



Beaudesert & Henley in Arden Joint Parish Council Ordinary Parish Meeting **MINUTES**

Here are the MINUTES of the last Ordinary Meeting of the Beaudesert & Henley in Arden JPC, which took place on Monday the 10th of January 2022.

Present: Cllr Field [Chair] Cllrs Bainbridge, Andrews, Harries, G Easton, K Easton and J Brady [Latterly, Cllr Bryn Turner]

In Attendance: Cllrs M Jennings [District], J Horner [County]. There were four members of the public in attendance.

MINUTES

- 1. Apologies**
- 2. Declarations of Interest**
- 3. Acceptance of Minutes of the last Meeting**
- 4. District & County Councillor's Reports**
- 5. Creditors Payments**
- 6. Banking**
- 7. Chair's Report [AED Jacksons Garage, Croft ExM date]**
- 8. Clerk's Report [New Councillor]**
- 9. Expenditure [Budget & Precept]**
- 10. Councillor's Matters**
- 11. Planning**
- 12. Items for next Agenda**

A copy of the full minutes can be found on the JPC website
www.henley-in-arden-pc.gov.uk



1.

<p>Acceptance of Apologies for Absence Schedule 12 of the Local Government Act 1972. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are accepted.</p>	<p>Resolved: All members present</p>
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2.

<p>To Receive Declarations of Interest and Dispensations Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations).</p>	<p>Resolved: No Declarations were handed to the Clerk and no member raised an issue at the meeting.</p>
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3.

<p>To Receive & Sign Minutes of Last Meeting LGA 1972 Sch 12 para 41(1)</p>	<p>Resolved: The Minutes of the Ordinary Meeting, 13th of December 2021, were found to be a true and accurate account of the proceedings, Chair proposed that council accept them as such, seconded by Cllr K Easton and carried unanimously by all members present at that meeting.</p>
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4.

<p>Reports from District & County Councillors</p>	<p>Cllrs Reports posted under supporting documents on the JPC website. Presentation limited to 5 minutes.</p>
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5. CREDITORS PAYMENTS

Payments made since last meeting

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
DM Payroll	16.11.21	16.12.21	£60.00	£00.00	£60.00	Payroll services
Focus	23.11.21	23.12.21	£100.00	£00.00	£100.00	2-page insert [Dec]
Focus	23.11.21	23.12.21	£150.00	£00.00	£150.00	Speed Campaign Poll
R Adams	30.10.21	30.12.21	£133.88	£26.78	£160.66	Brook End Pathway Postcrete and gravel
RTA Peter Lowe	24.11.21	24.12.21	£1,476.96	£295.39	£1,772.35	Consultancy Fees for Car Park Planning



SLCC	02.11.21	02.12.21	£20.00	£5.00	£25.00	Final closing tutorial fee CiLCA.
Totals			£1,940.84	£327.17	£2,268.01	

Payments for consideration by Council for payment

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

Creditor	Invoice Date	Due Date	Amount Net	VAT	Gross	Description
Avon Planning	09.12.21	09.01.22	500.00	100.00	600.00	Consulting on NDP
Colin Harrison	28.12.21	10.01.22	1,120.00	00.00	1,120.00	December labour charges.
Colin Harrison	28.12.21	10.01.21	1,100.00	00.00	1,100.00	Riverlands and rear of Fieldhouse Close. 15m larch fencing, fencing posts etc. PayBack assisted.
DM Payroll Services	16.11.21	16.12.21	60.00	00.00	60.00	Salary and taxation preparation.
Henley Focus Magazine	23.11.21	23.12.21	100.00	00.00	100.00	2-page spread
Henley Focus Magazine	23.11.21	23.12.21	150.00	00.00	150.00	5000 leaflet printing and distribution [Speed Management Petition]
Henley Focus Magazine	22.12.21	22.01.22	120.00	00.00	120.00	2-page spread plus 10 x A4 posters [Speed Management Publicity]
M Truslove	06.12.21	06.01.22	100.00	00.00	100.00	Removal of dead tree rear of 35 Riverside Gardens
R Adams	30.10.21	10.01.22	133.88	26.78	160.66	Brook End railway bridge hardcore
R Adams	15.12.21	10.01.22	126.00	25.20	151.20	Postcrete for Fieldhouse Close fencing.
R Adams	15.12.21	10.01.22	52.50	10.50	63.00	St Nicholas footpath through copse, hardcore.
RTA	24.11.21	10.01.22	1,476.96	295.39	1,772.35	Car park consultancy work
SLCC	02.11.21	10.01.22	25.00	5.00	30.00	Closing notes and sign off tutoring. [CiLCA]
T Mousley	03.12.21	10.01.22	560.00	112.00	672.00	G2 tree felling as per survey.
Secure Parking	01.01.22	01.01.22	42.79	8.56	51.35	Whitley Road storage facility
Totals			5,667.13	583.43	6,250.56	

