



**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
DRAFT MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
22 APRIL 2025**

Here are the DRAFT Minutes of the Ordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Tuesday 22 April at 7.00pm in the Memorial Hall, Henley in Arden.

Present: Cllrs Andrews [Chair], Okey, Broadbent, Rouse, Woods

In Attendance: There were 9 members of the public in attendance.

The Chair proposed that Mr. Simon Woods be co-opted as a Councillor to the Joint Parish Council (JPC). The motion was seconded by Councillor Broadbent and carried unanimously by those present. One Councillor abstained from the vote, and two were absent. Following the vote, Mr. Woods signed the Declaration of Acceptance and was formally welcomed to the Council.

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 Tomlinson, Norris and McCaskie 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> There were no declarations of interest.
3	Acceptance of minutes of the last Ordinary Meeting held 03.03.25 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 3 March 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	Update on NDP/SWLP The Chair announced that, in Richard Clarke's absence, she would assume the role of Chair for the NDP. She confirmed that work on the NDP is ongoing and assured the Council that an update would be provided at next month's meeting.
6	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>

SD = Supporting Document **DR** = Decision Required **EA** = Expenditure Action
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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
Service charges	£ 4.67	£ 3.74	Bank Service charges
Clerk Salary			March Salary
Microsoft	£ 8.49	£ 6.80	Microsoft office
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	£ 300.00	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	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	£ 85.00	Moles at Riverside
William Davies	£ 200.00	£ 200.00	Removal of two trees at allotments
William Davies	£ 350.00	£ 350.00	Removal of failed tree limb at Medical Centre
William Davies	£ 650.00	£ 650.00	Reduction of tree at 3 - 4 Riverside Gardens
HortiHenley	£ 1,500.00	£ 1,200.00	JPC Riverlands Drainage

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7	<p>Creditors payments for consideration by Members</p> <p>NB: Any payment requests received by the Clerk after publication of this agenda MAY be presented at the meeting for consideration.</p> <table><tr><th>Creditor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>WCC</td><td>£ 200.00</td><td>£ 160.00</td><td>Skate park rent</td></tr><tr><td>Network Rail</td><td>£ 335.72</td><td>£ 258.58</td><td>Water pipe under Bear Lane</td></tr><tr><td>Scribe</td><td>£ 76.80</td><td>£ 61.44</td><td>Finance software monthly provision April</td></tr><tr><td>Midland Mole Control</td><td>£ 15.00</td><td>£ 15.00</td><td>2nd visit - an extra three moles</td></tr><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>£ 1,400.02</td><td></td></tr></table>	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	£ 15.00	2nd visit - an extra three moles	WALC/NALC subscription	£ 1,032.60	£ 905.00	Membership of WALC/NALC	Totals	£ 1,660.12	£ 1,400.02									
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8	<p>Income received since last meeting</p> <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	<p>Banking at 16.04.2025</p> <table><tr><td><div>COMMUNITY ACCOUNT 30-98-26 00335801 £ 8,814.58</div></td><td><div>Commercial Instant Access Account 30-98-26 00336107 £ 118,033.45</div></td><td><div>Commercial Instant Access Account 30-99-50 87527768 £ 76,660.26</div></td></tr></table> <p>Nos. 6, 7, 8 and 9 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.</p>	<div>COMMUNITY ACCOUNT 30-98-26 00335801 £ 8,814.58</div>	<div>Commercial Instant Access Account 30-98-26 00336107 £ 118,033.45</div>	<div>Commercial Instant Access Account 30-99-50 87527768 £ 76,660.26</div>																																	
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10	Councillors' proposals and notes to Council – to be proposed, seconded and voted on Matters concerning expenditure/income
10.1	<p>£16 per month additional payroll cost for dealing with pension payments</p> <p>DM Payroll has provided a quote for an additional cost to payroll services for managing pension payments. Cllr Rouse proposed that this cost be accepted and request that DM Payroll incorporate this service into the council's current requirements. The motion was seconded by Cllr Okey and unanimously RESOLVED by a show of hands.</p>
10.2	<p>Provision for Portaloos at Riverlands May – October</p> <p>Portaloos are required at Riverlands from May to October. Three quotations were sought, with two responses received: Andyloos at £2,875.20 and HSS at £3,142.86. Councillor Okey initially indicated an intention to propose a motion for the hire of Andyloos. However, after further consideration, the motion was not formally proposed, as the JPC is currently unable to meet the hire conditions, specifically the requirement to lock the facilities overnight. It was agreed that further investigations would be undertaken to identify a satisfactory solution that ensures toilets can be provided while complying with the terms and conditions of hire. Councillor Rice offered to address this matter with SDC. [CF]</p>
10.3	<p>Civic Service – 25 May</p> <p>A Civic Service will be held on 25 May at St John's Church. The Chair proposed a donation of £100 to the church to purchase cakes for the gathering following the ceremony. This was seconded by Cllr Broadbent and and unanimously RESOLVED by a show of hands.</p>
10.4	<p>Parish Assembly – 19 May</p> <p>The Annual Parish Assembly will take place on 19 May. The Chair proposed to provide refreshments at a cost of no more than £200. This was seconded by Cllr Okey and unanimously RESOLVED by a show of hands.</p>
11	Councillors' proposals and notes to Council – to be proposed, seconded and voted on Business matters – updates only – no financial decisions listed
11.1	<p>Amendment of Reserves Policy</p> <p>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 proposed that the reserves policy be amended from 12 months to three months. This was seconded by Cllr Rouse and RESOVLED by a show of hands.</p>
11.2	<p>Riverlands Play Area</p> <p>Cllr Okey advised that, due to planning issues, the works on the play area equipment would not proceed at this time. She announced that the improvement works at Riverlands—covering drainage, safety mats, and related enhancements—have been completed. Cllr Okey also thanked R S Adams for kindly supplying the aggregate and top soil FOC.</p>
11.3	<p>Shakespeare Metal Characters</p> <p>The JPC has received a gift of several large iron outdoor Shakespeare characters. Cllr Okey proposed that these be installed as a trail across predominantly JPC-owned land, encouraging visitors to explore and enhancing the town's amenities, and asked for a show of hands to indicate whether this initiative was worth pursuing. It was agreed that further details including</p>

