



BEAUDESERT & HENLEY IN ARDEN JOINT PARISH COUNCIL
MINUTES FOR ORDINARY JOINT PARISH COUNCIL MEETING
NOVEMBER 6TH 2023

PUBLIC SESSION: The public were given an opportunity to speak by the Chair before the business meeting.

Best practice for the publication of Minutes taken at Parish Meetings, as recommended by the Society of Local Council Clerks, and conforming fully with The Local Government Act 1972 sch. 12 para. 41.

Parishioners are not normally named in minutes as attendees or in terms of representations made unless necessary for the performance of a council's statutory duties, functions, and contracts. Doing so creates the potential for Data Protection issues and as parishioners are not formally part of a parish council meeting doing so serves no purpose. Minutes are normally a record of decisions made and little else. It is not necessary to produce a verbatim record of what individual Councillors have said, unless they specifically ask for their comments to be recorded. It is rarely necessary to record details of debate (examples of when it would be material to do so would be in evidencing that appropriate advice had been considered, or risks assessed in relation to decisions). Decisions made in council meetings are immediate and do not need the minutes to be approved before they are enacted.

Residents raised issues concerning the new Bicycle rack, poor siting of speed restriction signage, arrangements for Christmas Cheer at the next JPC Meeting and the untidy footpaths around Henley. Members duly noted these comments.

MAIN TOPICS:

20 MPH Plans	Grants
Flooding	Toilets at Riverlands
Finance	Green Spaces Upgrade
Tree Survey	Boundary Signage
NDP	Town Bicycle Rack

IN ATTENDANCE:

Cllrs Andrews, Okey, Clark, Tomlinson, Turner and McCaskie.

PRESENT:

The Clerk, there were 18 members of the public in attendance.

1. Apologies for Absence

M1

Apologies were received by the Clerk from Cllrs Broadbent and Brady and were unanimously accepted by members present.

2. Declarations of Interest

M2

Cllrs Okey, McCaskie and Tomlinson advised their involvement with societies in the town and that would not participate in the voting for their respective interests – see Item M7.4.

3. 3.1

20MPH UPDATE

Mr. Paul Taylor, Forestry & Minor Works Manager, County Highways, Warwickshire County Council, will join the meeting at approximately 7.05 pm, to provide an update on the 20MPH initiative on Henley High Street, using MS Teams platform. JPC strategy going forward addressed by the Chair and Clerk. Items to include road marking, better visibility for signage and entry gates, planters and upkeep and enforcement issues.

Chair to thank Mr Taylor for his attendance.



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M3.1 20MPH DEBATE

Due to outstanding issues with the placement of signage on the High Street, the JPC postponed Mr Taylors attendance until such issues had been resolved. The Chair updated the assembled on works yet to be completed and a lively debate ensued culminating in the following. Both the Chair and the Vice Chair reiterated that the JPC had not originated this initiative and that no ratepayers money had been used in its implementation, the JPC however were fully supportive of the actions and will take over the final settings of the planters and other refinements in due course.

TO VIEW THE SLIDES USED IN THE DEBATE GO TO SUPPORTING DOCUMENTS TITLED '20MPH/FLOODING ISSUES'

**M3.2
FLOOD DEBATE**

Chair to open the debate on flood reporting and proposed plans for prevention and management in future. JPC will list priorities for action to include contact with WCC and the Environmental Agency, commissioning a new flooding report to update the 2007 document, set up a team to consider help for households for flood defences and update Town Emergency Plan.

M3.2

The Chair explained exactly what the JPC were planning for flood prevention in Henley. Lively debate culminating in the summary following.

More importantly, it was agreed by all assembled that a Working Party involving residents and members of the JPC be formed, headed by Cllr Turner. More information follows.

TO VIEW THE SLIDES USED IN THE DEBATE GO TO SUPPORTING DOCUMENTS TITLED '20MPH/FLOODING ISSUES'

4. Acceptance of Minutes of the last Meeting [02.10.2023]

M4

RESOLVED: All members present at the meeting on the 4th of October, confirmed they had read the content of the minutes and found it to be a true and accurate record of the proceedings. The Chair duly signed off the minutes and handed them to the Clerk for safe keeping.

