**Here are the Minutes of the Ordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Monday, 7 July, at 7.00pm in the Memorial Hall, Henley in Arden.**

**Present:** Cllrs Okey [Chair], Andrews [Vice-Chair], Norris, Tomlinson, Broadbent, Rouse, McCaskie

**In Attendance:** There were 14 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/>

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| 1 | **Apologies for absence** |
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|  | There were no apologies. |
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| 2 | **Declarations of Interest**  *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.* |
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|  | There were no declarations of interest. |
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| 3 | **Acceptance of minutes** of the last Ordinary Meeting held 02.06.25 and those of the Extraordinary Meeting held 30.06.25 to approve the AGAR |
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|  | 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 meetings held on 02.06.25 and 30.06.25 respectively, were confirmed as a true record and signed by the Chair. |
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| 4 | **District and County Reports** |
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|  | Cllr Okey invited Cllr Rice, Stratford District Councillor, to update residents on key matters of interest, including the latest developments on Devolution. Cllr Rice’s full report is available on the JPC website.  Following this, Cllr Okey welcomed Cllr James Crocker, Warwickshire County Councillor, Cllr Crocker advised he is continuing his process of fact-finding. He expressed interest in assisting the JPC with the exploration of a potential application to the Climate Change Fund, specifically in support of flooding prevention measures. |
| 5 | **Payments made since the last Ordinary Meeting.**  *[Consisting annual charges and subs, DD, delegated payments and/or Member voting at an Ordinary Meeting, by email, or, as determined by the JPC Financial Regulations, 5.15].*  Wherever possible, all expenditure should be put on the agenda and approved at a JPC meeting. **IF** there is a genuine requirement for an urgentpayment/purchase, individual purchases within an agreed discretionary budget for that type of expenditure may be authorised by:   * the Clerk, under delegated authority, for any items below £500 excluding VAT. * the Clerk, in consultation with the Chair of the Council for any items below £1,000 excluding VAT. * in respect of mini grants, all to be approved of by full council * the council for all items over £1,000   Such authorisation will have a maximum total limit of £1,500 in a month and must be supported by a minute in the case of council or committee decisions or other auditable evidence trail. |
|  | |  |  |  | | --- | --- | --- | | **Creditor** | **Net** | **Provision** | | Orbit | £ 51.31 | Garage Rental | | Scribe | £ 64.00 | Monthly Finance Software payment | | HTDL | £ 585.00 | Website Support | | HTDL | £ 760.00 | Website Hosting | | HortiHenley | £ 1,700.00 | Payment of PO 1105 | | HortiHenley | £ 1,765.00 | Grass Cutting PO 01 (from Scribe) | | Stratford District Council | £ 133.00 | Emptying of Dog/litter bin | | Microsoft | £ 8.49 | Monthly payment for Office365 | | Fasthosts | £ 15.35 | Internet/website | | RBL Poppy Appeal | £ 30.00 | Wreath for 80 Anniversary | | Slack | £ 7.14 | Single membership | | Lloyds TSB | £ 4.25 | Bank charges | | Fasthosts | £ 2.64 | Visit Henley website/internet | | Creative Touch Design | £ 430.00 | Office and meeting room rental April | | **Totals** | **£ 4,095.87** |  | |
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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. |
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|  | |  |  |  | | --- | --- | --- | | **Creditor** | **Net** | **Provision** | | Midland Mole Control | £ 80.00 | Continued mole activity in Riverside Park. Trap setting and 3 moles caught PO #0002 | | Creative Touch Design | £ 385.00 | Room rental for May PO #0003 | | WDS Trees | £ 300.00 | Tree reduction behind 6 Field House Close. PO #1112 | | Creative Touch Design | £ 350.00 | Room rental for June PO #0005 | | **Totals** | **£ 1,035.00** |  | |
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| 7 | **Income received since last meeting** |
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|  | |  |  |  | | --- | --- | --- | | **Debtor** | **Net** | **Provision** | | Napier | £ 147.62 | The Croft | | Napier | £ 315.90 | The Croft SP | | Napier | £ 792.68 | The Croft Ringo | | Napier | £ 325.00 | The Croft Credorax | | Napier | £ 138.26 | The Croft | | SDC | £ 940.46 | CIL payment | | Allotment tenants | £ 650.00 | Allotment rent | | **Totals** | **£ 3,309.92** |  | |
| 8 | **Banking at 02.07.25** |
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|  | **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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| 9 | **Councillors’ proposals and notes to Council –** to be proposed, seconded and voted on |
|  | **Matters concerning expenditure/income** |
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| 9.1 | **HIB mini-grant** |
|  | Cllr Okey proposed approval of £230.40 for this year’s planted troughs and thanked those involved. An invoice from HIB for the Gateway troughs was submitted without a Purchase Order, contrary to Standing Order 17(b). A mini-grant application form was therefore requested to enable payment. Seconded by Cllr Andrews and unanimously **RESOLVED** by ashow of hands. |
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| 9.2 | **Annual cost to JPC for Gateway troughs** |
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|  | Cllr Okey proposed that, from 2026 onwards, HIB provides an annual quotation for the planting of the troughs, up to £250. The JPC will consider and ratify the quote at a Council Meeting and, if approved, will issue a Purchase Order accordingly. This process aligns with the JPC’s Standing Orders and Financial Regulations. The motion was seconded by Cllr Broadbent and unanimously **RESOLVED** by a show of hands. |
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| 9.3 | **Payment to Henley Lights in lieu of Sue Westmacott donation of cakes to Civic Service** |
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|  | Cllr Okey proposed that the payment for cakes at the Civic Service in May, ratified at the meeting held on 22/04 (Item #10.3) be re-directed as a donation to Henley Lights due to Sue Westmacott generously donating the cakes. Seconded by Cllr Andrews and **RESOLVED** by a show of hands. |