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	a risk assessment and installation costs will be gathered and ratification sought at a future meeting. [CF]																														
11.4	<p>VE Day 80th Anniversary</p> <p>The Chair announced that various groups across the town are organising events to commemorate the 80th anniversary of VE Day, with details to be published on the JPC website once arrangements are finalised. She also reported that, due to recently introduced regulations and requirements, the council has been unable to secure a road closure for the High Street (A34) on 11 May for the planned parade. Consequently, it is unlikely that permission for a Remembrance Day Parade in November on the High Street will be granted, as the new regulations include the provision of ‘Certified’ road marshals at such events.</p> <p>However, the council remains optimistic, pending official confirmation, that a road closure can be arranged for Beaudesert Lane, covering the stretch from St Nic’s to St John’s from 09:30 to 10:00 for the parade. If approved, this same arrangement is likely to be applicable for the Remembrance Day Parade. At the time of issuing these draft minutes, permission from the relevant authorities is still awaited, and updates will be shared on the JPC website and social media as soon as the outcome is confirmed.</p>																														
11.5	<p>Join Warwickshire Pension Scheme</p> <p>The Clerk is entitled to enrolment in a pension scheme. Councillor Rouse proposed that the JPC join Warwickshire County Council’s Pension Scheme, with membership to be backdated to 2 January, the commencement date of the Clerk, Lisa Cromwell. This motion was seconded by Cllr Okey and RESOLVED by a show of hands.</p>																														
11.6	<p>Planning Applications for Consideration</p> <table><tr><th>Reference</th><th>Date Valid</th><th>Status</th><th>Address</th><th>Proposal</th><th>Notes</th></tr><tr><td>25/00754/FUL</td><td>08/04/2025</td><td>Pending Consideration</td><td>64 Brook End Drive, Henley-in-Arden, B95 5JD</td><td>Retrospective permission to change garage roof from flat to pitched, add front canopy roof and garage conversion</td><td>No objection</td></tr><tr><td>25/00797/FUL</td><td>04/04/2025</td><td>Pending Consideration</td><td>31 Meadow Road, Henley-in-Arden, B95 5LD</td><td>Single storey rear and side extension</td><td>Support - extensions such as this already permitted in location. Is it taking current off-street parking away?</td></tr><tr><td>25/00468/FUL</td><td>09/04/2025</td><td>Pending Consideration</td><td>The Finest Catch, Birmingham Road, Henley-in-Arden, B95 5QR</td><td>Demolition of existing office building and rection of replacement office building, including car parking, landscaping and closing up of vehicular access.</td><td>Support - the proposal redevelops a semi-derelict building, retaining commercial use and potential employment within the Joint Parishes of Beaudesert and Henley in Arden. It reflects the vernacular of Brook House and is near other commercial premises. Given the site’s flood risk from the River Alne, it is assumed that advice on flood alleviation and escape routes has been sought from</td></tr><tr><td>25/00922/TREE</td><td>09/04/2025</td><td>Pending Consideration</td><td>Riverlands</td><td>T1 - birch - Cut back branches to boundary line of 6 Fieldhouse Close to ensure clearance</td><td>Support</td></tr></table> <p>Cllr Norris, in his absence, wanted it noted that he voted ‘Objection’ to reference no. 25/00754/FUL. Cllr Okey abstained from voting on this item.</p> <p>RESOLVED: Those present agreed that the proposed comments from the Planning Committee be submitted to SDC.</p>	Reference	Date Valid	Status	Address	Proposal	Notes	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.	Support - the proposal redevelops a semi-derelict building, retaining commercial use and potential employment within the Joint Parishes of Beaudesert and Henley in Arden. It reflects the vernacular of Brook House and is near other commercial premises. Given the site’s flood risk from the River Alne, it is assumed that advice on flood alleviation and escape routes has been sought from	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
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12	Members Urgent Business Matters The Chair enquired whether Councillors had any urgent business to bring to the attention of the assembly. There were no urgent business matters.
13	Next Meeting AGM: Monday 12 May, The Memorial Hall, 7pm

Signed

Date.....

DRAFT