5. District and County Councillor's Reports

Both District and County Councillors are unable to attend the meeting but their monthly reports can be found as supporting documents on the JPC website.

M5

Clerk reported that he had received apologies for the absence of the District and County Councillors. Cllrs Okey and Andrews asked all assembled to read through Cllr Shentons report on the matter of speed monitoring at specific points along the High Street and outside of the limit boundaries. Cllr Andrews added that the assembly should read Cllr Rice's report in particular, his piece on Winter Warming projects.

6. Finance and Banking



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5.1 Payments made since last meeting which were NOT listed for consideration

M5.1, 5.2 & 5.3

The Chair asked members if they had studied the following items and asked if anyone had reason to comment on any of the items listed hereunder. There were no such comments.

RESOLVED: Members unanimously agreed that the payments should be made.

Creditor	Gross	Net	Provision
Orbit Housing	56.03	46.69	Storage renting costs
HMRC	839.40	839.40	PAYE & NI
Gary Nicklin [Art Attack]	75.00	75.00	Urgent artwork for town website

5.2 Creditors payments for consideration by Members

Creditor	Gross	Net	Provision
T Mousley & Sons	996.00	830.00	Jubilee Park and Bus Shelter [Urgent]
Cedarwood Tree Care	2,000.00	2,000.00	Tree survey 144 tagged, 196 surveyed
R Adams & Son	19.50	16.25	Sand for flood defenses
Colin Harrison	952.98	952.98	Upkeep and materials
Colin Harrison	750.00	750.00	Grass cutting 3 parks and town sites
Andy Loos	50.40	42.00	Collection of portaloos from Riverlands

5.3 Income received since last meeting

Debtor	Amount	Provision
Lloyds Bank Limited	127.15	Interest on Deposit Account
Lloyds Bank Limited	23.27	Interest on Reserves Account
HMRC	8,961.40	Reclaimed VAT 22-23
Napier	1,264.74	Croft Parking Charges

6. Banking, Accounts and Budget Tracking

The Clerk will display a simple chart illustrating how the budget is being expended and ask for any questions from the members and public.

Lloyds Bank Deposit Account Balance at 31.10.2023	£110,127.15
Lloyds Bank Reserves Account Balance at 31.10.2023	£59,424.09
Lloyds Bank Current Account Balance at 31.10.2023	£11,571.35

M6

Members noted the reports on finance and banking details.

7. Members Items and Planned Expenditure [EA]

The members will be asked to give consideration to, and if appropriate, agree to the following items of expenditure.



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Proposer	Provision
Cllr McCaskie	<p>7.1 TREE SURVEY UPDATE Cllr McCaskie reports on the survey conducted by Cedarwood Tree Care and implications in terms of costs for supporting the works required to bring the stock up to a safe standard.</p> <p>[SD] M71. Cllr McCaskie reported that the survey had been completed and that attendance to any dangerous trees had been undertaken. He expanded on findings of the survey categorised all the tress surveyed along with their conditions. He also mentioned that pollarding the High Street trees were needed as the branches were in contact with a number of adjacent residencies. Clerk noted his remarks and will contact WCC.</p>
Cllr Clark & Cllr Tomlinson	<p>7.2 NDP UPATE Planning decisions brought forward. Update assembled on recent events including the selection of an examiner and changes on the SWLP timescales.</p> <p>M7.2 NDP & SWLP Cllr Clarke started with an update on the SWLP only, as no updates were to hand on the SWES plan. The first meeting of the Joint Executive [Stratford & Warwick] is planned for the 23rd of November, following the change of administration in May, where he expected that a dual timetable will be issued for the SWLP, and preferred options made public in Autumn 24, the final end date following in 2027 when it will become law. He felt this new timetable gave more opportunity to look at the long term future for the town in a measured way. He then reported on our own NDP, which he said had seen SDC being very proactive, the statutory consultation with important stakeholders was in motion and running parallel an examiner had now been duly appointed. He warned that the examiner may raise a number of questions which the JPC will respond to and if satisfied, will lead to a referendum he thought might be launched in February 2024. Further information will be found in the December issue of the JPC Newsletter.</p> <p>M7.3 PLANNING APPLICATIONS Cllr Tomlinson reiterated on the outcomes of planning committee meeting held earlier. Please refer to those minutes for full details.</p>
Cllr A Okey	<p>7.4 GRANTING AWARDS 23-24 Cllr Okey will outline the decisions reached on this round of grant awards.</p> <p>M7.4 See letter sent to all societies below:</p>



