



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
AGENDA FOR ORDINARY JOINT PARISH COUNCIL MEETING
2 JUNE 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 13. 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	Proposals for expenditure
10.1	Standing orders and Financial regulations
10.2	Provision for Portaloos at Riverlands May – October
10.3	Youth council
10.4	Speeding update
12	Risk Assessments
13	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: 28.05.25



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The Vice 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 22.04.25 [DR]
4	District & County Reports The Chair will invite Cllrs Crocker 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.

Creditor	Gross	Net	Provision
Orbit	£ 61.57	£ 51.31	Rental charges garage.[DD]
Fasthosts	£ 18.42	£ 13.95	Website hosting fees
Fasthosts	£ 3.17	£ 2.54	Visit Henley website hosting fees
Scribe	£ 76.80	£ 61.44	Accounts software
Service charges	£ 4.25	£ 3.74	Bank Service charges
Microsoft	£ 8.49	£ 6.80	Microsoft office
Evergreens Grant	£ 500.00	£ 500.00	Grant payment (original bounced back)
HMRC	£ 842.44	£ 842.44	Payroll related costs
HMRC	£ 429.83	£ 429.83	Payroll related costs
HMRC	£ 467.09	£ 467.09	Payroll related costs

SD = Supporting Document. **DR** = Decision Required **EA** = Expenditure Action



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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. <table><tr><th>Creditor</th><th>Gross</th><th>Net</th><th>Provision</th></tr><tr><td>RBL Poppy Appeal</td><td>£ 30.00</td><td>£ 30.00</td><td>VE Day 80th Anniversary wreath</td></tr><tr><td>HTDL</td><td>£ 912.00</td><td>£ 152.00</td><td>Tech support June '25 - May '26</td></tr><tr><td>HTDL</td><td>£ 702.00</td><td>£ 585.00</td><td>Cloud hosting June '25 - May '26</td></tr><tr><td>Horti Henley</td><td>£ 1,700.00</td><td>£ 1,700.00</td><td>PO 1105 Jubilee Park</td></tr><tr><td>Horti Henley</td><td>£ 1,765.00</td><td>£ 1,765.00</td><td>Grass cutting and ground maintenance May '25</td></tr><tr><td>Stratford District Council</td><td>£ 159.60</td><td>£ 133.00</td><td>Annual charge for emptying dog/litter bin</td></tr><tr><td>Totals</td><td>£ 5,268.60</td><td>£ 4,365.00</td><td></td></tr></table>			Creditor	Gross	Net	Provision	RBL Poppy Appeal	£ 30.00	£ 30.00	VE Day 80th Anniversary wreath	HTDL	£ 912.00	£ 152.00	Tech support June '25 - May '26	HTDL	£ 702.00	£ 585.00	Cloud hosting June '25 - May '26	Horti Henley	£ 1,700.00	£ 1,700.00	PO 1105 Jubilee Park	Horti Henley	£ 1,765.00	£ 1,765.00	Grass cutting and ground maintenance May '25	Stratford District Council	£ 159.60	£ 133.00	Annual charge for emptying dog/litter bin	Totals	£ 5,268.60	£ 4,365.00	
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9	Councillors' proposals and notes to Council – to be proposed, seconded and voted on Matters concerning expenditure/income
9.1	Grass cutting contract <p>Following the search for a grass-cutting contractor, as discussed at the meeting on 12 May (minute #6.5), Horti Henley has been awarded the contract after careful consideration. The selection was based on the company's honesty, reliability, and commitment to the local community. As a proactive local business, its professionalism and dedication will ensure that shared spaces remain well-maintained and welcoming for all residents.</p> <p>Cllr McCaskie proposes issuing a two-year contract and submitting a Purchase Order for the period of May–November 2025, totalling £14,120. Horti Henley will invoice on a monthly basis.</p> <p>[DR] [EA] [SD]</p>
9.2	Allotments – HortiHenley <p>There is a five-foot gap between the allotments and the woods and this is overgrown with weeds and brambles. In addition, Plot 22 has been left to decline for some time and Cllr McCaskie therefore proposes that Horti Henley be asked to clear both at a cost of no more than £500. [DR] [EA] [SD]</p>
10	Councillors' proposals and notes to Council – to be proposed, seconded and voted on Business matters – updates only – no financial decisions listed
10.1	Standing orders and Financial Regulations <p>The Chair proposed at the Annual Parish Council meeting that the review and adoption of the Standing Orders and Financial Regulations be deferred until the next meeting, when the Clerk would be in attendance. (Meeting 12 April minute #6.1). However, due to holiday commitments, the Clerk has requested a further deferral. Cllr Andrews proposes that these documents be drafted in time for the meeting on 7 July 2025. [CF]</p>
10.2	Provision for Portaloos at Riverlands May – October <p>Cllr Andrews will advise that, despite provision for Portaloos at Riverlands being ratified on 22 April (minute # 10.2), the JPC has been unable to continue this arrangement due to contractual constraints requiring overnight security. We have explored various alternatives, including seeking support from Stratford District Council, but unfortunately, none have proven viable. Nevertheless, we remain committed to exploring long-term solutions to improve accessibility in public spaces, should resources permit.</p> <p>We have suggested that the Medical Centre install a polite but clear notice at the entrance, informing visitors that the facilities are reserved for patients and directing them to the publicly available toilets on Station Road. This measure would provide clarity while ensuring appropriate access to amenities within the town.</p>
10.3	Youth council <p>The JPC is committed to establishing a Youth Council to empower young people in the town and ensure their voices are heard in shaping its future. Following a meeting between the Chair and Clerk and Henley High School, eight students have expressed interest in learning more about the initiative. The next step will be a follow-up visit to the school for a face-to-face discussion with the students.</p>
10.4	Speeding update