Resolved: Cllr G Easton, proposed that full council approve payments, seconded by Cllr Bainbridge and carried unanimously in favour by all members present at the meeting.



Income since last meeting.

Payee	Remittance Date	Amount	Description
Lloyds	31.12.2021	£0.99	Interest paid – December 2021

Noted by all members.

6. BANKING

<p>Banking [Account Balances] [Considered in earlier Finance Meeting and agreed by full council]</p>	<p>The balances of accounts at 31.12.2021 are Deposit Account £115,000.00 Current Account £3,976.12 Total £118,976.12 A copy of the bank statement for December is posted on the JPC website.</p>
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Noted by all members.

7. CHAIR'S REPORT

Chair requested the Mr. John Clarke address the JPC and public with his update on Item 7.4 of the Agenda ahead of her other reports, he agreed, and his account is listed against Item 7.4 of these MINUTES.

<p>7.1 The matter of the AED at Jackson's Warwick Road – attendant maintenance costs to be considered.</p> <p>7.2 The matter of an Extraordinary Meeting to discuss and if appropriate, set out plans for the car park. Clerk to be advised on date for meeting.</p> <p>7.3 The Town Action Plan. Chair to discuss aspects to be updated or actioned.</p> <p>7.4 Chair will present the matter of a proposal from the Henley Speed Management Group, '20's Plenty Campaign' for consideration by full council and if appropriate, she will ask</p>	<p>7.1 Chair updated all on the installation of an AED at Jacksons garage on Warwick Road and commented that the yearly upkeep for the device was £100.00 which the JPC may be able to cover OR, should this be referred back to the owners of Jacksons for them to consider. The consensus of the members was in favour of the latter action.</p> <p>7.2 Chair update all on the need for a further extraordinary meeting on this subject, this was fixed for the 21st of February and will be convened in the Memorial Hall for 7.00pm.</p> <p>7.3 Chair said this needed to be updated and was therefore deferred until the next meeting.</p> <p>7.4 Ahead of Item 7.1, the following item was updated for all by Mr. John Clarke, who heads up the Community Speed Watch volunteers. Mr. Clarke explained the rationale and content of a comprehensive proposal in the form of a 9-page</p>
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<p>that the Clerk forward said proposal to the relevant authorities in WCC.</p>	<p>presentation, which had been placed before the JPC for consideration and if approved that it be forwarded to Philippa Young, WCC, with a covering letter detailing the support of the JPC. He proposed that the full council approve the document, which he said contained very worrying evidence of high rates of speed through the area picked up by the radar check points. Cllr Andrews proposed that the JPC support the motion, seconded by Cllr K Easton, and carried unanimously by all members present. A copy of the JPC proposal can be found on the JPC website under supporting documents.</p>
<p>7.5 Chair to advise members and public on the matter of resident ticket allocation for WASPS matches during 2022. Please refer to supporting document on the JPC website.</p>	<p>7.5 After a brief discussion members felt that it was not appropriate for the JPC to be involved in the distribution of tickets and asked that the Clerk approach WASPS and ask that they manage this aspect of the offer. If they are agreeable, then contact information will be posted on the JPC website.</p>
<p>7.6 Chair to advise members of the proposed Contract of Employment for the Clerk and, if appropriate seek adoption as a policy document template. [Limited previously circulated document]</p>	<p>7.6 Chair said that the contract had been amended by the past Financial Chair and following such changes would be passed to the Internal Auditor for final comment and adoption.</p>