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150 HIGH STREET, HENLEY IN ARDEN, WARWICKSHIRE, B95 5BS

clerk@henley-in-arden-pc.gov.uk

7th November 2023

To all of the Societies listed herein – sent by email for expediency and posted on the JPC website, social media and the Henley Focus

Dear Head of Society,

APPLICATION FOR A JPC GRANT FOR 2024 - OUTCOMES

After due deliberation by the JPC Grants Panel, and subsequent consideration of certain additional records, in accordance with the instructions placed on me by the JPC, to inform you all of their final decision, subject to a majority vote conducted at the JPC Ordinary Meeting held on Monday the 6th of November 2023 at the Memorial Hall.

The outcome of the Grant Awards process are as follows; it should be noted that those who did not receive support this year will be asked to apply again in October next year where the process of support will be conducted for the year 2025.

I now tabulate the award outcomes for your information and this letter will be posted on the JPC website, social media and in the December issue of the Henley Focus.

Society	Grant Requested	Grant Awarded	Details [No grants will be paid prior to the 6 th of April 2024]
Henley in Arden Drama Society	£4,359.00	£2,180.00	Studio recording equipment. <i>JPC will match fund to a maximum of £2,180.00 and payment made on evidence of match funding.</i>
Henley in Arden Drama Society	£1,965.78	£1,000.00	Platinum anniversary book <i>Award and payment April 2024.</i>
Friends of Henley Railway Station.	£2,500.00	£2,500.00	Contribution towards toilets <i>Award and payment April 2024</i>
Henley War Memorial Trust [ARC]	£4,800.00	Pending	Football pitch maintenance cost contribution. <i>Held in abeyance pending further discussions.</i>
Guild Hall Trust [Roof]	£5,000.00	£5,000.00	Contribution to cost of roof repairs. <i>Award £5,000.00 but to be ringfenced and paid when work commences.</i>
Henley Christmas Lights Pantomime 'Cinderella'	£1,800.00	£1,800.00	Total costs in the region of £3,500.00. <i>Award £1,800.00 paid in April 2024</i>



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Henley Christmas Lights [Display]	£3,500.00	£3,200.00	Benefitting whole community. Award £3,200.00 as maximum level is £5,000.00 to any single organisation.
Friends of Shakespeare Line	£2,500.00	£2,500.00	Benefit to local schools [GCSE] visitor attraction. Award £2,500.00 paid in April 2024.
Henley Christmas Sleigh Fund	£500.00	£500.00	Sleigh sound system Approve up to 50% of the cost of the system paid on receipt of the quotation by JPC.
Henley Combined Churches [PCC]	£1,000.00	£800.00	Illumination of Town Clock, advertising and Garden of Remembrance. Award £1,000.00 less overpayment from previous year [£200.00]
Arts4All	£2,500.00	£2,500.00	Guild Hall Trust benefits from this event. Brings visitors to the town, community based event. Award £2,500.00 to be paid April 2024.
Joseph Hardy Trust [Heritage Centre]	£7,200.00	£3,600.00	Screen display video showing areas of the Centre which are inaccessible. Award £3,600.00 to be paid in April 2024.
Community Library	£5,000.00	£4,500.00	To meet running costs. Award £4,500.00 as 2023-24 payment. JPC and HCL to meet early in 2024 to discuss future costs.
Henley HUB	£5,000.00	£5,000.00	To meet running costs. Award £5,000.00 to be paid in April 2024. JPC and HUB to meet early 2024 to discuss future costs.
Totals	£47,624.78	£35,080.00	

Finally, payments will be made by bank transfer using data provided in your application. May I on behalf of the JPC wish you good luck in your endeavours during this new year in building up a happy and well cared for community here in town.

