



The Beaudesert & Henley-in-Arden Joint Parish Council

Working for the Benefit of the Residents of Henley-in-Arden

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IF ANYONE WOULD LIKE A HARD COPY OF THE AGENDA OR MINUTES FOLLOWING THE JPC MEETING AND DOESN'T HAVE ACCESS TO A COMPUTER, PLEASE CONTACT THE CLERK ON 01926 814491 TO REQUEST A COPY.

The Minutes of the Ordinary Council Meeting of the Beaudesert and Henley-in-Arden Joint Parish Council that took place on Monday, 18th November 2019 at 7.00 pm in the Memorial Hall, Station Road, Henley-in-Arden.

Present: Cllrs. Ray Evans (Chair), Chris Duffin (Vice-Chair), Elaine Field, Sally Harfield, David Broadbent, Marijana Bainbridge, Jem Jones, Roger and Val Hubbocks. Once co-opted Cllrs Angela Okey, Kate Easton and Tina Woods joined the JPC.

In Attendance: 47 members of the public.

Photographing, reporting, recording, filming or transmitting the proceedings of a meeting may occur and therefore all persons participating in the meeting should be aware that such recording, reporting or filming may take place. Members of the public attending the meeting (but are not participating in the meeting) who do not wish to be filmed or photographed in the meeting must state this at the start of the meeting.

The Chairman requests all mobile phones are switched to silent mode.

Public Participation Session

- A Parishioner thanked the JPC for supporting the ongoing maintenance of the Graveyard at St. John's Church.
- The former District Cllr, Stephen Thirlwell, said that he had been a resident in Henley for over 30 years and that he always understood that the JPC had custodianship of the Market Cross and protected it as it was the centre of the community. He went on to say that for many years The Market Cross had been decorated for occasions such as Remembrance Day, Easter, Christmas, the Queen's Birthday etc. However, the Union Jack flags decorating the Market Cross for Remembrance Day had been removed at the request of the JPC. Furthermore, an email had been sent by a member of the JPC which contained inappropriate language.
- The Chair of the Royal British Legion in Henley (RBL) said that a valued member of the organisation had been requested to take down the Union Jack flags which were decorating The Market Cross. He asked whether the JPC policy had changed for the flying of flags. The Chair of the RBL said that it took a lot of hard work to organise the Remembrance Day commemorations and even more so, when he was told to take the flags down, which he felt was unacceptable. He went on to ask if the JPC could let him know what was right and what was wrong, so that in future there would be a definitive policy that could be cascaded down to the community.
- Cllr David Broadbent responded and said that he was the Cllr who had asked for the flags to be removed from The Market Cross. He went on to say that he played the Last Post at Services for Remembrance Day. He said that the rules of the College of Arms only allowed for one flag to be raised and flown on Remembrance Day and the flag owned by the JPC had been installed on Saturday though to Monday, 11th November. He went on to say that he did not ask for all the flags to be taken down. The Chair of the RBL said that the lady who had taken down the flags should be respected because she had been a valued member of the RBL in Henley for many years and he felt that a little tact and diplomacy should have been used. He went on to suggest that an apology was needed.
- Cllr Jem Jones said that the email that had been sent had mentioned that all the flags that decorated The Market Cross was reminiscent of the Nationalist Social Party, which was the Nazi Party, and which was wholly inappropriate.
- The Chair of the JPC, Ray Evans, responded and said that to his knowledge the JPC did not have a policy on the erection of flags at The Market Cross. He went on to say that perhaps the JPC could liaise with the members of the RBL who dress The Market Cross and he apologised on behalf of the member of the JPC who had spoken on behalf of the JPC. Cllr Evans said that he was considering whether disciplinary action be taken against Cllr Broadbent because it was quite clear in the JPC Code of Conduct that Cllrs were not to bring the whole Council into disrepute. He also promised that this situation would not happen again.
- Cllr Hubbocks said that previous JPC's had supported the decoration of the Cross on Remembrance Day and they should continue to do so.
- A previous Cllr with the JPC said that The Market Cross belonged to the whole Town and it had never been the responsibility of the JPC to become involved. She went on to say that George

Matheou had ensured that the Market Cross was looked after and cared for in perpetuity and he would be appalled at the behaviour of Cllr Broadbent.

