

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES

These are the minutes of the Ordinary Parish Council Meeting, held online using Zoom technology. The Meeting took place at 6.45pm, Monday 18th of May 2020.

Signed -

Parish Clerk & Proper Officer

Those present were –

Cllrs R Hubbocks, V Hubbocks, E Field, A Okey, T Woods, J Jones, K Easton, M Bainbridge, and J Kingsnorth.

Minutes taken by the Parish Clerk, Ray Evans.

Public Forum

Due to ongoing restrictions created by HM Government in response to the Covid-19 pandemic, the public were unable to join in the proceedings but will have an opportunity to make their representations to any JPC meeting by writing to the Clerk prior to the meeting. Full minutes of all meetings will be published on the JPC website.

Item 1.00

Apologies for Absence

Cllrs D Broadbent & S Harfield

Item 2.00

Declarations of Interest and Dispensations

None received.

Item 3.00

Reports for District & County Councillors

Cllr John Horner's report

County Councillor Report May 2020

I delayed writing this note until the Prime Minister had spoken to us on May 10. I was pleased to hear that the Covid-19 epidemic is now receding, and we can start to return slowly to everyday life. I hope that by the time you read this report our schools and

nurseries will be preparing to return to work and shops will be preparing for opening their doors.

Recycling sites opened up on May 18, but at reduced capacity and only through booking in advance. To book call 01926 842068 or book directly on the county council web site.

I thought it was a great shame that we were unable to remember VE day on its 75th Anniversary with community celebrations. I hope everyone was able to hold the 2 minute silence in the morning and then toasted victory at 3pm as an act of national celebration. We also added an additional toast to thank all the volunteers who have come forward during this epidemic to support all those who are unable to visit shops.

The County Council compiles data on the progress of the epidemic broken down by district and at May 2 94 people in Stratford on Avon District area had had Covid-19 listed as the cause of death since the start of the epidemic in UK. The records show that 0.27% of SoADC population have been sick enough to see a doctor with Covid-19 symptoms. Only 2 people died at home and the 52 died in hospital and 40 died in care homes. This is 0.074% of the population.

SoADC numbers for deaths are slightly higher than the all age national average but given our district has a significantly higher average age than the rest of the country it is lower than might be expected for our age profile and the way Covid-19 attacks older people.

The County Council continues to distribute food parcels to those the NHS has identified as sheltered residents and by May 1 it had delivered 5,000 parcels.

The Government has announced an increase in funding for small businesses and this fund has been set up to accommodate certain small businesses outside the scope of the current schemes. It is aimed at small businesses with fixed property-related costs. Local authorities are being asked to prioritise businesses in shared spaces, regular market traders, small charity properties and bed & breakfasts that pay council tax rather than business rates. However, local authorities may choose to make payments to other small businesses based on local economic need.

John Horner

Tel. 01926 842068

Item 4.00

To approve and sign the Minutes of the Ordinary Meeting held on the 16th of March 2020

The motion to agree and sign off the document was proposed by Cllr Bainbridge, seconded by Cllr Easton, and carried unanimously.

Item 5.00

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

None declared.

Item 6.00

Report by the Clerk – Ray Evans

Clerk reported that the Zoom meetings were getting a little easier to manage and were a worthy substitute for live public meetings. He then summarised the process of transferring accountancy data from QuickBooks to Edge IT and stressed that he thought the shortcomings

were more of a technical nature and could not be attributed to the previous Clerk. He reiterated his remarks from the Annual Meeting, that we now had a firm and reliable base for future accounting. He referred to the four-page insert in Henley Focus, and hoped that the JPC would support the entries. He stressed that it should be light-hearted and fun to lift spirits. All promised backup and photos.

Item 7.00

To note the Council's response to planning applications.

A previously circulated document stated that due to a large number of applications, the Chair of Planning had asked that they be deferred to the Planning SC meeting to take place on Wednesday the 20th next. This was proposed by Cllr Kingsnorth and seconded by Cllr Bainbridge, carried unanimously.

Item 8.00

Reports for all Sub-Committees

Finance

Chair gave a flavour of their activities including the need for complete conformance with ICO guidance on the retention of records, which in the case of prescriptions etc., had been recorded by hand and would be destroyed as soon as the campaign to help residents had ended. The Friends of Henley Railway Station had been granted £500.00 which would be ring-fenced in JPC reserves until exhausted. Cllr Okey will provide all receipts required for a proper audit trail. Approved 4 page insert in Focus and mentioned that this was deemed to be very important to people who did not access the internet. Highlighted Cllr Okey's efforts to guide such groups as HWMT [Sports Fields & MemHall] Guildhall and Heritage Centre [still outstanding] suggestions for other societies who may benefit were tabled by a number of other councillors and noted by Cllr Okey. Thanks were extended to Cllr Okey for her efforts with SDC [Small business rates relief grant] to raise awareness. Finally the Chair confirmed that Cllr Kingsnorth had been welcomed to join the sub-committee.

