

BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL



MINUTES – ORDINARY MEETING JPC

Here are the Minutes recorded for the Ordinary Meeting of the Joint Parish Council which took place on **Monday the 30th of November 2020**, at 7.00pm, using zoom technology.

Supporting Documents: Residents can read and/or download the Agenda, Minutes and supporting documents on the relevant page of the JPC website.

Present: Cllr E Field [Chair] Cllrs Okey, Woods, Easton, Bainbridge, R & V Hubbocks, Kingsnorth, Jones

Members of the Public: There were SIX members of the public present.

Public participation Session

The Chair invited members of the public to speak. Mr Peter Glaze asked for the floor and spoke about the subject of the outdoor gym, his presentation is as follows:

Resident Peter Glaze :questioned the investment in respect of an outside gym and had earlier submitted a series of written questions. The JPC appeared to be content with the investment of circa £8,000 given the generous donations from the corporate sector and the 211 individual donations from residents which averaged circa £16 per donor. No objections were mentioned at this point by any JPC councillor. Peter Glaze said that the outdoor gym in Bromsgrove was underutilised as was the outdoor gym around the Edgbaston reservoir. Angela Okay had earlier said that there had been no observation of usage of other facilities and that there were no plans to monitor the usage of the Henley out door gym going forward. Counsellor Matt Jennings said he had lived in Bromsgrove and that Henley was a different environment with the implicit suggestion that Henley was somehow ‘ better ’ but did not specify in what way. Peter Glaze challenged this position and mentioned he was from Stoke which had much to commend it . Peter went on to ask how Matt Jennings could reconcile his position in respect of the WCG poll where circa 800 residents did not want to see the loss of the WCG gym from which he had construed that 80% of residents therefore had no interest one way or the other about the WCG gym. Peter Glaze said on that logic if 211 residents had donated then 98 %plus on the Jennings’s logic had no interest in the outside gym. Matt Jennings and JPC counsellors remained silent.

There were exchanges between Mr Glaze and Cllrs, Cllr Okey explained that the JPC funding was less than 30% and that the matter was still under discussion as to where the gym equipment will be sited, she reiterated that there had been a very positive response and that the JPC were happy to proceed, that the proposal had been on the agenda since 2017. Mr Glaze agreed to give the JPC the benefit of the doubt. Next to speak was Mrs Alma Hinton, her presentation is as follows:

As we are now approaching a tier 3 lockdown i just wanted to say how impressed i have been with the jpc during this pandemic, I think they have covered everything necessary in their support for our people. elaine recruited an army of helpers it was and still is a fantastic effort. With so many improvements going on around the town, i am looking forward to seeing the station buildings when finished. I don’t have to moan any more about the graveyard we again have the payback team working there and in various other places in the town and we have so many improvements ongoing.

But now to planning - well that’s a different story. It’s been confirmed we have lost the fight with the wasps for the purchase of our sports centre. over 700 people wrote in against the application which apparently meant nothing. A group of likeminded people set up the Henley Sports Centre Alliance. For me to talk about everything they have done would take all night, but you have all received information from them so know what they are about. They have in effect proved that the application by the wasps should have been refused. they have quoted chapter and verse valid reasons for refusal being the correct option. The jpc gave us a ballot to get an idea of the support of Henley people for the sports

