



**BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
DRAFT MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
1 DECEMBER 2025**

Here are the Minutes of the Ordinary Council Meeting of Beaudesert and Henley in Arden JPC, which took place on Monday, 1 December, at 7.00pm in the Baptist Church Hall, Henley in Arden.

Present: Cllrs Andrews [Vice-Chair], Rouse, Tomlinson, and Broadbent

Also Present: Lisa Cromwell [Clerk and RFO]

In Attendance: There were 13 members of the public in attendance plus Cllrs Rice and Crocker. The meeting was also attended by 5 members of the Youth Council (names withheld for safeguarding).

In the absence of the Chair, the meeting was chaired by the Vice-Chair, Cllr Andrews.

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 Apologies were received from Cllr Okey, Cllr McCaskie and Cllr Norris
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 03.11.25 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 meetings held on 03.11.25 were confirmed as a true record and signed by the Vice-Chair.
4	District and County Reports Cllrs Rice and Crocker were invited to share their reports on matters affecting Beaudesert & Henley-in-Arden. The Council noted the following community updates: Cllr Rice – main points: <ul style="list-style-type: none">• Unitary Councils – update• SDC revisiting allocating money for NDP's. On the agenda for Monday 8 Dec• EV chargers – SDC looking to install chargers in Prince Harry Car Park cica. End 2026• Reminder regarding the Community Grant Scheme which is still open for applications Cllr Crocker – main points: <ul style="list-style-type: none">• Community speed watch• Consultation on mobile phone coverage• Homes to School transport – details can be found on WCC's website• EV charger decision regarding those on High Street to be made on 30 January



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	<ul style="list-style-type: none">• Cllr Crocker proposes holding a debrief session with various environmental offices at WCC in the wake of Storm Claudia <p>Copies of both reports can be found on the JPC's website.</p>
5	<p>NDP update</p> <p>Cllr Andrews, Vice-Chair and Chair of the NDP Working Party, provided an informative update which included progress towards establishing a Collaborative Parish Working Group with neighbouring Town and Parish Councils both affected by, and affecting, flooding in Henley. The purpose of the group is to ensure all parties are fully updated and aligned in relation to the NPPF's Sequential Testing within the context of the South Warwickshire Local Plan (SWLP). This initiative has so far received a positive response. A copy of Cllr Andrews' update is available on the JPC website.</p>
6	<p>Youth Council Update</p> <p>The Youth Council presented its inaugural report to the Joint Parish Council. Members outlined their initial priorities and confirmed their intention to prepare an application to the Community Grant Fund for funding to support the rejuvenation of Jubilee Park. Councillors welcomed the report and noted the positive engagement of the Youth Council in shaping community projects.</p>
7	<p>Chair's Report</p> <p>The Vice-Chair presented in the Chair's absence. Main points:</p> <ul style="list-style-type: none">• Free trees received from Biffa• Clerk has an Enhanced DBS Certificate in order to work with the Youth Council• Updated Policies• Henley lighting update – specifically Alne Close (The Monkey Run) and Stylers Way• Process underway for a new JPC website• The JPC is currently seeking a new Internal Auditor <p>A copy of the report can be found on the JPC website.</p>
8	<p>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, or, as determined by the JPC Financial Regulations, 5.15].</i></p> <p>Wherever possible, all expenditure should be put on the agenda and approved at a JPC meeting. IF there is a genuine requirement for an urgent payment/purchase, individual purchases within an agreed discretionary budget for that type of expenditure may be authorised by:</p> <ul style="list-style-type: none">• 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 <p>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.</p>



