

# Horton Parish Council

To: Every Member of the Council for the Parish of Horton.  
YOU ARE HEREBY SUMMONED TO ATTEND

## A MEETING of the COUNCIL of the Parish of Horton

at 7.30pm to transact the business specified in the agenda set out hereunder: to be held in Champney Hall on

### Tuesday 17<sup>th</sup> December 2019

*Dated this the 10<sup>th</sup> day of December 2019 Benta Hickley, Clerk to the Council.*

## Agenda

<b>#01</b>		<b>Councillors</b>
	A	<b>Present, and apologies and declaration of interest</b> <b>Apologies received from Ward Cllrs Cannon, Larcombe and Muir</b>
	B	(and questions from the public if appropriate):
<b>#02</b>		<b>Statutory items:</b>
	A	<b>Recording Requests received:</b>
	B	<b>Minutes of previous meeting for approval:</b>
<b>#03</b>		<b>Matters arising from previous meetings of the Parish Council (unless due to be covered later):</b>
	A	<b>Village Christmas Tree &amp; Carol event:</b>
	B	<b>Pavement Parking &amp; Speeding</b>
	C	<b>Victorian Style Lights (Village green) update:</b>
	D	<b>Parish Liaison Meeting:</b>
	E	<b>Flytipping at Queen Mother Reservoir</b>
	F	<b>Mud on road and footpath:</b>
	G	<b>Annual review of Clerk's wages &amp; pension:</b>
	H	<b>AJNR dog waste bag dispenser:</b>
	I	<b>Tree Survey:</b>
	J	<b>Council training:</b>
	K	<b>Wraysbury Bridge lighting:</b>
	L	<b>£2000 donation from Cappagh:</b>
	M	<b>Website Legislation (changes):</b>
	N	<b>Community Right To Buy (CRTB)</b>
	O	<b>Any other matters arising from the previous minutes :</b>
<b>#04</b>		<b>Planning applications and Highways:</b>
	A	<b>Planning Applications received:</b> see appendix
	B	<b>Planning Enforcement Complaints:</b> See appendix
	C	<b>Other planning issues, decisions and appeals:</b> see appendix
	D	<b>Any other Planning items:</b> See appendix
<b>#05</b>		<b>Chairman's Communications / RBWM Communications:</b>
	A	<b>Remembrance Day Collection</b>
	B	<b>Any communications received after the agenda has been published:</b> The Chair will inform the Councillors but no discussion or vote will take place until the next meeting
<b>#06</b>		<b>To receive reports from Borough Councillors, Parish Councillors or Clerk:</b>
	A	<b>Parish Conference</b>
	B	<b>Ward Councillors' report:</b> Update if applicable
	C	<b>Heathrow Expansion update:</b> Update if applicable
	D	<b>Borough Local Plan:</b> Update if applicable
	E	<b>Neighbourhood Plan:</b> update if applicable
	F	<b>Traveller Local Plan &amp; Parish Community working group:</b> update if applicable
	G	<b>HEELAS &amp; Call for sites (Pickins Piece):</b> Update