centre. the result as we know was 81% against wasps application and at the jpc meeting of the 21st September, the jpc members unanimously backed the result to be sent to Stratford. the clerk said clearly there is resounding support for option 1 to stop wasps, this was a very good turnout for this type of poll The 6/5 vote which our councillor plugged in his speech on 21st October was the 15th July planning meeting result, now superseded by the unanimous result of this meeting of 21st September the wasps application went before the district council planning committee via teams on the 21st October. I was ward member representing Henley, Beaudesert, and Ullenhall at Stratford for 13 years and a member of the planning committee. I found this planning meeting to be nothing short of a farce. Previous to this meeting there should have been a site visit. ok, complete with masks and social distancing. but yes a site visit the hsca had sent to all councillors on the planning committee the information regarding the use of the sports centre also documentation showing funding was available and it would be commercially operated by a community interest company for and on behalf of our community. and in fact our district councillor emailed the brenley trust on 2 occasions so obviously very aware that there was an option other than wasps and we could retain the sports centre here in Henley. So back to the meeting of the 21st October the members of the planning committee did not discuss the information they had been sent. one councillor has now sent an email saying he was led to believe that the community hadn't come up with any sound proposals. otherwise he would have had a different opinion. our councillor's apology as planning committee member was read out at the start of the meeting. the jpc were allowed 3 minutes to speak, Mr cooper for the hsca, 3 minutes, wasps Mr Vaughan 6 minutes and our district councillor 5 minutes, in which he effectively supported wasps nothing there for us during that speech he rubbished what the jpc had done with the ballot, he tried to invalidate the 81% and quoted the 6/5 result of the 15th July meeting instead of the unanimous result of the meeting of 21st September but of course he'd met with a representative of the wasps, wcg and a planning officer in August 2019 at Stratford dc offices. He followed that by emails to wasps pledging his support. I did ask him if he reported back to the jpc about that meeting, he said no, i am not a member of the parish council. at that time it was not common knowledge that the sports centre was to be sold so maybe a mention would have been useful. it did occur to me surely following that meeting in august 2019 and pledging support in writing to wasps. Should our district councillor have declared an interest and not spoken at all? In conclusion I must say we have been severely let down by our district councillor, Stratford district council and the wcg.

The Chair thanked Mrs Hinton.

In conclusion, the Clerk advised all assembled that Mrs C Goodman, had verbally lodged her concern with him for the Jubilee park being used to site the gym equipment and that this may well attract troublesome behaviour and parking problems in Chingley Bank and surrounds. She asked that this statement be included in these minutes.

Item 1.00

Acceptance of apologies for absence

[Schedule 12 of the Local Government Act 1972](#)

None received, all present.

Item 2.00

Dispensations

None received.

Item 3.00

To receive declarations of Interests Local Authorities

None received.

Item 4.00

To receive and sign the Minutes of Last Ordinary Meeting - 16th November 2020

[LGA 1972 Sch 12 para 41\(1\)](#)

The Chair asked all Officers if they had viewed the minutes in question. It was **RESOLVED** that they were a true record and could be signed by the Chair. This motion was proposed by Cllr K Easton, seconded by Cllr A Okey, and unanimously approved by those Councillors present at the meeting.

Item 5.00

Matters Arising

The Chair enquired whether there were any matters which needed to be raised concerning the minutes, there were none.

Item 6.00

Chair's Announcements

Chair asked the Clerk if her notes had been circulated, they can be found in supporting documents on the website. She briefly described her attendance of a WALC training course for Chairs, She then referred to Mr David Jackson, in the public gallery, to update on NDP. He confirmed that he and the working party had recently completed the Reg 14 consultation process, which has two main areas which needed to be updated and clarified, namely the sports centre and car parking. They can then move to Reg. 15, which will require further submissions to SDC. This will then culminate in Reg.16. David expressed the hope that all would be in place for final adjudication and acceptance by SDC in 2 to 3 weeks. The Chair thanked Mr Jackson.

Item 7.00

Clerk's Announcements

7.01. Play area update, revised plan submitted to SDC excluding the outdoor gym. Waiting for approval, which is expected on the 8th of January.

7.02. Tree surveys, the Clerk reported that he had asked an independent contractor [Arbtech] who had quoted approximately £8.00 per tree! Clerk and Cllr Bainbridge to look into this further. Chair asked if the Clerk had located a previous survey, Cllr Jones said he had a copy and would pass it to the Clerk.