Town Welfare

Report from the Chair –

Town Welfare Sub Committee Update May 2020

Chair - Cllr Angela Okey

Committee members - Cllr's Chris Duffin, Jem Jones, Tina Wood, Kate Easton, Elaine Field, Roger Hubbocks, Val Hubbocks

Allotments

Great progress has been made in the last month with regards to the administration of the allotments. We now have all plots rented out and have even managed to find an additional two plots which have also now been rented out on the North Side.

We have worked through our waiting list and now have got this down to just 3.

Revenue to the council has quadrupled following this piece of work and we are confident that we now have a robust structure for managing the allotments going forward.

Playgrounds

We have taken the opportunity of lockdown and the closure of the parks to partly renovate the children's park in Riverside Gardens. Thank you to a local resident who donated 14 hours of

their own time the whole park has been jet washed, including fence, and equipment. Cllrs have volunteered their own time to weed, clean signs and treat the fence. We are just waiting for our supplier to delivery new play bark for the ground area.

We hope the residents will be happy with the volunteer work that has taken place to make our play area not just cleaner but easier on the eye, all ready to when we get the go ahead from the Government to re-open the area.

Dog Poop Bag Dispensers

We have now installed our first dispenser on Riverside Gardens park area, this has been received very good feedback from residents, the second dispenser is to be installed imminently in the centre of our High Street shortly.

We have identified two key areas in town which are short of Dog Poop Bins.

a/ Bear Lane, entrance to the golf course.

b/ Brookend Drive, alleyway to fields.

We are currently investigating both areas and will report back with our findings.

Happy to Chat Bench

You may remember that The Garden Furniture Shop in Wooten Wawen has Kindly agreed to donate a bench for this project. Unfortunately, due to lock down this project has been slightly delayed. I am pleased to report that Danny Norman, a local businessman has Kindly agreed to lay the foundations and paving for the base for this bench. This will be located close to the Dr's surgery and the children's play area on Riverside Park. Hopefully, we will be in a position to have this in place for when lock down restrictions are lifted, and we are all desperate to meet up with people again and chat.

Outdoor Gym in the Park

I am pleased to announce that we have been successful in getting through to the third stage of the Calor Gas grant application process. Cllr Kate Easton and I are currently developing our project page for the Grant, which we hope will be fully supported by the residents of our town from 4th June when the next stage of the grant process goes live. It is key that we have the town behind us on this project, for every "like" or "share" that we receive from the project page our application will be awarded 1 point, For every pledge (however small) we will receive 10 points. More details will be shared with the residents before we go live on the next stage of the process at the beginning of June.

If successful, we will be awarded with 50% of the costs of purchasing and installing the outdoor gym equipment.

Lack of sports facilities & pastoral care space at Henley High School

This is a key concern for the governors and management team at our local high school. Myself and Cllr Jem Jones have met with the Head Teacher, Deputy Head and Governor of the school and we are currently looking at opportunities of working together to improve facilities in ways which would benefit not only the students of the school but also our wider community. More details to follow as we progress these ideas.

Railway Station

Following the recent adoption of the station platform, myself, and Cllr Chris Duffin have now successfully established working relationships with all the key stakeholders in Network Rail, GWR & Shakespeare Heritage Line. We have established a bank of 5 volunteers and work has now commenced with the weeding / tidy up and planting of the flower beds and banks at the station.

Our new FB page has over 200 followers and we have been featured in The Stratford Herald and the marketing manager from GWR is currently working on a news item for their website, featuring our progress so far.

We are now working hard to secure the adoption of the station building, along with the funding for the renovation. Progress and updates will appear regularly on Friends of Henley Station Railway Facebook page. We would encourage residents to take a look at the volunteer's hard work on their daily exercise walks around the town. Photos of the allotment to be included in Focus insert, Cllr Okey to pass to the Clerk. Poo bags are being stolen but Cllr Okey will continue topping up.