	H	<b>NAG Report:</b> update
	I	<b>BALC / HALC / NALC updates:</b> Available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a>
	J	<b>Flood Warden's report</b> update if applicable
	K	<b>River Thames Scheme report:</b> update if applicable
	L	<b>Parish Council Reps:</b> Updates if applicable
	i	<b>Play equipment Rep:</b> Report from Cllr Gibbons
	ii	<b>Proof reading policies Rep:</b> update if applicable
	iii	<b>Defibrillator Guardians:</b> Cllrs Gibbons and Coogan and Clerk to report
	M	<b>Parish Liaison Meeting:</b> update
	N	<b>Greens Report:</b> Any current issues
	O	<b>Climate Change Committee:</b> update if applicable
	P	<b>Highway Issues :</b> Any current issues
	Q	<b>Any communications received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
<b>#07</b>		<b>Other Communications or Consultations:</b>
	A	<b>Rubble and boulder spillage outside Broom Lodge / St Michael's</b>
	B	<b>RBWM information on Parish Councils</b>
	C	<b>Setting a date for the Annual Parish Meeting (APM) and the Annual Meeting of the Parish Council (AMPC) (APM must be in March, April or May, AMPC May )</b>
	D	<b>Any communications received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
<b>#08</b>		<b>Financial</b>
	A	<b>Any receipts:</b> to advise the Councillors of any receipts over and above the precept and the compensating grant
	B	<b>VAT Update:</b> Updates if applicable
	C	<b>Payment of invoices:</b> to receive for approval a list of invoices received
	D	<del>Accounts For previous Q – submitted for approval if applicable –</del>
	E	<b>£2000 donation from Cappagh</b>
		<b>Any other Finance items received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
<b>#09</b>		<b>Questions from the public:</b> (If appropriate)
<b>#10</b>		<b>Dates of future meetings:</b> 2019 & 2020, Third Tuesday of each month
		Tuesday 21 <sup>st</sup> January 2020      Tuesday 21 <sup>st</sup> July 2020
		Tuesday 18 <sup>th</sup> February 2020      Tuesday 18 <sup>th</sup> August 2020
		Tuesday 17 <sup>th</sup> March 2020      Tuesday 15 <sup>th</sup> September 2020
		Tuesday 21 <sup>st</sup> April 2020      Tuesday 20 <sup>th</sup> October 2020
		Tuesday 19 <sup>th</sup> May 2020      Tuesday 17 <sup>th</sup> November 2020
		Tuesday 16 <sup>th</sup> June 2020      Tuesday 15 <sup>th</sup> December 2020

For information (not included as an agenda item)  
 Newsletters from BALC HALC & NALC are available from the HPC Google Drive.  
 Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - circulated to Members February 2019 and available from the clerk and at Parish Meetings.

**I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:**  
[www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)

Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email [Clerk@HortonParishCouncil.Gov.uk](mailto:Clerk@HortonParishCouncil.Gov.uk).  
 Parish Phone 07957 588 277

Note: Personal callers by appointment only.

## Planning Appendix 17 December 2019

#04		<b>Planning applications and Highways:</b>
	A	<b>Planning Applications received:</b>
	i	<b>19/0322418 Coppermill Road:</b> Part retrospective application, Single story rear extension
	ii	<b>Any other applications received in time to be discussed at the meeting</b>
	B	<b>Planning Enforcement Complaints:</b>
	i	<b>18/50162/ENF: Tudor Cottage (between Stone Frigate &amp; Chesils):</b> Home office or accommodation
	ii	<b>154 Coppermill Road:</b> Apparent dwellings in rear garden
	iii	<b>Mitchel &amp; Sons:</b> Retrospective application refused, reinstatement works?
	iv	<b>Any other enforcement issues received in time to be discussed at the meeting</b>
	C	<b>Other Planning issues, decisions and appeals</b>
	i	<b>Any other issues, decisions or appeals received in time to be discussed at the meeting:</b>
	D	<b>Any other planning items received after agenda is published and before the meeting:</b>
	i	<b>Horton Municipal Graveyard:</b> Update if appropriate
	ii	<b>CIL payments:</b> publication responsibilities:

**Please note additional items may be added to this appendix if they are received prior to the Parish Council Meeting.**

# Horton Parish Council

## MEETING

### Tuesday 19<sup>th</sup> November 2019

## Minutes

	A	<b>Present, and apologies and declaration of interest:</b> <b>Present:</b> Cllrs Coogan, Crame, Gibbons and Dunga and the Chair Cllr Bovington, and the clerk Benta Hickley, and Ward Cllrs Muir and Larcombe <b>Apologies:</b> Cllrs Cole and Patel	
	B	(and questions from the public if appropriate): none	
	C	<b>Cllr Gibbons to sign DPI and C of C forms:</b> completed and returned	
<b>#02</b>		<b>Statutory items:</b>	
	A	<b>Recording Requests received:</b> none so recording was not permitted	
	B	<b>Minutes of previous meeting for approval:</b> Proposed (Cllr Crame) and seconded (Cllr Coogan). Signed by the chair	
<b>#03</b>		<b>Matters arising from previous meetings of the Parish Council (unless due to be covered later):</b>	
	A	<b>Village Christmas Tree &amp; Carol event</b> –5 <sup>th</sup> December 6pm. The tree has been bought and will be invoiced, and will be installed with lights on 1 <sup>st</sup> or 2 <sup>nd</sup> December.	
	B	<b>Remembrance Service:</b> Very successful service. The last post was great and the trumpeter enjoyed playing. Thanks to Cllr Cole for the provision of the sound equipment	
	C	<b>Victorian Style Lights (Village green) update:</b> There have been several postponements but these are now due for installation soon after 28 <sup>th</sup> November (expected date of delivery to contractors). The Cllrs ask the clerk to contact the contractors to advise them that we are planning our Christmas Tree event (switching on the lights and singing carols etc) on the Memorial Green on Thursday 5 <sup>th</sup> December. As all the new lights will all be in the area of the Memorial Green it would be really good to be able to showcase the lights at the event, so please ensure they are installed and working for 5 <sup>th</sup> December	<b>BH</b>
	D	<b>Pavement Parking &amp; Speeding:</b> No reply from the principle engineer, so clerk to chase again.	<b>BH</b>
	E	<b>ZURICH</b> (re Cllr liability if child gets hurt) Zurich policy provides third party cover (ie injury to people using play equipment) As Zurich carry out an annual inspection and our representative is carrying out further interim risk assessments all we need to do is record the Cllr's risk assessment and that seems to be sufficient.	
	F	<b>Left blank</b>	
	G	<b>Annual review of Clerk's wages &amp; pension:</b> Information has been passed to Cllr Crame to assess	<b>JC</b>
	H	<b>AJNR dog waste bag dispenser:</b> Has been purchased, will be installed soon. Volunteer has been appointed to keep the bags at an adequate level	<b>BH</b>
	I	<b>Tree Survey:</b> Clerk is still chasing RBWM to establish which trees are our responsibility	<b>BH</b>
	J	<b>Council training:</b> Still waiting to hear from Datchet Parish Clerk	<b>BH</b>
	K	<b>Wraysbury Bridge lighting:</b> Several postponements but H P is keeping them aware of the need,	
	L	<b>Flags:</b> correction to 2019/04/16#03/E re Remembrance day flag agreement amended to "...Additionally the Help for Heroes flag could be flown from Remembrance Launch to Armistice Day (11th November)." Proposed (Cllr Bovington) and seconded (Cllr Crame)	
	M	<b>Trees on north side of Datchet Road:</b> Clerk has written to the occupier but not received a reply. Clerk to ask Cllr Cannon if any further action is needed	<b>BH</b>
	N	<b>Any other matters arising from the previous minutes:</b> none	
<b>#04</b>		<b>Planning applications and Highways:</b>	
	A	<b>Planning Applications received:</b>	