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Description	Supplier	VAT Type	Net	VAT	Total
Arden Road Garage Rental	Orbit	S	46.32	9.26	55.58
Scribe Monthly Fee	Starboard Systems Ltd	S	64.00	12.80	76.80
Remembrance Day Wreath	Royal British Legion	S	20.83	4.17	25.00
Microsoft Office 365 package (p Microsoft		E	8.49		8.49
RBL Poppy Appeal	Royal British Legion	S	20.83	4.17	25.00
Fasthosts (internet/website)	Fasthosts Internet Limited	S	15.35	3.07	18.42
Slack for communication	Slack	S	7.00	1.40	8.40
JPC office and meeting room re Creative Touch Design		S	385.00	77.00	462.00
JPC office and meeting room re Creative Touch Design		S	500.00	100.00	600.00
Office costs	Parish Online	S	104.00	20.80	124.80
Grass Cutting	HortiHenley	Z	1,765.00		1,765.00
External Auditor	Moore	S	446.25	89.25	535.50
BagPiper	A Beauchamp	Z	180.00		180.00
Tree Maintenance	WDS Trees	Z	650.00		650.00
Office costs	CBS	S	54.25	10.85	65.10
Service Charge - Bank	Lloyds Bank	X	4.25		4.25
Staff Salary	HMRC (PAYE)	Z			
Youth Council	Creative Touch Design	S	214.00	42.80	256.80
HTDL Hosting	HTDL	S	128.00	25.60	153.60
Green space maintenance	Hortihenley Gardening Serv Z		100.00		100.00
Signage	Creative Touch Design	S	175.00	35.00	210.00
Subscription	SLCC	Z	300.00		300.00
Fasthosts (internet/website)	Fasthosts Internet Limited	S	2.64	0.53	3.17
Footpath Clearing	Hortihenley Gardening Serv Z		1,040.00		1,040.00
Grass Cutting	HortiHenley	Z	1,765.00		1,765.00
Total			8,665.47	436.70	9,102.17

9

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	Net	Provision
Creative Touch Design	£420.00	Hosting Visit Henley website 2025
Totals	£ 420.00	



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10	<div><div>Income received since last meeting</div><table><tr><th>Description</th><th>Supplier</th><th>VAT Type</th><th>Net</th><th>VAT</th><th>Total</th></tr><tr><td>The Croft Car Park</td><td>Napier Parking</td><td>Z</td><td>134.03</td><td></td><td>134.03</td></tr><tr><td>The Croft Car Park</td><td>Napier Parking</td><td>Z</td><td>68.45</td><td></td><td>68.45</td></tr><tr><td>The Croft Car Park</td><td>Napier Parking</td><td>Z</td><td>450.49</td><td></td><td>450.49</td></tr><tr><td>The Croft Car Park</td><td>Napier Parking</td><td>Z</td><td>149.37</td><td></td><td>149.37</td></tr><tr><td colspan="3">Total</td><td>802.34</td><td></td><td>802.34</td></tr></table></div>	Description	Supplier	VAT Type	Net	VAT	Total	The Croft Car Park	Napier Parking	Z	134.03		134.03	The Croft Car Park	Napier Parking	Z	68.45		68.45	The Croft Car Park	Napier Parking	Z	450.49		450.49	The Croft Car Park	Napier Parking	Z	149.37		149.37	Total			802.34		802.34
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11	<div><div>Banking at 26.11.25</div><div><div><div>COMMUNITY ACCOUNT 30-98-26 00335801 £ 6,458.51</div><div>Commercial Instant Access Account 30-98-26 00336107 £ 175,711.74</div><div>Commercial Instant Access Account 30-99-50 87527768 £ 76,977.54</div></div><div>Nos. 8, 9, 10 and 11</div><div>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</div></div></div>																																				
12	<div><div>Councillors' proposals and notes to Council – to be proposed, seconded and voted on Matters concerning expenditure/income</div></div>																																				
12.1	<div><div>Payroll Services Contract Renewal</div><div>Cllr Andrews proposed that members considered and ratified the new payroll services contract with DM Payroll Services Ltd, effective from 1st April 2026. The contract sets out the terms of service, including payroll processing, pension reporting, and compliance responsibilities. The annual fee is confirmed at £264 + VAT, with additional charges for new starters, P11D submissions, and pension compliance declarations as specified. The proposal was seconded by Cllr Rouse, approved unanimously by a show of hands and the Clerk instructed to sign the contract. RESOLVED.</div></div>																																				
12.2	<div><div>Climate Change Fund – Planting of Bulbs and Wildflowers</div><div>Cllr Rouse proposed that upon ratification of the Deed of Execution required by SDC as part of the grant agreement and subsequent receipt of the monies granted from the fund, HortiHenley be instructed to order and plant bulbs and wildflowers. The proposal to issue a PO to HortiHenley in the sum of £4,762 as soon as the grant monies have been received from SDC was seconded by Cllr Andrews and approved unanimously by a show of hands. RESOLVED.</div></div>																																				
13	<div><div>Councillors' proposals and notes to Council – to be proposed, seconded and voted on Business matters – updates only – no financial decisions listed</div></div>																																				
13.1	<div><div>Civility and Respect Pledge</div><div>Cllr Rouse proposed that the JPC sign up to the national Civility and Respect Pledge. The Pledge reflects the sector's commitment to ensuring civility and respect are a priority in all council business. The Improvement and Development Board (IDB), which oversees governance standards in the parish and town council sector, has restated its commitment to civility and respect. Nearly 2,000 councils have already signed up to the pledge, and over</div></div>																																				