Communications

Report from the Chair –

Communications Sub Committee Update May 2020

Chair – Cllr Tina Woods

Committee Members – Cllrs Angela Okey, Elaine Field, Kate Easton, Sally Hartfield and Roger Hubbocks

May 2020

Henley In Arden JPC Facebook Page

The old Facebook group titled 'Beaudesert and Henley in Arden Joint Parish Council' has now been archived. This means that no further posts can be made on this group. Our new 'Henley in Arden JPC' Facebook Page has now been set up. Setting up as a page means we have the advantage of being able to post as a council rather than as individuals. The title is also more searchable for residents and visitors. It also means that Cllr's who are admin on the page can post a reply as Henley in Arden JPC when responding to any comments or queries. We currently have 317 followers and 295 likes, this is an increase already from the existing group who had 231 members. This page has now been promoted on several other pages by Cllr Field and we are hoping to see this increase. We are also considering boosting our post for £20 which means we can target people to follow the page in the local and surrounding area. We will continue to monitor this to see if needed as it is important that we have the largest numbers of followers possible, so our news is reaching these people on a regular basis. I have now finished cross referencing all those residents who followed the old group but have not come across to the new page and have individually messaged them, so they were notified.

Communication Plans

We have spoken to all chairs of the various other sub committees and asked them to submit either their calendar of events where they have a regular timetable that runs or to submit key projects or focus areas they will be working on. Once all this information is received it will be built into an overall planner so we can ensure regular communication of various areas that the council is working on.

Driving Traffic to the JPC Website

On a monthly basis once, the clerk has published the meeting agenda on the website, we will be publishing this on our Facebook page and asking if any residents have anything to raise to email the clerk directly. This begins to help drive more traffic to our website and helps with the fact that members of the public cannot attend the meetings currently and will also help in the future if residents cannot make the meeting.

Henley Focus

Ray has secured us a regular slot in Henley Focus and as a council we need to ensure we are maximising this opportunity from a comms perspective on all the things we are working on for our residents.

JPC Online Clinics

Pre Covid, we discussed having a regular drop-in session for residents for any queries they may have. Following a conversation with Cllr Oakey we are looking to use the Facebook page and have a monthly focus where we encourage residents to email the relevant chair on any

issues. For example, the focus next month might be on maintenance issues and emails would go to Jem or we might focus on children's playgrounds and emails would go to Angela.

Buy Eat Local Campaign

WCC is creating a 'Buy & Eat Local' promotional campaign in support of local towns and businesses across the whole county, with the long-term goal to build upon this into recovery and beyond. Business will be asked to submit short video clips to promote their businesses which will then be pulled together into longer town and county films. This approach has been taken with the view that towns can take advantage of both the local and county wide reach in order to maximise the promotional exposure for each town. They will be engaging with businesses through us. Cllr Woods has been in touch with Mike Bullard from Butchers Social as he runs the Henley Business Matters group to see if we can engage all in this campaign. [It was mentioned that perhaps a mini grant for £500.00 would be helpful in the production of the video, Cllr Woods will approach Mr. Bullard]

Planning

Suggestion made to Cllr Bainbridge that we look to email any residents with planning applications to explain when their planning application is to be discussed so they are aware that they can attend this meeting. Cllr Bainbridge speaking to the Parish Clerk about the possibility of this.

Focus for June 2020 onwards

*Monitor uptake on Henley in Arden JPC to consider if we need to boost a post
Continue to ensure relevant content is shared on the Facebook page and where possible drive traffic back to the website*

Setup online JPC Clinics and highlight certain areas

Website overview and wish list to be produced

Produce Comms Planner from all the information received

Raising the profile of the JPC - Once the Annual Assemblies meeting has taken place on the 18 May and all Chairs have been confirmed we will run a section on Facebook on who we all are and what we do. Again, linking back to the website to drive traffic through our website.

Social Media Policy to be produced

Support Buy Eat Local Campaign

Emergency & Maintenance

Cllr Okey noted that Cllr Jones and she had organised work on upgrading children's play area in the park along with furniture [benches and tables]. Full update on jet washing and painting further work on bridge etc. Time was short [Zoom] Cllr Jones promised he would email his report.

Planning

Chair reported three planning meetings, most important being Goldsmiths application, which was invalid as they had not consulted their neighbours, she awaits further news There were TWO separate meetings [4th and 11th of May], dealing with the WASPS application, which Cllr Field picked up on and stated that in the meeting with District, the application described as contentious, would be held over until after lockdown and could be delayed until later this year or next year. Chair of Planning reported that there was a meeting on Wednesday 20th, Cllr Kingsnorth, was unable to attend and gave her apologies.

Item 9

Reports from Councillors – exchange of information only.

None offered.

Item 10

Items for Private Session.

None offered.

Next Meeting 15th June 2010

The meeting closed at 7.35pm.

Signed.....

Date.....

DRAFT