- A Parishioner said that she had been the person asked to take down the flags at The Market Cross and that she and her husband had erected them.
- A robust discussion followed, and it was agreed by a unanimous vote of members of the public that the JPC continue to keep The Cross as a valued asset for the Town and that disciplinary action would be taken.
- A representative from The Hub@Henley said that she would send a report to the Clerk and she thanked the JPC for their ongoing support. She went on to say that any Cllr would be most welcome to visit The Hub at any time. The Chair of The Hub@Henley thanked the JPC for all their support to help children and families in need. He went on to say that The Hub employs five staff who depend on their livelihood and perhaps the JPC could let them know if they were not able to support the Hub in the future.
- A tenant at the Allotments thanked the JPC for the installation of the standpipe.
- A Parishioner reported that the drains in the North side of Henley had been blocked with leaves, hay and debris, which had caused them to overflow and flood the area following the heavy rains recently. He said that it had taken volunteers many hours to clear the drains and the mechanism to prevent flooding in the kerbs had not worked. He requested that WCC be informed.

Pause for a few members to allow members of the public to leave the meeting if they wish to do so.

1 Apologies for absence and acceptance of apologies

Apologies were received and accepted from District Cllr Matt Jennings and County Cllr John Horner.

2 Declarations of Interest and Dispensations

Cllr Chris Duffin declared an interest in The Hub@Henley as she was a trustee; David Broadbent declared an interest in Henley War Memorial Trust as he was a trustee and the Neighbourhood Development Plan as he was a member of the Steering Group; Marijana Bainbridge declared an interest in the Memorial Hall, as her husband was a trustee of HWMT and she was on the Memorial Hall Committee and Item 9 and Cllrs Roger & Val Hubbocks declared an interest in Item 15 as he had become a member of The Shakespeare Promotion Line Committee. Cllr Jem Jones declared an interest in Item 9.

3 Reports from County Councillor and District Councillor.

- In the absence of District Cllr Matt Jennings, the Clerk reported that SDC were in a state of purdah due to the General Election on 12th December. Therefore, there is a restriction in place on publicising the views of political parties etc. The Clerk went on to say that important dates for Postal vote applications was 5.00 pm on 26th November; applications to register to vote is midnight on 26th November and applications for Proxy votes is 5.00 pm on 4th December.
- The Clerk also reported that Cllr Jennings had attended a West Midlands Combined Authority meeting as the SDC representative. Once again, purdah was in place, which prevented any meaningful discussions. Cllr Jennings spoke to Andy Street, the Mayor of the West Midlands and he passed on his best wishes to the Parish.
- In the absence of County Cllr John Horner, the Clerk reported that the announcement of a snap General Election last month had resulted in WCC pausing all decisions that the Chief Executive considers politically sensitive. So called "purdah" runs until Election Day.
- Cllr Horner said that there had been a great deal of road flooding due to blocked drains and the high rainfall over the last few months. Most blocked highway drains are caused by rubbish thrown from cars. The main culprit is still plastic bags although there was hope that these will disappear due to the plastic bag tax, but this does not seem to be happening quickly enough to stop blockages. The only solution is jetting culverts on a regular maintenance schedule and, with the pressure on budgets due to social care costs, funding roads maintenance is increasingly challenging. Cllr Horner said that he was raising this as an issue for next year's budget discussions.
- Warwickshire Trading Standards has issued a warning that Warwickshire is being targeted by a mail shot promoting a Health Lottery UK scam. A letter claims the recipient has won £420,000 and asks the winner to telephone to claim the reward. A lot of people don't remember entering but still 'phone up and end up giving out personal bank details. For more advice on combatting fraud please telephone Action Fraud on 0300 123 2040.