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	2,000 Councillors have downloaded the Statement of Assurance. The motion to advise the Clerk to start the process of joining up to the pledge was seconded by Cllr Andrews and approved unanimously by a show of hands. RESOLVED.																				
13.2	<p>Review and Adoption of Governance Documents</p> <p>Cllr Andrews proposed that, following prior circulation and review by councillors, the following documents be formally considered and adopted.</p> <p>13.2.1 Social Media Policy 13.2.2 Youth Council Policy 13.2.3 Agenda Working Party Terms of Reference</p> <p>It had been intended to adopt an HR Policy at this meeting; however, the council agreed to defer this to a future date. The council also agreed to defer adoption of the Habitual and Unreasonable Complaints Policy following a retrospective request from a member for further clarification from NALC on aspects of its template wording. [CF]</p> <p>The motion to approve and adopt the above documents (13.2.1 – 13.2.3) as presented was seconded by Cllr Rouse and approved unanimously by a show of hands. RESOLVED.</p>																				
14	<p>Ratification of Deed of Execution – Community Climate and Nature Recovery Fund Grant Agreement</p> <p>Cllr Rouse proposed that the Council ratify the execution of the grant agreement with Stratford District Council for the Community Climate and Nature Recovery Fund, following notification of a successful bid, noting that the agreement requires execution as a deed in accordance with Standing Orders; the proposal to authorise electronic signatures by the Chair and Vice-Chair with witnessing by the Clerk via DocuSign, confirm compliance with Standing Orders regarding sealing of documents, and approve the execution of the grant agreement as a deed was seconded by Cllr Andrews and approved unanimously by a show of hands. RESOLVED.</p>																				
15	<p>Planning</p> <p>The following applications will be discussed at an upcoming meeting of the Planning Working Party:</p> <table><tr><th>Reference</th><th>Date Valid</th><th>Status</th><th>Address</th><th>Proposal</th></tr><tr><td>25/02691/FUL</td><td>19.11.25</td><td>Pending Consideration</td><td>Elite Performance And Innovation Centre, Stratford Road, Henley-in-Arden B95 6AB</td><td>Proposed : Erection of a grounds management building; installation of squad planning pod, security cabin and ball-stop netting; and all associated works (retrospective)</td></tr><tr><td>2502791/FUL</td><td>24.11.25</td><td>Pending Consideration</td><td>Hollyhock Cottage, 138 High Street, Henley-in-Arden B95 5BS</td><td>T1 beech - remove 3 lowest limbs overhanging the boundary. T2 Cherry - remove lowest limb on cherry</td></tr><tr><td>25/02792/TREE</td><td>26.11.25</td><td>Pending Consideration</td><td>The Elms, 14 High Street, Henley-in-Arden, B95 5AG</td><td>T1 Tilia sp (Lime) - Re-pollard the Lime tree back to previous historic pollard points</td></tr></table>	Reference	Date Valid	Status	Address	Proposal	25/02691/FUL	19.11.25	Pending Consideration	Elite Performance And Innovation Centre, Stratford Road, Henley-in-Arden B95 6AB	Proposed : Erection of a grounds management building; installation of squad planning pod, security cabin and ball-stop netting; and all associated works (retrospective)	2502791/FUL	24.11.25	Pending Consideration	Hollyhock Cottage, 138 High Street, Henley-in-Arden B95 5BS	T1 beech - remove 3 lowest limbs overhanging the boundary. T2 Cherry - remove lowest limb on cherry	25/02792/TREE	26.11.25	Pending Consideration	The Elms, 14 High Street, Henley-in-Arden, B95 5AG	T1 Tilia sp (Lime) - Re-pollard the Lime tree back to previous historic pollard points
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16	<p>Members Urgent Business Matters</p> <p>There were no urgent business matters.</p>																				



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17	Date of Next Meeting The next meeting will be held on Monday, 5 January at The Memorial Hall, Station Road.
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Signed

Date.....

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