**Here are the Minutes of the Ordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Monday, 1 September, 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 15 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 07.07.25 and those of the Extraordinary Meeting held 23.07.25 to approve finances |
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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 07.07.25 and 23.07.25 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. |
| 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. |
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| 6 | **Creditors payments for consideration by Members**

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| **Creditor** |  **Net**  | **Provision** |
| Orbit |  £ 51.31  | Garage Rental  |
| Scribe |  £ 64.00  | Monthly Finance Software payment |
| Henley in Bloom |  £ 230.40  | Payment for Gateway flowers |
| Creative Touch Design |  £ 430.00  | Office and meeting room rental  |
| Creative Touch Design |  £ 360.00  | Office and meeting room rental  |
| Creative Touch Design |  £ 385.00  | Office and meeting room rental  |
| Stratford District Council |  £ 2,419.00  | Contribution to CCTV cameras |
| Green Meadow Mole |  £ 80.00  | Mole removal Riverlands |
| HortiHenley |  £ 1,765.00  | Grass Cutting PO 01 (from Scribe) |
| HortiHenley |  £ 1,060.00  | PO 1103 |
| HortiHenley |  £ 135.00  | PO 06 |
| Re-bound  |  £ 676.56  | Rubber chippings play area Riverlands |
| WD Trees |  £ 300.00  | PO 1112 |
| Henley in Arden Market |  £ 500.00  | JPC mini-grant payment |
| Christmas Lights Fund |  £ 100.00  | JPC donation  |
| WALC/NALC |  £ 905.00  | Annual subscription |
| Microsoft |  £ 8.49  | Monthly payment for Office365 |
| Fasthosts |  £ 18.42  | Internet/website |
| Service charge (Bank) |  £ 4.25  | Business acct service charge |
| Slack |  £ 8.40  | Single membership |
| Lloyds TSB |  £ 4.25  | Bank charges |
| Fasthosts |  £ 3.17  | Visit Henley website/internet |
| HWMT |  £ 396.00  | Memorial hall hire 2023 |
| HWMT |  £ 415.80  | Memorial hall hire 2024 |
| Stratford District Council |  £ 1,971.25  | Non-domestic rates  |
| DM Payoll Services |  £ 157.50  | Provision of payroll service |
| Rural Market Town |  £ 105.00  | Subscription |
| HortiHenley |  £ 500.00  | Work on allotments |
| HortiHenley |  £ 150.00  | Hedge Riverlands |
| HortiHenley |  £ 1,765.00  | Grass Cutting PO 01 (from Scribe) |
| HMRC |  £ 2,542.93  | Tax |
| Clerk Salary |  £ 2,282.79  | Salary |
| Clerk expenses |  £ 29.00  | Expenses  |
| Councillor expenses |  £ 44.10  | David Broadbent (fuel) |
| Microsoft |  £ 8.49  | Monthly payment for Office365 |
| Fasthosts |  £ 18.42  | Website provision |
| Redditch Skip Hire  |  £ 305.00  | Skip for Whitley Road Garage  |
| Slack |  £ 8.40  | Single membership |
| Service charge (Bank) |  £ 4.25  | Business acct service charge  |
| Fasthosts |  £ 3.17  | Visit Henley website/internet |
| **Totals** |  **£ 16,275.64**  |   |

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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. |
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| **Creditor** |  **Net**  | **Provision** |
| Creative Touch Design |  £ 120.00  | Clerk stationery (PO #14) |
| HortiHenley |  £ 150.00  | Green space maintenance (PO #18) |
| HortiHenley |  £ 120.00  | Urgent tree maintenance (Jubilee Park PO #17) |
| HortiHenley |  £ 1,765.00  | Grass cutting August 2025 (PO #1) |
| WD'S Trees |  £ 250.00  | Removal of two willow trees and one ash (PO #12) |
| WD'S Trees |  £ 40.00  | Removal of broken branch (PO #11) |
| **Totals** |  **£ 2,445.00**  |   |

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| 7 | **Income received since last meeting** |
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| **Debtor** |  **Net**  | **Provision** |
| Napier |  £ 131.30  | The Croft |
| Napier |  £ 209.95  | The Croft SP |
| Napier |  £ 115.77  | The Croft |
| Napier |  £ 639.93  | The Croft Ringo |
| Napier |  £ 325.00  | The Croft Credorax |
| Napier |  £ 173.68  | The Croft |
| Napier |  £ 151.97  | The Croft |
| Napier |  £ 182.72  | The Croft |
| Napier |  £ 651.73  | The Croft |
| Napier |  £ 138.26  | The Croft |
| Allotment tenants |  £ 150.00  | Allotment rent |

