



**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
DRAFT MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
2 JUNE 2025**

Here are the Minutes of the Ordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Monday, 2 June at 7.00pm in the Memorial Hall, Henley in Arden.

Present: Cllrs Andrews [Vice-Chair], Norris, Tomlinson, Broadbent, Rouse. In the absence of the Chair, the Vice-Chair, Cllr Andrews presided over the meeting.

In Attendance: There were 7 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 Cllr Okey sent 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 22.04.25 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 22 April were confirmed as a true record and signed by the Chair.
4	District and County Reports Cllr Andrews invited Cllr Rice to update residents on key matters of interest, including the latest developments on Devolution and a proposal for the JPC to consider a merger of the Parish Councils within the Arden Division. He also informed members that a consultancy has been commissioned to examine the 12 strategic growth areas outlined in the SWLP. Cllr Rice's full report is available on the JPC website. Following this, Cllr Andrews welcomed Cllr James Crocker, the newly appointed County Councillor, and invited him to introduce himself. Cllr Crocker advised that he is currently visiting all parishes to understand their priorities and motivations, ensuring an efficient and cohesive approach to representing the Arden Division.
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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2 JUNE 2025**

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
Lisa Cromwell	£ 29.00	£ 23.20	Clerk's expenses
Slack	£ 8.57	£ 7.14	One account
Tesco	£ 98.15	£ 78.52	Refreshments for Parish Assembly
Totals	£ 2,547.78	£ 2,488.00	

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.

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

SD = Supporting Document **DR** = Decision Required **EA** = Expenditure Action
CF = Carried Forward



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2 JUNE 2025**

	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	
7	Income received since last meeting			
	Debtor	Gross	Net	Provision
	Napier	£ 188.21	£ 188.21	The Croft
	Napier	£ 283.40	£ 283.40	The Croft SP
	Napier	£ 634.40	£ 634.40	The Croft Ringo
	Napier	£ 184.89	£ 184.89	The Croft
	Evergreens	£ 500.00	£ 500.00	Further bounce back of Grant monies
	Totals	£ 1,790.90	£ 1,790.90	
8	Banking at 28.05.25			
	<div> <div>COMMUNITY ACCOUNT 30-98-26 00335801 £ 54,898.44</div> <div>Commercial Instant Access Account 30-98-26 00336107 £ 118,122.38</div> <div>Commercial Instant Access Account 30-99-50 87527768 £ 76,712.77</div> </div>			
	<p>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.</p>			
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 therefore proposed 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. This motion was seconded by Cllr Andrews and unanimously RESOLVED by a show of hands.</p>			



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2 JUNE 2025**

9.2	<p>Allotments – HortiHenley</p> <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 proposed that HortiHenley be asked to clear both at a cost of no more than £500. The motion was seconded by Cllr Broadbent and unanimously RESOLVED by a show of hands.</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>Standing orders and Financial Regulations</p> <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 2 June, when the Clerk would be in attendance. (Meeting 12 May minute #6.1). However, due to holiday commitments, the Clerk has requested a further deferral. Cllr Andrews proposed that these documents be drafted in time for the meeting on 7 July 2025. This motion was seconded by Cllr McCaskie and unanimously RESOLVED by a show of hands. [CF]</p>
10.2	<p>Provision for Portaloos at Riverlands May – October</p> <p>Cllr Andrews advised 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, the JPC remains 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	<p>Youth council</p> <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	<p>Speeding update</p> <p>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 proposed 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. [CF]</p>
11	<p>Risk Assessments</p> <p>The Clerk has conducted 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 proposed their adoption. This was seconded by Cllr Tomlinson and RESOLVED unanimously by a show of hands.</p>



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2 JUNE 2025**

12 Vice-Chair's Report

- **Parish Assembly**

Cllr Andrews reported a strong turnout from local groups, societies, and charities, all eager to share their work and attract new members. However, no residents attended, which was disappointing. She reiterated that the JPC is legally required to hold an Annual Parish Assembly, between 1 March and 1 June at 6pm. To improve attendance, the JPC will explore new engagement strategies for next year and welcomes any suggestions—residents are encouraged to contact the Clerk.

- **Flood Prevention in Jubilee Park**

Flood prevention work has now been completed by Hortihenley and is expected to be beneficial during the wetter months. The improvements should help mitigate waterlogging issues and enhance the park's usability.

- **CIL/106 Payments**

The JPC has received a payment of £11,906 from SDC as a Section 106 payment, relating to building works carried out at Orchard Way, off Station Road. This funding will contribute to infrastructure improvements within the parish. An update will be provided at a future meeting. [CF]

- **Neighbourhood Development Plan (NDP)**

All Working Groups, except the Environmental Group (which is awaiting input from SDC), have submitted their reports to Gary Kirkland. An update on the progress of the NDP will be provided in due course as the process moves forward. [CF]

- **Knitted Covers on Bollards**

A complaint was received regarding the number of knitted covers on bollards, along with a request that these be limited to Christmas, however, the JPC and the majority of residents recognise and appreciate the community spirit behind the initiative.

13 Planning Applications for Consideration

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 height 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

RESOLVED: Those present agreed that the proposed applications be supported by the JPC. It was noted that SDC are awaiting a response from the Planning Working Party regarding an application from The Finest Catch. An update will be provided at the next meeting. [CF]

12 Members Urgent Business Matters

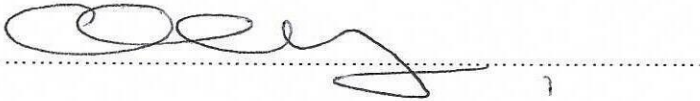
The Chair enquired whether Councillors had any urgent business to bring to the attention of the assembly.



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
DRAFT MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
2 JUNE 2025

	There were no urgent business matters.
13	Next Meeting The next Ordinary Meeting will be on Monday 7 July at The Memorial Hall, at 7pm.

Signed



Date.....

7/7/25