 17.40	£ 13.92	One account
Your Locale	£ 4,500.00	£ 3,600.00	NDP
Simon Woods	£ 16.88		Expenses
EH Smith	£ 7.40	£ 5.92	Materials - Gary Power
Scribe	£ 658.80	£ 527.04	First payment inc.training new finance software
Midland Mole Control	£ 85.00	£ 68.00	Moles at Riverside
William Davies	£ 200.00	£ 160.00	Removal of two trees at allotments
William Davies	£ 350.00	£ 280.00	Removal of failed tree limb at Medical Centre
William Davies	£ 650.00	£ 520.00	Reduction of tree at 3 - 4 Riverside Gardens
HortiHenley	£ 1,500.00	£ 1,200.00	JPC Riverlands Drainage
HortiHenley	£ 1,525.00	£ 1,220.00	Riverlands ground maintenance
HortiHenley	£ 120.00	£ 96.00	Hedge reduction behind Fieldhouse Close
<b>Totals</b>	£ <b>13,638.21</b>	£ <b>10,683.63</b>	

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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
WCC	£ 200.00	£ 160.00	Skate park rent
Network Rail	£ 335.72	£ 258.58	Water pipe under Bear Lane
Scribe	£ 76.80	£ 61.44	Finance software monthly provision April
Midland Mole Control	£ 15.00	£ 12.00	2nd visit - an extra three moles



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	<table><tr><td>WALC/NALC subscription</td><td>£ 1,032.60</td><td>£ 905.00</td><td>Membership of WALC/NALC</td></tr><tr><td>Totals</td><td>£ 1,660.12</td><td>£ 1,397.02</td><td></td></tr></table>	WALC/NALC subscription	£ 1,032.60	£ 905.00	Membership of WALC/NALC	Totals	£ 1,660.12	£ 1,397.02																															
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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</td><td>£ 191.49</td><td>£ 191.49</td><td>The Croft</td></tr><tr><td>Napier</td><td>£ 650.00</td><td>£ 650.00</td><td>The Croft</td></tr><tr><td>Napier</td><td>£ 384.15</td><td>£ 384.15</td><td>The Croft SP</td></tr><tr><td>Napier</td><td>£ 555.68</td><td>£ 555.68</td><td>The Croft Ringo</td></tr><tr><td>Napier</td><td>£ 92.30</td><td>£ 73.84</td><td>The Croft</td></tr><tr><td>Napier</td><td>£ 118.79</td><td>£ 95.00</td><td>The Croft</td></tr><tr><td>HMRC VTR</td><td>£ 9,743.71</td><td>£ 9,743.71</td><td>VAT Return</td></tr><tr><td>Totals</td><td>£ 11,736.12</td><td>£ 11,693.87</td><td></td></tr></table>			Debtor	Gross	Net	Provision	Napier	£ 191.49	£ 191.49	The Croft	Napier	£ 650.00	£ 650.00	The Croft	Napier	£ 384.15	£ 384.15	The Croft SP	Napier	£ 555.68	£ 555.68	The Croft Ringo	Napier	£ 92.30	£ 73.84	The Croft	Napier	£ 118.79	£ 95.00	The Croft	HMRC VTR	£ 9,743.71	£ 9,743.71	VAT Return	Totals	£ 11,736.12	£ 11,693.87	
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9	<b>Banking at 16.04.25</b> <div><div><div>COMMUNITY ACCOUNT 30-98-26 00335801</div><div>&gt;</div><div>£ 8,814.58</div></div><div><div>Commercial Instant Access Account 30-98-26 00336107</div><div>&gt;</div><div>£ 118,033.45</div></div><div><div>Commercial Instant Access Account 30-99-50 87527768</div><div>&gt;</div><div>£ 76,660.26</div></div></div>																																						
10	<b>Councillors' proposals and notes to Council – to be proposed, seconded and voted on</b> <b>Matters concerning expenditure/income</b>																																						
10.1	<b>£16 per month additional payroll cost for dealing with pension payments</b> <p>DM Payroll has provided a quote for an additional cost to payroll services for managing pension payments. Cllr Rouse will propose that this cost be accepted and request that DM Payroll incorporate this service into the council's current requirements. <b>[DR][EA]</b></p>																																						
10.2	<b>Provision for Portaloos at Riverlands May – October</b> <p>Portaloos will be required at Riverlands during May to October. Three quotations were sought, two received: Andyloos £2,875.20 and HSS £3,142.86. Cllr Okey proposes Andyloos are contracted for provision at a cost of £2,875.20. <b>[DR] [EA] [SD]</b></p>																																						
10.3	<b>Civic Service – 25 May</b> <p>A Civic Service will be held on 25 May at St John's Church. The Chair proposes a donation of £100 to the church to purchase cakes for the gathering following the ceremony. <b>[DR] [EA]</b></p>																																						
10.4	<b>Parish Assembly – 19 May</b>																																						