Yours sincerely

Ray Evans
Clerk & Proper Officer to the JPC

Notes from Grants Panel:

JPC FUNDING OUTCOME 2024



SOCIETY	REQUEST	DETAILS	COMMENTS	ACTIONS	AWARD
HADS	4,359.00	STUDIO RECORDING EQUIPMENT	HAVE REQUESTED 100% OF COSTS. MAX PERMITTED 50%	WE WILL MATCH FUND TO A MAX OF £2190. MONEY TO BE PAID	2,190.00
HADS	1,965.78	PLATINUM ANNIVERSARY BOOK	2ND APP REQUESTING 100% OF COSTS	MONEY TO BE PAID UPON EVIDENCE OF MATCH FUNDING	1,000.00
FOHRS	2,500.00	CONTRIBUTION TOWARDS TOILETS	E H SMITH SPONSORING & FOHRS FUNDS	AWARD £2500 TO BE PAID IN APRIL	2,500.00
HWMY	4,800.00	PITCH MAINTENANCE	PENDING TALKS WITH A STAKEHOLDER	HELD IN ABEYANCE PENDING DISCUSSIONS	0.00
GHT	5,000.00	CONTRIBUTION TOWARD ROOF REPAIRS	APPLYING FOR GRANTS AND FUNDRAISING ACTIVITIES	AWARD £9K BUT TO BE RINGFENCED AND ONLY PAID OUT UPON START OF WORK	5,000.00
XMAS PANTOMIME	1,800.00	TOTAL COST IN REGION OF £3500	EVENT FOR WHOLE COMMUNITY & FUND RAISING EVENT	AWARD £1800 TO PAY IN APRIL	1,800.00
XMAS LIGHTS	3,500.00	TOTAL COST IN EXCESS OF £15K	BENEFIT WHOLE COMMUNITY. NUMEROUS EVIDENCE OF ONGOING FUND RAISING ACTIVITIES	AWARD £2000. AS MAX AWARD IS £9K TO ONE ORGANISATION TO BE PAID IN APRIL	3,200.00
FOEL	2,500.00	CONTRIBUTION SHAKESPEARE STATUE	BENEFIT TO LOCAL SCHOOLS & GCSE. VISITOR ATTRACTION	AWARD £2500 TO BE PAID IN APRIL	2,500.00
HENLEY SLEIGH	500.00	MINI GRANT FOR SOUND SYSTEM	DELIGHT FOR CHILDREN IN RUN UP TO CHRISTMAS	APPROVE UP TO 50% OF COST OF QUOTE. MAX OF £500 CAN BE PAID UPON RECEIPT OF QUOTE	500.00
HENLEY CHURCHES	1,000.00	ILLUMINATION OF CLOCK TOWER	VITAL DISPLAY FEATURE	AWARD £1000 LESS OVERPAYMENT FROM LAST YEAR	800.00
		HENLEY FOCUS	NEEDED TO RAISE FUNDING BY EVENTS	LAST YEAR £700 AWARDED BUT PAID £900	
		GARDEN OF REMEMBRANCE	WONDERFUL NEW INITIATIVE	£800 TO BE PAID IN APRIL	
ARTS 4 ALL	2,500.00	GHT BENEFITS FROM THIS EVENT	BRINGS VISITORS TO THE TOWN & COMMUNITY EVENT	AWARD £2500 TO BE PAID IN APRIL	2,500.00
JOSEPH HARDY TRUST	7,200.00	ACCESSIBILITY FILMS	CENTRE HAS VISITS FROM DISABLED GROUPS NEEDED FOR ACCESSIBILITY	AWARD £5800 TO BE PAID IN APRIL	3,600.00
LIBRARY	5,000.00		NEED FOR DISCUSSIONS IN NEW YEAR FOR FUTURE FUNDING	AWARD £4500 SAME AS LAST YEAR MEETING TO BE HELD IN THE NY AS TO FUTURE COSTS	4,500.00
THE HUB	5,000.00		NEED FOR DISCUSSIONS IN NEW YEAR FOR FUTURE FUNDING	AWARD £5000 TO BE PAID IN APRIL	5,000.00
			TOTAL		35,080.00