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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 | **Japanese Knotweed Management****Cllr McCaskie** proposed that Eco control Solutions be contracted for a 3-year herbicidal in situ Management Plan to control the Japanese Knotweed through to November 2027. The costs have been spread over the entire programme to aid with budgeting. The total cost will be £3,300 plus VAT. The motion to instruct the clerk to issue a PO for the three-year contract, with payments of £1,100 + VAT per year for three years was seconded by Cllr Andrews and unanimously **RESOLVED** by a show of hands.  |
| 9.2 | **Croft Car Park – Lighting**  |
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|  | Following a PO sent to G S Adams LTD for a replacement lamp for Croft Light 8, inspection revealed that the fault lay with the control gear, ballast and capacitor. The additional cost for repairs will be £195.00 + VAT. The motion proposed by Cllr Okey, to issue a further PO for the necessary components at an additional cost of £195.00 + VAT, to be funded from the car park sink fund, was seconded by Cllr Rouse and **RESOLVED** by a show of hands. |
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| 9.3 | **Bulb Planting – Henley-in-Arden**Following ratification at the July meeting (Min #10.4), Cllr Rouse proposed issuing a PO to HortiHenley for bulb planting at strategic sites, based on their quote of £2,762. A grant application has been submitted to SDC under ‘Project Henley Buzz & Bloom’, which—if successful—will cover the cost. Regardless of the outcome, the decision to proceed has been ratified. The motion to issue a PO to HortiHenley to carry out the works was seconded by Cllr Andrews and **RESOLVED** by a show of hands with Cllr Norris abstaining. |
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| 9.4 | **RoSPA Play Safety**  |
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|  | Cllr Andrews proposed that RoSPA be engaged to carry out an inspection of our three play areas in September when they are in the area. The cost will be no more than £300 +VAT.  |
|  | The motion to obtain a quote and issue a PO for the inspection to be carried out wasseconded by Cllr Tomlinson and **RESOLVED** by a show of hands. |
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| 9.5 | **HortiHenley quote for JPC footpath maintenance** |
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|  | Cllr McCaskie proposed approval of HortiHenley’s quote of £1,170 for scheduled footpath maintenance this autumn and a PO to be issued for works commencing in the last week of September and the first week of October. The motion was seconded by Cllr Okey and **RESOLVED** by a show of hands.  |
| 9.6 | **SLCC Membership Renewal**Cllr Okey proposed that the Council approve a PO for the Clerk’s annual SLCC membership renewal, effective 1 October, at a cost of £240. The updated process includes a 60-day payment term and auto-renewal based on current salary, with profile confirmation to follow. The motion was seconded by Cllr McCaskie and **RESOLVED** by a show of hands. |
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| 9.7 | **20mph speed signs and roundels to assist with prevention of speeding** |
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|  | **Cllr Okey** proposed approval of WCC’s quote of £287.96 for painting 4 x 20mph Roundels, 2 at each existing 20mph sign, one on each carriageway. The motion to approve and issue a purchase order was seconded by Cllr Rouse and **RESOLVED** by a show of hands with Cllrs Andrews and Norris abstaining.  |
| 9.8 | **Riverlands Park – New Bin Installation**Cllr Okey proposed the purchase and installation of a new bin at Riverlands Park, following a site visit by SDC’s Waste and Recycling Sustainability Officer. The total cost is £400 + VAT, with an annual service charge of £164.52 + VAT, subject to incremental increases. The bin will be emptied weekly and is the responsibility of the Parish in the event of fire, theft, or damage. The motion to approve and issue a PO was seconded by Cllr Andrews and **RESOLVED** by a show of hands with Cllr Norris abstaining. |
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| 9.9 | **Neighbourhood Development Plan (NDP) update and future expenditure**  |
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|  | Cllr Andrews provided an update on the progress of the NDP. Following prior agreement at the meeting held on 7 July (Min 10.1), she proposed that the JPC allocate up to £10,000 from reserves to support its continued development and completion, in light of the government’s withdrawal of the NDP grant funding scheme. The motion was seconded by Cllr McCaskie and **RESOLVED** by a show of hands with Cllr Norris abstaining. |
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| 9.10 | **Gate between Chingley Bank to Jubilee Park – Repairs**  |
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|  | Cllr McCaskie proposed urgent replacement of gate posts to prevent potential injury, at a cost of up to £550.00 for removal, resetting, and transfer of existing metalwork. The motion to issue a PO to HortiHenley, with costs allocated to the Asset Maintenance budget, was seconded by Cllr Andrews and **RESOLVED** by a show of hands. |
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| 9.11 | **Dog Fouling – PSPO Awareness Posters**Cllr Okey proposed that 50 A4 (slightly amended) posters provided by SDC, highlighting the Public Space Protection Order on dog fouling, be printed and encapsulated for display at key locations in response to ongoing complaints. The total cost is £160.00 + VAT. The motion was seconded by Cllr Tomlinson and **RESOLVED** by a show of hands.  |
| 9:12 | **Tree Works – Fieldhouse Close (Nos. 2–5)**Cllr McCaskie proposed that a planning application be submitted to Stratford District Council for remedial works to trees overhanging the rear gardens of Nos. 2–5 Fieldhouse Close. WD’S Trees has inspected the site and provided a quotation of £650.00 for the works.The motion that the Clerk should apply for the necessary planning permission and subject to approval being granted, a Purchase Order be issued to WD’S Trees for the agreed sum of £650.00 was seconded by Cllr Andrews and **RESOLVED** by a show of hands. |
| 10 | **Councillors’ proposals and notes to Council –** to be proposed, seconded and voted on |
|  | **Business matters – updates only – no financial decisions listed** |
|  | **There were no proposals/updates or businesss matters to discuss.** |
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| 11 | **Planning Applications:** Comments approved by full council to be submitted by 8 September. |
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| 12 | **Members Urgent Business Matters** |
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|  | Cllr Okey requested that following receipt of a quote for stationery items for the Youth Council, for £214, a PO is issued in order that the items will be available for the meeting on 6 October at which the Youth Council will attend. |
|  | Please refer to addendum for items brought up in the public session. |
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| 13 | **Next Meeting** |
|  | **The next Ordinary Meeting will be on Monday 6 October at The Methodist Church Hall, High Street, at 7pm.** |
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Signed ………………………………………………………………………………….

Date……………………………………………………….