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	Following a meeting between the Chair and Clerk with Graham Stanley from Highways at WCC—further to a site visit conducted with Sally Rolfe of Warwickshire Police—a report has been produced by the Highways Department outlining available options for Henley. Cllr Andrews proposes that the JPC convene a meeting upon the Chair’s return from holiday to discuss the findings, with the matter to be included on the agenda of a future Ordinary meeting.																									
11	Risk Assessments The Clerk has prepared three new risk assessments covering Allotments, the Transition of Financial Software from Edge to Scribe, and the Internal Audit. These have been reviewed by the members, and Cllr Andrews proposes their ratification. [DR]																									
12	Vice-Chair’s Report																									
13	Planning Applications for Consideration <table><tr><th>Reference</th><th>Date Valid</th><th>Status</th><th>Address</th><th>Proposal</th></tr><tr><td>25/01150/TREE</td><td>15/05/2025</td><td>Pending Consideration</td><td>5 The Tanyard, Henley in Arden B95 5AJ</td><td>T1 conifer - reduce hight from 14m down to 7m: T2 birch - reduce from 12m down to 7m: T3 Indian Bean Tree, lightly shape canopy from 6m down to 5m</td></tr><tr><td>25/01221/TREE</td><td>28/05/2025</td><td>Pending Consideration</td><td>3 Glenhurst Road, Henley-in-Arden, B95 5HZ</td><td>T1 sycamore - fell, T2 5 x conifers - fell, T3 conifer hedge - reduce height down to 3.6-4.6 metres (12-15ft), T4 6 x conifers - fell</td></tr><tr><td>25/01082/FUL</td><td>16/05/2025</td><td>Pending Consideration</td><td>Harpers Hill Farm, Stratford Road, Henley-in-Arden, B95 6AB</td><td>Erection of garden pergola and alteration of landscaping to suit</td></tr><tr><td>25/01208/TREE</td><td>28/05/2025</td><td>Pending Consideration</td><td>130 High Street, Henley-in-Arden, B95 5BS</td><td>G1 - 2 x Conifers - To be felled. Too big for space. T1 Conifer - to be felled - too big for space</td></tr></table>	Reference	Date Valid	Status	Address	Proposal	25/01150/TREE	15/05/2025	Pending Consideration	5 The Tanyard, Henley in Arden B95 5AJ	T1 conifer - reduce hight from 14m down to 7m: T2 birch - reduce from 12m down to 7m: T3 Indian Bean Tree, lightly shape canopy from 6m down to 5m	25/01221/TREE	28/05/2025	Pending Consideration	3 Glenhurst Road, Henley-in-Arden, B95 5HZ	T1 sycamore - fell, T2 5 x conifers - fell, T3 conifer hedge - reduce height down to 3.6-4.6 metres (12-15ft), T4 6 x conifers - fell	25/01082/FUL	16/05/2025	Pending Consideration	Harpers Hill Farm, Stratford Road, Henley-in-Arden, B95 6AB	Erection of garden pergola and alteration of landscaping to suit	25/01208/TREE	28/05/2025	Pending Consideration	130 High Street, Henley-in-Arden, B95 5BS	G1 - 2 x Conifers - To be felled. Too big for space. T1 Conifer - to be felled - too big for space
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14	Members Urgent Business Matters The Chair will enquire whether Councillors have any urgent business to bring to the attention of the assembly																									
15	Next Meeting The next Ordinary Meeting will be held on Monday 7 July at 7pm in the Memorial Hall.																									