7.03. The Clerk took a moment to introduce Mr Greg White to the assembled and to mention that Gregg had requested to join the JPC as a co-opted member. Clerk asked the Chair on the matter of an informal interview by Councillors and requested that this might be moved to the private session, Chair agreed.

Item 8.00

To approve the current Finance Report and Payments to creditors

[LGA 1972 s150 \(5\)\]](#)

Chair reported that she had inspected the creditors list and found no reason not to recommend payment. It was **RESOLVED** that the finance report and the payments to all creditors may be actioned, the motion proposed by Cllr K Easton, seconded by Cllr J Jones, carried unanimously by all members present. A supporting document of said payments is posted on the website.

Item 9.00

Grass Cutting Contract Award

To evaluate, and if appropriate, award the contract for **Grass Cutting Services**, season 2021-2022. The Clerk produced two sealed bids for the work, a third contractor who had submitted a very high bid did not return a sealed offer. The summary of the two bids was based on just two major sites, namely Riverlands and Jubilee. Based on offers from J Vale amounting to **£3,780.00 pa**, based on EIGHTEEN cuts, and D Davies [Longacres] amounting to **£3,105.00 pa**, approximately providing an 18% saving which was considered to be significant and would lead to a reduction in total costs for all twelve sites covered in the contract scope. A lively discussion ensued, and the following salient points are drawn out in the following:-

- 9.1** Cllr Jones reported that PayBack were interested in taking on grass cutting particularly at Jubilee. Clerk said that reservations for this may be whether the PayBack were a permanent entity and that residents may think the JPC may be creating unfair competition for local contractors. Cllr Jones confirmed that PayBack are happy to enter into a contract and that their work would be equal in quality to professional contractors. He also said that more equipment may need to be purchased for use by the team, as had happened in the original engagement.

9.2 Clerk asked that if PayBack were in the equation, then it must be made clear to the prospective contractor.

9.3 The Chair asked that a vote take place, all aspects taken into consideration.

9.3.1 Longacres – proposed by Cllr Okey, who based her proposal on the fact that they were more competitive and that she had seen the quality of work carried out by them at the Guild Hall gardens and that they were a Henley based business. This motion was seconded by Cllr K Easton, **FIVE** votes were noted.

9.3.2 Jon Vale – proposed by Cllr R Hubbocks, based on his long service to Henley, seconded by Cllr V Hubbocks, **FOUR** votes were noted, Cllrs R & V Hubbocks asked that they be named as voting in favour of J Vale.

9.3.3 It was **RESOLVED** that Longacres be selected as the contractor for the 2021-2022 season, commencing 1st April 2021, **carried by FIVE votes to FOUR in favour**, that the Clerk be asked to inform both applicants of the Council decision.

Item 10.00

The BUDGET for 2020-2021

Chair asked that Council now consider the BUDGET for next year, Cllr Okey pointed out that she had not had all of the applications for grants which will form a major part of the budget. The Clerk confirmed he would send all grant applications out to all. Meeting for the budget discussions set at **Monday 7th December, zoom at 7.00pm**. The Clerk will email all supporting documents to enable the meeting to take place.

Item 11.00

Red Phone Box

Cllr Okey asked if members had any thoughts as to the location of the phone box, To discuss and if a appropriate, select the site for the Red Phone Box. Cllr Bainbridge said that Mr Norman Kench, Heritage Centre, was happy to site the box in the space adjacent to the entrance of the centre, other proposed sites were the station or simply to leave it at Littleworth. Chair summarised saying there was no need for a hasty solution and that following decommissioning, the matter would be placed on a future agenda.