8. CLERK'S REPORT

<p>8.1 NEW MEMBER The Clerk [Proper Officer] will present Mr. Bryn Turner, Henley resident, recently elected unopposed, as a Councillor to members and the public. Mr. Turner will be invited to sign his acceptance of office, witnessed, and signed by the Clerk. He will then be asked to complete and sign a declaration of interests form for onward dissemination and recording with Stratford District Council. Will all members please show their welcome to the new member. Said Councillor Bryn Thomas may then join the bench.</p>	<p>8.1 The JPC welcomed Mr. Bryn Turner to the assembly, the Clerk duly served him with the Declaration of Acceptance of Office which he signed and was witnessed doing so by the Clerk. He was then handed the Register of Members Interests Declaration, which he should completed and passed back to the Clerk for onward filing at SDC. Mr. Turner was declared a member of the JPC and was invited to join his colleagues on the bench. On behalf of the JPC the Clerk wished him all good luck in his new post.</p>
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<p>8.2 8.2.1 The matter of bicycle racks sited outside the old Barclays Bank, High Street. Matter raised by a resident.</p>	<p>8.2.1 Based on two enquiries received from residents, the Clerk was asked to investigate the possibility of bicycle racks sited on the High Street on the build out at the now closed Barclays Bank, along with a site adjacent to the Prince Harry car park. He will report back at the February ordinary meeting.</p>
<p>8.2.2 Grit bins shortfall, WCC filling policy.</p>	<p>8.2.2 The Clerk reported that WCC were due to begin filling all bins on the 10th of January and expected the task will be completed in 2 weeks.</p>

9. EXPENDITURE

To consider, and if appropriate approve payment for the following capital/service items of expenditure.

[Considered in earlier Finance Meeting and agreed by full council]

The Accounts & Audit Regulations 2015 Part II, paras 3 & 4

<p>9.1 Grant Funding 2022-23</p> <table border="1"> <thead> <tr> <th>Society</th> <th>Requested Amount</th> <th>**Grant Awarded</th> </tr> </thead> <tbody> <tr><td>Arts4All</td><td>1,750.00</td><td>1,750.00</td></tr> <tr><td>ARC [Sports Fields]</td><td>9,482.00</td><td>4,000.00</td></tr> <tr><td>Christmas Lights</td><td>4,000.00</td><td>4,000.00</td></tr> <tr><td>Henley Churches</td><td>700.00</td><td>700.00</td></tr> <tr><td>Henley Court Leet</td><td>1,850.00</td><td>500.00</td></tr> <tr><td>Dementia Café</td><td>250.00</td><td>250.00</td></tr> <tr><td>Friends of Henley Station</td><td>5,000.00</td><td>5,000.00</td></tr> <tr><td>Guild Hall Gardens</td><td>4,959.00</td><td>2,000.00</td></tr> <tr><td>Henley Hot Wheels</td><td>1,500.00</td><td>1,500.00</td></tr> <tr><td>WW & Henley Scouts</td><td>8,000.00</td><td>4,000.00</td></tr> <tr><td>St Mary's PTA</td><td>2,000.00</td><td>00.00</td></tr> <tr><td>Heritage Centre</td><td>5,000.00</td><td>00.00</td></tr> <tr><td>Heritage Centre Pt. II</td><td>5,000.00</td><td>5,000.00</td></tr> <tr><td>Library</td><td>7,000.00</td><td>7,000.00</td></tr> <tr><td>Mini Grants</td><td></td><td>5,000.00</td></tr> <tr><td>Totals</td><td>56,491.00</td><td>40,700.00 32,000.00</td></tr> </tbody> </table>	Society	Requested Amount	**Grant Awarded	Arts4All	1,750.00	1,750.00	ARC [Sports Fields]	9,482.00	4,000.00	Christmas Lights	4,000.00	4,000.00	Henley Churches	700.00	700.00	Henley Court Leet	1,850.00	500.00	Dementia Café	250.00	250.00	Friends of Henley Station	5,000.00	5,000.00	Guild Hall Gardens	4,959.00	2,000.00	Henley Hot Wheels	1,500.00	1,500.00	WW & Henley Scouts	8,000.00	4,000.00	St Mary's PTA	2,000.00	00.00	Heritage Centre	5,000.00	00.00	Heritage Centre Pt. II	5,000.00	5,000.00	Library	7,000.00	7,000.00	Mini Grants		5,000.00	Totals	56,491.00	40,700.00 32,000.00	<p>9.1 Chair explained that Cllr J Kingsnorth had resigned from the JPC and would not be addressing members and the public on the matter of the Grant Funding. She instructed the Clerk to advise all those societies who had requested funding that the allocations listed opposite ** had been further adjusted to align with the previous year's total expenditure of £32,000.00. The Clerk said he would send an attachment to all explaining this strategy following the meeting.</p>
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9.2