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	The Chair proposes to provide refreshments at the Parish Assembly at a cost of no more than £200 <b>[DR]</b> <b>[EA]</b>
11	<b>Councillors' proposals and notes to Council – to be proposed, seconded and voted on</b> <b>Business matters – updates only – no financial decisions listed</b>
11.1	<b>Reserves Policy</b>  At the last meeting, the Chair proposed amending the reserves policy from 12 months to three months. This decision was deferred to April for further investigation, but the proposal remains in place. Therefore, the Chair formally proposes again that the reserves policy be amended from 12 months to three months. <b>[DR]</b>
11.2	<b>Riverlands Play Area</b>  Cllr Okey will advise that, due to planning issues, the works on the play area equipment cannot proceed at this time. However, she is pleased to announce that the improvement works at Riverlands—covering drainage, safety mats, and related enhancements—have now been successfully completed by HortiHenley, following ratification on 20 January (minute #11.5).
11.3	<b>Shakespeare Metal Characters</b>  The JPC has received a generous gift of several large iron outdoor Shakespeare characters. Cllr Okey proposes that these be installed as a trail across predominantly JPC-owned land, encouraging visitors to explore and enhancing the town's amenities. If the proposal is well received, further details regarding installation costs will be gathered and ratification sought at a future meeting. Cllr Okey would like to ask for a show of hands to indicate whether you would like the JPC to continue with plans for this initiative. <b>[DR]</b>
11.4	<b>VE Day 80<sup>th</sup> Anniversary</b>  The Chair wishes to announce that various groups across the town are organising events to commemorate the 80th anniversary of VE Day. Details will be published on the JPC website once arrangements are finalized. A parade is scheduled for 11 May, with two possible routes: either along the High Street from the Memorial Hall to St. John's or from outside St. Nicholas Church in Beaudesert Lane to St. John's. As at the time of posting this agenda, permission from the relevant authorities is still pending.
11.5	<b>Join Warwickshire Pension Scheme</b>  Cllr Rouse proposes that the JPC join Warwickshire County Council's Pension Scheme, with membership backdated to 2 January—the start date of the Clerk, Lisa Cromwell. <b>[DR]</b>
11.6	<b>Planning Applications for Consideration</b>



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Reference	Date Valid	Status	Address	Proposal	Notes
<b>HENLEY-IN-ARDEN</b>					
25/00754/FUL	08/04/2025	Pending Consideration	64 Brook End Drive, Henley-in-Arden, B95 5JD	Retrospective permission to change garage roof from flat to pitched, add front canopy roof and garage conversion	No objection
25/00797/FUL	04/04/2025	Pending Consideration	31 Meadow Road, Henley-in-Arden, B95 5LD	Single storey rear and side extension	Support - extensions such as this already permitted in location. Is it taking current off-street parking away?
25/00468/FUL	09/04/2025	Pending Consideration	The Finest Catch, Birmingham Road, Henley-in-Arden, B95 5QR	Demolition of existing office building and rection of replacement office building, including car parking, landscaping and closing up of vehicular access.	Cllrs DT and DB to carry out a site visit
25/00922/TREE	09/04/2025	Pending Consideration	Riverlands	T1 - birch - Cut back branches to boundary line of 6 Fieldhouse Close to ensure clearance	Support
11	<b>Members Urgent Business Matters</b>  The Chair will enquire whether Councillors have any urgent business to bring to the attention of the assembly				
12	<b>Next Meeting</b>  <b>Annual General Meeting: Monday 12 May 2025 – Memorial Hall at 7:00pm</b> <b>Annual Parish Meeting: Monday 19 May 2025 – Memorial Hall at 6:00pm</b>				