Item 12.00

Jubilee Park Upgrade and Placement of Outdoor Gym

Cllr Angela Okey said that a home for the outdoor gym was required, that she and Cllr Jones felt that it may well be placed in the Jubilee park which was earmarked for an upgrade. Cllr R Hubbocks reported that he had received residents' concerns about parking around the site at Chingley Bank, which gave way to a robust discussion about whether the gym which was for residents would necessarily attract parked cars. Cllr V Hubbocks suggested thought might be given to the HWMT sportsground, Cllr Okey thought that this would be too far for most to visit, Cllr R Hubbocks suggested Littleworth. Cllr T Woods said she thought that Littleworth was not spacious enough. Cllr R Hubbocks added that it should be considered further, and invitations be sent to residents, Cllr Bainbridge reinforced the possibility of the HWMT grounds, which the Chair pointed out, that the HWMT was not JPC adopted land. Cllr Jones asked Cllr Bainbridge to expand on her thoughts, she felt that the facility might benefit from the use of the HWMT clubhouse etc, that a trainer may be used and that it would not need JPC supervision. Cllr Okey, summarised that it was obvious more discussion was required. Chair asked that the matter be referred to a later agenda following possible discussions with HWMT. In the meantime, plans to upgrade the equipment on Jubilee, painting of play equipment, football net and basketball facility will proceed, subject to ratification by the full JPC.

Item 13.00

Select Members of Emergency & Maintenance SC for Specific Duties

Chair reminded Council that there was a need to identify roles within the E&M, Clerk asked for more time as new members now likely to be co-opted on to the Council would change the dynamic of the membership and that the plan may benefit from their *potential* involvement. It was agreed unanimously that the matter be deferred to another meeting.

Item 14.00

Replacement Notice Board – Arden Road

The Clerk referred all to the quotations he had sought, Cllr Okey asked if consideration should be given to Henley Metal Company as they were manufacturing the display cases for the Heritage Trail, Clerk said he would speak with them and obtain a price. Matter deferred to the next meeting

Item 15.00

HELPLINE

Snagging list.

Operational difficulties were thought to be minor and that JPC would continue with the system for the time being.

Item 16.00

Private Session

Chair asked if members were in favour of holding a Private Session, it was **RESOLVED** that this should take place, the motion proposed by Cllr R Hubbocks, seconded by Cllr M Bainbridge, carried unanimously in favour by all members present.

[The matter of co-option of a new council member was discussed and as this is of a confidential nature and not subject to public scrutiny the issue will be subject to a public statement when appropriate.]

Date of next meeting: Monday 14th December 2020, 7.00pm using Zoom Technology.

Signed

Date.....

Financial Statement - Cashbook

Statement between 01/04/20 and 23/11/20 inclusive.

Balances at the start of the year

Ordinary Accounts

Lloyds TSB Current	£1,113.67
Lloyds TSB Deposit	£61,015.69
Total	£62,129.36

RECEIPTS	Net (£)	Vat (£)	Gross (£)
Council			
10 Precept	116,600.00	0.00	116,600.00
15 VAT Refund	2,519.29	0.00	2,519.29
20 CIL	0.00	0.00	0.00
25 Refunds	70.00	0.00	70.00
30 Allotments	1,300.00	0.00	1,300.00
35 Rents	0.00	0.00	0.00
40 Interest on Deposit Account	0.00	0.00	0.00
50 Other Income	9,168.65	183.07	9,351.72
Council Total	129,657.94	183.07	129,841.01
Total Receipts	129,657.94	183.07	129,841.01

PAYMENTS	Net (£)	Vat (£)	Gross (£)
Council			
100 Salaries	0.00	0.00	0.00
110 Expenses	1,473.21	114.60	1,587.81
115 Pensions	0.00	0.00	0.00
120 Services	5,380.52	316.35	5,696.87
125 Training	2,060.50	111.80	2,172.30
130 Publicity	3,170.50	170.00	3,340.50
135 Accountancy	400.00	80.00	480.00
140 Legal	0.00	0.00	0.00
145 Elections	100.00	0.00	100.00
150 Web	1,155.79	231.16	1,386.95
155 IT	1,010.50	202.10	1,212.60
160 Purchases	7,319.33	707.83	8,027.16
165 Vale	10,330.18	2,066.04	12,396.22
170 Mousley	4,575.00	915.00	5,490.00
175 CCTV	1,985.00	0.00	1,985.00
180 Grants	33,514.98	0.00	33,514.98
185 Support	300.00	0.00	300.00
190 Insurance	2,339.00	0.00	2,339.00
195 HMRC	250.40	0.00	250.40
Council Total	75,364.91	4,914.88	80,279.79
Total Payments	75,364.91	4,914.88	80,279.79