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RESOLVED: All grants were voted on individually and were unanimous barring those with interests who did not take part. These were:

Cllr Okey: Friends of Henley Station and Friends of the Shakespeare Line

Cllr McCaskie: Pantomime, Arts4All, Guild Hall Trust

Cllr Tomlinson: HWMT

7.5

PROPOSED TOILET BLOCK AT RIVERLANDS

Cllr Okey will provide assembled with an update on plans to construct a permanent toilet facility at Riverlands.

M7.5

Cllr Okey updated all on progress for this facility, outlining the simplicity of the design and its empathy with its woodland surroundings. She promised that plans and costs would be presented to the Council at a later date for approval. She asked the Clerk to seek costs from SDC for cleaning and upkeep of the unit along the lines for their Station Road unit.

7.6

GREEN SPACES UPGRADE

Cllr Okey will provide assembled with an update on plans for Henley's Parks.

M7.6

Due to her present workload, Cllr Okey deferred the update until a later and appropriate public meeting.

7.7

BOUNDARY SIGNAGE NORTH OF HENLEY

Cllr Okey to address the issue of a boundary sign to be located on the northern approach, including the design and construction features.

M7.7

The Clerk insisted on a third quotation for this work and would circulate this to all members for a decision by Slack voting process.

8. Chair's Report

8.1

20MPH SIGNAGE, ROAD MARKINGS & ENFORCEMENT

M8.1

Debate and outcome listed under M3.1 above.

9. Clerk's Report



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9.1

HENLEY EMERGENCY PLAN [FLOODING DEBATE]

Plans for an updated plan to include special provision for flooding.

Matter brought forward to Item 3.2 to accommodate a MS Teams presentation at 7.05 pm.

M9.1

Debate and outcome listed under M3.2 above.

9.2

GRASS CUTTING CONTRACT AWARD

The Clerk will advise members on the choice of a grass cutting contractor for the 2024 season.

M9.3

Cllr McCaskie reported that the three quotations up for review did not cover like for like activities. The Clerk asked Cllr McCaskie to provide further guidance notes so that he could revisit the contractors for updated offers which were fully aligned with each other.

9.4

TOWN BICYCLE RACK

The Clerk will update assembled on the installation of bicycle rack on cobbled surface fronting the old Barclays Bank building. And, if appropriate will take instructions from members to purchase the item at no more than £250.00, Colin Harrison to oversee installation.

M9.4

The Clerk reported that he had been asked to provide a quotation for a small bicycle rack which would be placed in this area.

RESOLVED: The Council granted the Clerk power of delegation to source this item as pictured on supporting documents at no more than £250.00.

10. Current Planning Applications

Cllr Tomlinson to lead on this item, based on outcome from Planning Meeting held earlier. Please open the Agenda for the Planning & Development Committee to be convened at 6.30pm.

M10

Please refer to Planning & Development Committee minutes of this date on the JPC website.

11. Any Other Councillor's Reports

The Chair will invite Members to speak on any subject they wish to bring to the attention of the Council and residents of Beaudesert & Henley in Arden which are deemed to be of interest and benefit to the community. All comments will be minuted by the Clerk and supported by documents if required.

M11



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There were no requests from members.

12. Next Meeting

Monday 4th December, 7.00 pm at the Baptist Church Hall, High Street, Henley.

Hard copies in large print are available from the Clerk. Supporting documents for this specific session are posted on the JPC website as listed [SD]