Proposed Budget 22-23

Members will give consideration to the following proposed budget, and if appropriate, agree to the JPC spending for the period 2022-2023, thus setting the value for the precept for said period to ensure that the application is lodged with SDC before 31st January 2022.

The Proposed Budget is compared with the previous year in the following:

Cat.	Item	2021-22	2022-23
	Income		
10	Precept	116,600.00	440,000.00 123,500.00
25	Grants & Funding	00.00	00.00
30	Allotment Rents	1,350.00	1,500.00
35	Medical Centre Rent	1,000.00	1,000.00
40	Bank Interest	30.00	12.00
50	Other Income	302.00	00.00
		119,282.00	442,512.00
			126,012.00
	Outgoings		
100	Salary	34,000.00	34,000.00
110	Clerks Allow/Exp.	1,500.00	1,500.00
115	Cllrs Expenses		50.00
116	Rented Spaces	4,300.00	1,000.00
120	Contractors	2,500.00	13,440.00
125	Training	2,000.00	1,300.00
130	Publicity	3,650.00	1,200.00
135	Professional Fees	2,040.00	1,500.00
140	Surveys, H&S Mgt	1,200.00	500.00
145	Election Costs	2,000.00	1,500.00
150	Website Costs	2,500.00	2,500.00
155	IT Costs	1,450.00	600.00
160	Purchases [ASSETS]	11,000.00	1,000.00
165	Green Spaces	8,000.00	11,500.00
170	Tree Maintenance	8,000.00	6,000.00
175	CCTV [SDC]	2,000.00	2,000.00
180	Grants	32,000.00	40,700.00
185	Purchases {MATS}	6,000.00	12,000.00
190	Insurance	2,400.00	1,200.00
195	HMRC [See 100]		
i.	Sundries	1,000.00	
ii.	Croft Car Park	2,500.00	7,500.00
iii.	Projects	29,500.00	
iv.	HM Queen Jubilee		10,000.00
v.	Children's Kit, Gym, signage	35,000.00	
	Totals	194,500.00	149,550.00
	Surplus/Deficit	(75,258.00)	(7,038.00)
	Bank	75,260.00	

9.2

Again, in the absence of Cllr Kingsnorth, members were left to debate the proposed budget, and could only agree formally on the

total allocated, which fell below the **£140,000.00** proposed by Cllr Kingsnorth, and was finally fixed at **£123,500.00**, which was 6% above the figure held stable for the past 4 years.