- A couple of months ago Cllr Horner reported that Warwickshire had come out well in a District by District comparison of competitiveness. I recently received a report on Gross Value Added by public authority and Warwickshire came in the top third, but whilst we are much higher than the rest of the West Midlands, we were below the national average. Cllr Horner asked for more detail, and by GVA/per capita, this showed that Warwickshire does well on a per capita basis as we are quite a small County. Our economy is closer to that of the other areas that lie between Birmingham and London rather than our enforced partners in West Midlands.

4 Minutes of the ordinary meeting held on 21st October 2019 to be approved and signed.

It was RESOLVED that the Minutes of the JPC ordinary meeting held on 21st October 2019 were confirmed as a true record and signed by the Chairman. This motion was proposed by Cllr Chris Duffin, seconded by Cllr Jem Jones and carried unanimously by all those present at the meeting.

5 Matters arising from the minutes of previous meetings and not on the agenda.

There were no matters arising.

6 Report by the Parish Clerk – Gill Peacock

○ **Update on Employment of a new Clerk**

The Clerk reported that two applications had been requested and she had spoken to one of the applicants regarding the role. She went on to say that the deadline for applications was 29th November and if anyone was interested to contact her.

The Clerk also said that the Chairman had received an anonymous letter who disagreed with the gifting of the garden equipment to the Community Payback Team. The Clerk advised that the JPC Finance Sub-Committee Terms of Reference said that four members of the Finance Sub-Committee made up a quorum and, in this instance, it had been a unanimous vote. She went on to say that the letter had said that the Finance Sub-Committee needed to put the vote to the whole Parish Council and had acted illegally. The Clerk responded and said that the JPC had not acted illegally and the Finance Sub-Committee most certainly did have the authority.

7 Co-option of Parish Councillors on to the JPC.

- Cllr Roger Hubbocks invited all six applicants to say a few words and the Clerk responded and said that was not necessary as she wanted to alleviate the embarrassment of the unsuccessful candidates.
- The Chair, Ray Evans reported that he and the Clerk had met with all six applicants and had recommended three potential Cllrs.
- The Clerk handed out voting slips with the names of the six candidates and requested Cllrs to vote.
- The Chair announced and congratulated the new co-opted Cllrs following the count of the votes; Kate Easton, Angela Okey and Tina Woods.
- The Clerk handed out their Declaration of Office forms and requested them to sign the documents, which she counter-signed. The Clerk also handed out the Register of Member's Interests forms and requested the new Cllrs to complete them within 28 days of taking office.
- All three Cllrs were welcomed to join the JPC.

8 To note the Council's responses to planning applications & note minutes of JPC Planning Sub-Committee

Application no.	Proposal	Address	Submitted by	Comments due by
19/03020/COU T	Change of use from B1 office to registered nursery.	Henley Court, High Street, Henley	Ms S Dewer – Little Nutkins Nursery	22.11.2019
19/02901/FUL	Partial demolition and proposed one storey extension to rear, alterations to roof and elevations, external kitchen extract and other associated	Black Swan, 23 High Street, Henley	Mr R Hooper – Punch Ltd	25.11.2019

19/02902/LBC	development. Demolition of 1980's rear addition, construction of new single storey rear extension with part pitched and part flat roof, relocation of toilets to first floor level, internal alterations and refurbishment to ground floor, structural alterations and new internal staircase. External works to form new external drinking area and other associated development.	Black Swan, 23 High Street, Henley	Mr R Hooper – Punch Ltd	25.11.2019
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- **19/03020/COUT-** Following a discussion, it was agreed that the Clerk use her delegated powers to respond to this application on behalf of the JPC. Cllr Broadbent reported that the proposed site for the Nursery was convenient and local to Henley and made use of unoccupied buildings, together with providing a much-needed service. He said that his only concern was the noise element during play time hours.
- **19/02901/FUL -** Following a discussion, it was agreed that the Clerk use her delegated powers to respond to this application on behalf of the JPC. Cllr Broadbent reported that the Planning Sub-Committee had conducted a site visit and they felt that the revised application was more in keeping with the buildings in the area. He went on to say that if the application was granted, it would bring much needed work to the area and will improve the outlook at the rear, whilst keeping the façade intact. However, there was a concern over the access and egress to and from the Car Park.
- **19/02902/LBC -** Following a discussion, it was agreed that the Clerk use her delegated powers to respond to this application on behalf of the JPC. Cllr Broadbent reported that the Planning Sub-Committee had conducted a site visit and they felt that the revised application was more in keeping with the buildings in the area. He went on to say that if the application was granted, it would bring much needed work to the area and will improve the outlook at the rear, whilst keeping the façade intact. However, there was a concern over the access and egress to and from the Car Park.