Bank Blances at 23.11.2020

Current	£1,043.49	Budget	2020/21	£126,250.00
Deposit	£109,533.63		Used	60.00%
Totals	£110,577.12		Tracked	67.00%

23/11/20 10:26 AM Vs: 8.50

Beaudesert & Henley-in-Arden Joint Parish Council

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Creditors at 25/11/20

Tn no	Gross	Vat	Net	Accrued	Inv. date	Cheque no.	Debtor	Details
414	£200.00	£0.00	£200.00	£0.00	25/11/20		Henley Focus Magazine	4 page news
413	£50.00	£0.00	£50.00	£0.00	20/11/20		RC Window Cleaning	Bus shelters
412	£57.00	£9.50	£47.50	£0.00	20/11/20		WALC	Clerks Training
Total	£307.00	£9.50	£297.50	£0.00				

PROPOSAL FOR UPGRADE TO JUBILEE PARK

1. Replace waste bin and potentially put another bin near to the entrance from Chingley Bank
2. Replace dog waste bin
3. Install out door gym along left hand side of pathway (from Castle Close entrance)
4. Payback team to jet wash basket ball and play area equipment
5. New basket ball net to be installed
6. Payback to to spray paint the metal work around the basketball structure
7. Payback to repaint play equipment where paintwork has flaked
8. Payback to remove old football post
9. Replace football post with 2 x 5 a side commercial posts fixed to the ground.
10. Tiny play area equipment to be repositioned into main park area.
11. Tiny play area to be replaced with an outdoor boule area surrounded by wooden picnic benches
12. New signage directing residents and visitors to our new updated family sports and recreation park

The majority of manual work will be completed by the Payback Team.

Costs to be calculated for

2 x waste bins

1 x dog poop bin

Outdoor gym (already budgeted for)

Replacement basketball net

Paint for play area equipment

2 x 5 a side commercial goal posts

Structure & materials for outdoor boule area

New signage

Approx costings for all of the above, excluding outdoor gym. £3k - £4k

Permission requested to investigate the project further and confirm exact costings.



CLERK'S REPORT NO. 2020-034
UPDATING EMERGENCY & MAINTENANCE PROTOCOLS - 2021-2022
ADOPTION PROCESS

To all JPC Officers

Further to my earlier report, **2020-032**, may I now consolidate the discussion and notes exchanged between the Clerk and Cllr J Jones in respect of *Emergencies and Maintenance* going forward and, in preparation of the budget for next year.

1. Cllr Jones wishes to stand down as Chair for the E&M Committee, as he feels there must be a more effective way of him serving the community in this very important sector.
2. Five new sectors are to be formed, each headed by a Councillor.
3. They are –
 - 3.01 IMPROVEMENTS & PROJECTS UNIT**
 - 3.02 PARKS UNIT**
 - 3.03 VOLUNTEER UNIT**
 - 3.04 FLOOD PREVENTION UNIT**
 - 3.05 TREE UNIT**
4. The five units, each headed by a Councillor, will be supported by the Clerk who will programme the work needed, engage contractors and/or materials for the purpose, arrange procurement and payment and report back to the full council on a regular updating basis.
5. **The roles for each unit and the adoption of a head of unit, must be defined in an all Council meeting and in the public gaze.**
6. Briefly, the following outline scope of duty will be:
 - 3.01 [I&PU]**
Organising best use of PayBack Team and dovetailing their services with third party contractors and/or other members of the JPC. To take on the smaller grass cutting duties such as roadside verges, Milking Lane clearing etc.
 - 3.02 [PU]**
Responsible for maintenance of Riverlands, Jubilee, Skate Park and Littleworth, liaising regularly with the appointed contractor and reacting to residents reporting. This should include care of the pond and river banking.
 - 3.03 [VU]**
To manage a volunteer list made up of residents who wish to be involved in any aspect of town maintenance.
 - 3.04 [FPU]**
To work hand in glove with WCC and Environmental Agency to ensure that drains, riverways and pathways are kept maintained and to respond quickly to any reports from residents.
 - 3.05 [TU]**
To work closely with SDC and residents, to maintain a clear and defined relationship with the tree contractor so that emergencies can be dealt with efficiently.