Further discussion on the allocation of the precept would take place and the final budget will be published before then end of January.

The Clerk was asked to submit the precept request to SDC before the closing date of 28th January 2022.

Both motions, i.e., Grant Funding and the level of precept for 22/23 were proposed as being appropriate by Cllr Field, seconded by Cllr G Easton and carried unanimously by all members present.



<p>9.3 Knotweed Eradication Councillors to consider two offers made for this work at Riverlands, namely Environet and Eco Controls and if appropriate direct the Clerk to raise a purchase order for the work to be carried out. Cost no more than £7,000.00.</p>	<p>9.3 The Clerk reported that he and Cllr Bainbridge had taken a second contractor to Riverlands to survey the problem of Knotweed on the bankside at two sites. He further reported that he would prepare a presentation of the offers for consideration by members for debate, and if appropriate, the issue of a contract for the eradication and management of the JK at both sites on the riverside. Full details will be published on the website in readiness of for the next meeting.</p>
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10. COUNCILLORS MATTERS

Members of the council address the meeting [5 MINUTES MAX]

<p>10.1 Brief Update on Jubilee Tree Planting Cllr Bainbridge to update members on progress to date.</p>	<p>10.1 Cllr Bainbridge update all on the matter, saying that she had been in contact with a number of landowners/managers in Henley and the bounds, asking for support in this campaign to plant SEVENTY trees for the QEII Jubilee celebrations. She noted that funding from the JPC may be affected and asked the JPC give consideration to the cost for this project. Further updates and action plans will be provided at the next meeting in February.</p>
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11. PLANNING

Chair and members of the JPC Planning Committee consider the following applications and if appropriate instruct the Clerk to use his delegated powers to post a response on the Stratford District Council planning portal.

JPC members not engaged with planning may leave the meeting at this point

Planning Act 2008, The Town and Country Planning (General Permitted Development etc.) (England) (Amendment) Order 2021



Reference	Date Valid ▼	Status	Address	Proposal
21/04001/TPO	20/12/2021	Pending Consideration	Hurst House Stratford Road Henley-in-Arden B95 6AB	-T1 chestnut - Remove. -T2 lime - Remove. -T3 lime - Remove. -T7 lime - Remove. -T4 Leyland cypress hedge and sycamore within - Permission not required for proposed works. -T5 and T6 sycamore - Remove low limbs to 8metres above ground level, where overhanging neighbouring properties.
21/04004/TREE	11/12/2021	Pending Consideration	Field At Littleworth Henley-in-Arden	-T12 (Tag No 547) willow - Pollard at 2metres.
21/03987/FUL	09/12/2021	Pending Consideration	15 The Yew Trees Henley-in-Arden B95 5BQ	The demolition of a conservatory and to replace it with a brick and tile roof structure of the same floor area. All materials to match existing
21/01701/FUL	07/12/2021	Pending Consideration	WASPs RFC Training Centre Stratford Road Henley-In-Arden B95 6AB	Proposed New Grass Pitch for Rugby. (Part retrospective)

Resolved: 21/04001/TPO

NO OBJECTION Request by the JPC that at least one well grown tree such as a Chestnut be planted on the site following the removal of those listed in the order.

[Proposed Cllr Bainbridge, seconded Cllr G Easton, carried unanimously by all members present]

Resolved: 21/4004/TREE

NO OBJECTION

Clerk to use delegated powers.

Resolved: 21/03987/FUL

NO OBJECTION

[Proposed Cllr Bainbridge, seconded Cllr K Easton, carried unanimously by all members present]

Resolved: 21/0170/FUL

SUPPORT [Subject to the following commentary from Henley JPC]

Though a retrospective application, the JPC note that this can be viewed as further intervention into the Green Belt and trust that this is the summary of development on this site.

12. NEXT AGENDA

Items for Next Agenda	Clerk to note.
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Meeting ended at 8.27pm

Date of Next Meeting: Monday the 7th of February 2022

Signed..... Date.....