9. Finance Sub-Committee

- **To note the Schedule of recent Payments and Bank Balances** (*previously circulated*)
- Cllrs noted the Finance Report, attached as an appendix, which had been circulated and uploaded to the JPC web site.
- The Clerk confirmed that the current balances as at 18th November 2019 were Treasurers Account: £4,754.90 and the Deposit Account was £80,003.78.
- **To discuss the purchase 9 X Trees for 'The Big Climate Fightback' at a cost of £382.20 incl VAT and installation by Maintenance Contractor at a cost of £125.00.**
 - Cllr Bainbridge reported that this item had been previously covered in the JPC Finance Meeting. She went on to say that she had been advised that the purchase of Nine trees would be £382.20 and the cost for installation of the trees would be £125.00. It had been RESOLVED that the trees be purchased and the JPC Maintenance Contractor dig holes to install them. The locations were The Riverlands, Littleworth Field and Jubilee Park. This motion had been carried unanimously.

10. Beaudesert & Henley in Arden NDP & Housing Needs Survey.

- The Clerk advised that a Housing Needs Survey would be distributed and delivered to each household in Beaudesert & Henley in Arden with the Henley Focus magazine.
- The Clerk reported that she continued to liaise with the Neighbourhood Development Plan Steering Group, and she understood that the NDP was currently being updated and designed with new information, with the view that Regulation 14 would be instigated.

11. Maintenance & Emergency Planning Working Party

- **To ratify Cllr Val Hubbocks joining the Maintenance & Emergency Planning Working Party** Following a discussion, it was RESOLVED that Cllr Val Hubbocks join the above Working Party. This motion was proposed by Cllr Ray Evans, seconded by Cllr Jem Jones and carried unanimously.
- **To discuss previous & proposed way to fund on-going maintenance issues**

Cllr Jones reported that the levels of the River Alne last Thursday had risen significantly on Thursday and the North end of the High Street was flooded. He requested that WCC be advised that the drains were completely blocked. He went on to say that he had received several requests for sandbags and he and Cllr Bainbridge had problems with accessing them from the JPC Garage in Whitley Road. Cllr Jones suggested that more sandbags in areas around Beaudesert & Henley should have more easily and readily available sandbags, so that parishioners and businesses could collect them if they were needed.

- Cllr Jones said that the Community Payback Team had much improved the area around the Graveyard at St. John's Church and there would be ongoing discussions about which areas to tackle next in the Town. He went on to say that six people attended each day, usually once a week, from the Community Payback Team and he suggested that the investment in the garden machinery was well worth it.
- Cllr Jones also advised that the Hub was providing refreshments for helpers who were installing trees in the Riverlands, Littleworth Field and Jubilee Park on 30th November.

- **To report on leaves and debris in Doctors Lane**

It was noted that the JPC Maintenance Contractor had cleared the area of dead leaves and it was much improved.

12. Car Parks in Henley - Update.

- Cllr Evans reported that a timetable had been uploaded on to the JPC web site and they were now the owners of The Croft Car Park, and thus allaying fears that an entrepreneur would take it over.
- Cllr Evans advised that the JPC had received some expert advice from a Car Park consultant and they would analyse the information and discuss whether the car park should be mixed use, carried on as a free shoppers car park, whether it should be operationally managed, with an allowance for permit holders.
- Cllr Evans reported that members of the community should be involved in the decision-making process and the JPC were thinking about providing a questionnaire which would be delivered to each household in Beaudesert & Henley in Arden to gauge opinion.
- Cllr Evans confirmed that the Prince Harry Road Car Park was still managed by SDC and was free. He went on to say that the JPC would be updated on a regular basis.