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| 9.4 | **Allotment work – quote from HortiHenley** |
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|  | Cllr McCaskie proposed that, further to the resolution at the previous meeting (2/6, Min #9.2) inviting HortiHenley to quote for trimming the un-tenanted overgrown allotments, a Purchase Order be issued following receipt of their quotation for £500. Seconded by Cllr Andrews and  **RESOLVED** by a show of hands. |
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| 9.5 | **Annual contribution to SDC toward 24/7 CCTV Cameras** |
|  | The Chair proposed that the annual payment of £2,419 (VAT exempt) be made for the CCTV contract covering two cameras, as part of a four-year agreement running from 1 July 2023 to 30 June 2027. It was further proposed that SDC be advised the contract will not be renewed beyond this term. Cllr Andrews suggested that, should a review determine the cameras to have been effective, Cllr Rice seek to negotiate a cost reduction at the conclusion of the contract. This was seconded by Cllr Broadbent and **RESOLVED** by a show of hands. |
| 9.6 | **Henley Market – Mini-grant request** |
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|  | The Chair proposed that the full mini-grant of £500 be awarded to Henley Market to support the purchase of a gazebo, trestle tables, and a first aid kit, noting that all criteria under the scheme have been met. Seconded by Cllr McCaskie and **RESOLVED** by a show of hands. |
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| 9.7 | **Enhanced DBS Checks required for Youth Council Engagement** |
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|  | Cllr Okey proposed that DBS checks (including Barred List) be carried out for the Chair and Clerk, at a cost of £49.50 per person, to enable direct engagement with the Youth Councillors as part of their supervisory responsibilities. Seconded by Cllr Tomlinson and **RESOLVED** by a show of hands. |
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| 9.8 | **Skip Required to clear storage garage (NB this item removed from list of expenditure as no prices attached)** |
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|  | Cllr McCaskie proposed that, due to a build-up of rubbish in the Whitley Road Garage, a skip be hired from Redditch Skip Hire (previously used) to facilitate the removal of items no longer required, while retaining storage for essential bulky items. The Clerk to obtain quotations. **RESOLVED** by a show of hands. |
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| 10 | **Councillors’ proposals and notes to Council –** to be proposed, seconded and voted on |
|  | **Business matters – updates only – no financial decisions listed** |
| 10.1 | **NDP Update** |
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|  | The Vice-Chair provided an update on the current status of the Neighbourhood Development Plan (NDP), advising that as of June 2025, the Ministry of Housing, Communities and Local Government (MHCLG) has confirmed that, due to the spending review, it will not commission new neighbourhood planning support services beyond this year. No further grant or technical support applications will be accepted, and existing packages must be completed by March 2026.  Cllr Andrews emphasised the importance of progressing with NDP2 as a means of influencing outcomes for Henley in the context of the potential SWLP. She proposed that Beaudesert & Henley-in-Arden self-fund the development of NDP2 and confirmed she would bring forward a report with costings for consideration by the end of July. Seconded by Cllr Okey and **RESOLVED** by a show of hands |
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| 10.2 | **Youth Council Update** |
|  | The Chair and Clerk met with eight pupils at Henley High School on 27 June, who have expressed interest in forming a Beaudesert & Henley-in-Arden Youth Council. The group will observe the 1 September meeting, with formal introduction planned for October. Monthly updates will be included in the minutes from October onwards. It was also requested by HIB and Henley Market that the young people be given the opportunity to engage with those organisations as part of their involvement. |
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| 10.3 | **Standing orders and Financial Regulations Updates** |
|  | The Chair proposed that the updated Standing Orders and Financial Regulations, revised in line with NALC’s 2025 models and reviewed by members, be adopted by the JPC. The motion was seconded by Cllr Andrews and **RESOLVED** by a show of hands. |
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| 10.4 | **HortiHenley Proposal – Wildflower and Bulb Planting** |
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|  | Cllr Rouse proposed that HortiHenley undertake the necessary investigations to provide a quotation for wildflower and bulb planting (e.g. narcissi, daffodils) in selected areas, including Littleworth Field, Riverlands, Jubilee Park, and Arden Road. Seconded by Cllr Andrews and **RESOLVED** by a show of hands**.** |
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| 11 | **Park Run** |
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|  | The Chair proposed that the JPC explore the feasibility of establishing a weekly Park Run event at the Arden Recreational Centre, and that the Clerk be tasked with investigating the necessary arrangements. Seconded by Cllr Broadbent and **RESOLVED** by a show of hands. |
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| 13 | **Planning Applications for Consideration** |
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|  | One item relating to Tamworth-in-Arden had been circulated for information only, as it concerns a neighbouring parish. No comments were required. |
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| 12 | **Members Urgent Business Matters** |
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|  | The Chair enquired whether Councillors had any urgent business to bring to the attention of the assembly. |
|  | Please refer to addendum with separate minutes. |
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| 13 | **Next Meeting** |
|  | **The next Ordinary Meeting will be on Monday 1 September at The Memorial Hall, at 7pm.** |
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Signed ………………………………………………………………………………….

Date……………………………………………………….