I have entered this as **Item 9.04** on the agenda for our meeting on the 16th next and posted it on website as a supporting document.

Thank you.

Ray Evans
Clerk B&HJPC
11th November 2020



Aluminium notice board specification and prices
Freestanding version

Included in the price

All design work - including 1:10 scale full colour hard copy drawings (if required)

3mm thick flat plate aluminium noticeboard

Shaped or flat top

Vinyl coated background to stock 12 colours (powder coated grey to rear of board)
 Or the board can be powder coated to colour of your choice front and rear - POA

Unlimited vinyl lettering applied to the board

Full colour logos applied to the board (provided artwork supplied is of suitable quality)

2 x 76mm diameter 3.0m long powder coated grey aluminium posts
 Supplied with end caps, base plates and stainless steel clips

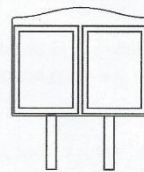
Optional extras

76mm diameter cast aluminium ball finials

Powder coated board, posts and/or finials

We offer many variations on our bespoke made "classic" range in terms of board sizes, shapes, poster cases

Let our design team know your basic requirements and then they'll be able to suggest the most cost effective board combinations via our free quote and design service



1100mm x 850mm aluminium board - curved or flat top
 2 x A2 poster cases
 2 x 76mm diameter aluminium posts
£620.00 + vat

parish notice boards - Yahoo Seo x Tradition 30 External Notice Board x

noticeboardcompany.com/products/tradition-30-post-mounted-external-notice-board.html

Apps Google Henley Stuff Files - OneDrive Sign In - Mail Parish Clerk - Outlo... BBC - Home Mailbox Settings - ... BBC Weather - Nap... Google Search Help Other bookmarks

STANDARD LOCKABLE EXTERNAL WHITEBOARDS HOSPITALITY STAFF IN/OUT MOBILE FIRE RETARDANT OTHER PRODUCTS

Home > External Notice Boards > Personalised External Boards

Size Conversion
 Enter your measurements:
 MM Inches

Bulk Buy Available
 Call sales to get the best bulk buy prices.

UK Delivery
 UK mainland delivery now only £10.

Instant Quote
 Get an instant, no obligation quote.



Tradition 30 Post Mounted External Notice Board

- Post Mounted External Notice Board
- 30mm deep silver aluminium frame
- Zinc electroplated steel backboard for use with magnets
- Dual door with 4mm plexishock glazing
- Key lock with 2 key supplied
- Header plate with text & logo
- Supplied with a set of 60/40 posts
- 5 year Guarantee

Select Size

Select Header Shape

Enter required here (Max 40 characters)

Select Accessories

Please choose from the options above.

from **£757.00** ex. VAT

Qty

Product PDF

Online

Type here to search

10:40 25/11/2020

SUMMARY

Parish Notice Boards Company - Classic - **£620.00** ex VAT

Noticeboards Limited – Tradition 30 - **£757.00** ex VAT

Red17 Company Weather Shield - **£769.00** ex VAT

All metal zinc plated design and painted with posts, JPC responsible for installation.

Oak framed start at £1,500.00.