13. To discuss Grants WP and amendments to application form and timings for applications.

- Cllr Jones advised that this item had been discussed at the JPC Finance Sub-Committee meeting and it had been agreed that the JPC request that grant applications from social organisations in the area be received prior to the budget setting for the year, with a deadline of 29th November 2019.
- Cllr Jones said that he would like an addition to the main grants form, to include 'Please describe the other fundraising activities that have been undertaken in the previous year, including a breakdown of funds raised, and also what fundraising activities are planned for the forthcoming year'.
- It had also been agreed that a Budget Preparation meeting be held at the C of E Primary School in Arden Road on 2nd December at 6.30 pm.

14. To ratify Cllr Chris Duffin joining the Employment Working Party

Cllr Hubbocks reported that Cllr Chris Duffin had joined the above Working Party.

15 Children's Facilities Working Party Report

- Cllr Field reported that this item had been discussed previously at the Finance Sub-Committee meeting and Sports and Play Consulting had offered to write the tender for the Play Area contracts and act as a liaison between the suppliers and the JPC.
- The company would also manage the project and oversee the work. The fee would be between £3,500-£4,000 dependant on the work they undertake.
- Cllr Field went on to say that trying to pull everything together was extremely time consuming and Sports and Play Consulting had agreed that the JPC could have a phased approach in respect of the project and their fees
- It had been agreed that Sports and Play Consulting would be instructed. This motion had been carried unanimously.

16. Tourism Working Party Report

- Cllr Field reported that he had attended a meeting with Henley Business Matters, which was attended by twenty people and District Cllr Matt Jennings.
- She went on to say that the High Street businesses had discussed staying open later for the Christmas Lights Switch On and this could be of mutual benefit..

- Cllr Field also reported that a Book Fair had been held in the Memorial Hall which had been well attended and which hopefully, will become an annual event. He went on to thank everyone involved in the Book Fair.
- Cllr Chris Duffin advised that several visitors to the Book Fair had booked overnight accommodation and taken advantage of the various hostelrys in the Town.

17. To discuss the JPC promoting a voluntary group to redevelop the Railway Station buildings – update

- Cllr Duffin reported that she had received several emails from various people who had expressed an interest in the redevelopment of the Station Buildings. She went on to say that Fraser Pithie, the Secretary of the Shakespeare Line had given several presentations at JPC Meetings and he had indicated that there was another group who were interested in the redevelopment of the Station Buildings.
- Cllr Duffin suggested that a voluntary group take the project forward and that contact with the other interested party be approached to ascertain whether they could work on the project together.
- Cllr Duffin said that there would also be an opportunity to promote the various events which were held on an annual basis in the area.

18. To discuss the production of the JPC Annual Report & Accounts - update.

- Cllr Evans reported that receipt of the reports from the Chairs of the JPC Sub-Committees and Working Parties were required by 20th November 2019 for inclusion.

19. To discuss whether the JPC can ‘Adopt a Telephone Box’ and discuss a suitable location

- Cllr Jones reported that the JPC Maintenance Working Party had requested Cllrs to reconsider the adoption of the telephone box on Stratford Road.
- Cllr Bainbridge said that there would be generations of children who did not know what a telephone box was in the future and it should be preserved
- **Following a brief discussion, it was RESOLVED that the clerk request SDC not to remove the telephone box on Stratford Road. This motion was proposed by Cllr Bainbridge, seconded by Cllr Jones and carried by the majority, with two Cllrs abstaining.**

20. Reports from Councillors – exchange of information only.

- Cllr Duffin reported that she had recently attended the WALC AGM and she had been much impressed by the information which could be provided by Parish Online. She went on to say that it costs £30.00 pa for the service and Cllrs could gain access to the information via a password. She also went on to encourage Cllrs to look at the demonstration on YouTube.
- Cllr Field reported that she had been advised that the Community First Responders were not always on duty 24/7 and that there had been an issue with accessing the training programme delivered by WMAS.
- Cllr Field requested that the Clerk write to WMAS.

21. Items for private session

There were no items for private session.

The meeting closed at 8.45 pm.

Signed

Dated