	i	<b>19/02926: 144 Coppermill Road.</b> Single story rear extn. Cllrs asked the clerk to reply to RBWM Planning dept. to advise that it seems very large, but they rely on the Planning team to ensure it is compliant for size within existing rules. Subject to this, and provided there are no objection from neighbours the Parish Council does not object. If RBWM is minded to approve the application HPC ask that the following is taken into account: Horton Councillors would like the planning team to ensure that: there is adequate off-street parking provided under the proposals; any hard surfaces are made of porous materials and retained thereafter, or provision be made and retained to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the property; that rain water be stored within the confines of the property, not added to the main drains and that all permitted development rights be removed and no expansion permitted for at least ten years. Additionally any gates that are provided shall open away from the highway and be set back a distance of at least 7 metres from the nearside edge of the carriageway of the adjoining highway (Relevant Policies - Local Plan P4.), and any concerns expressed by neighbours are taken into account.	<del>BH</del>
	ii	<b>19/02900: Champney hall.</b> Single storey side extension. Parish Councillors asked the clerk to advise RBWM that they fully support this application: It will provide an asset for the village, and improve the facilities available for the residents.	
	iii	<b>Any other applications received in time to be discussed at the meeting:</b> none	<del>BH</del>
B	<b>Planning Enforcement Complaints:</b>		
	i	<b>18/50162/ENF: Tudor Cottage</b> (between Stone Frigate & Chesils): Home office or accommodation: Still no reply from RBWM Planning enforcement dept. Clerk to chase	<del>BH</del>
	ii	<b>154 Coppermill Road:</b> Apparent dwellings in rear garden. We have received confirmation that this has been allocated to the Senior Planning Enforcement officers and he will make contact with the owners. Once he has received a reply he will update us	
	iii	<b>Mitchel &amp; Sons:</b> Retrospective application refused, reinstatement works? We have received confirmation that this has been allocated to the Senior Planning Enforcement officers and he will make contact with the agent seeking clarification as to whether the client intends to remedy the matter voluntarily and/or submit an appeal. Once he has received a reply he will update us.	
	iv	<b>Any other enforcement issues received in time to be discussed at the meeting:</b> none	
C	<b>Other Planning issues, decisions and appeals</b>		
	i	<b>Westerley gates:</b> This matter was raised as most Cllrs have either been held up on the road, or have seen a number of vehicles being help up whilst the occupants or their visitors are waiting on the road or perpendicular to the road for the gates to be opened. The Councillors feel this is a dangerous arrangement and ask that their strong objection to be recorded. Horton Parish Council would like it noted that they feel these gates are improvidently sited. Clerk to write to Planning Enforcement	<del>BH</del>
		<b>Any other issues, decisions or appeals received in time to be discussed at the meeting:</b> none	
D	<b>Highway Issues</b>		
	i	<b>Any other Highway matters received in time to be discussed at the meeting:</b> none	
E	<b>Any other planning items received after agenda is published and before the meeting:</b>		
	i	<b>Horton Municipal Graveyard:</b> No update	
	ii	<b>CIL payments:</b> Report Received (Query as to whether report needs to go on website). We have received a letter from the CIL manager confirming we are not due any CIL monies. We understand that we have to have a CIL report available on the website, but the webmaster says this is only the case if we have spent or received CIL monies. Clerk has contacted CIL manager to clarify whether this is his understanding	<del>BH</del>
#05	<b>Chairman's Communications / RBWM Communications:</b>		
A	<b>Appointment of internal auditors for next year:</b> The Clerk and RFO have had a considerable		

		amount of help from Auditing Solutions over and above the internal audit. It was proposed that we retain them for the following year. Proposed (Cllr Crame) and seconded (Cllr Bovingdon). Clerk to ask them to continue		<b>BH</b>
	B	<b>Dates for 2020 meetings:</b> Cllrs agreed to continue with the pattern of meeting on the third Tuesday of the month. However they agreed that by not meeting in August and December the subsequent meetings became too long. It was proposed that the Parish council meets every month from now on. Proposed (Cllr Crame) and seconded (Cllr Coogan). Clerk to advise webmaster		<b>BH</b>
	C	<b>Colne Valley Park CIC:</b> Environmental review offered. Clerk to accept		<b>BH</b>
	D	<b>Invitation re climate change:</b> Unfortunately no Cllrs were available to represent HPC at this meeting so the clerk asked a representative from Wild About Datchet, HN, to represent us. She reported that the meeting had gone well with lots of stakeholders represented. Attendees were asked for their vision of the borough and their top 3 asks of the current RBWM team. They plan to meet again in 2 weeks, and plan the next five meetings (appx every 6 weeks). HN is happy to continue to report back to us but encourages us to send a Horton resident too. Any suggestion?		<b>ALL</b>
	E	<b>Any communications received after the agenda has been published:</b> The Chair will inform the Councillors but no discussion or vote will take place until the next meeting		
	i	<b>Parish Liaison Meeting:</b> The RBWM Parish Liaison manager is being replaced and the current manager is bringing the replacement to the parishes to introduce her and to 'hand over'. Horton's visit has been arranged for Monday 2 <sup>nd</sup> December at 10am in Champney Hall. Cllr Bovingdon and Crame will attend as will the clerk. Other Cllrs are welcome		
<b>#06</b>	<b>To receive reports from Borough Councillors, Parish Councillors or Clerk:</b>			
	A	<b>Clerk's report:</b>		
	A	Abandoned car	First reported to RBWM 9 <sup>th</sup> October by Cllr Patel, chased 12 <sup>th</sup> November	
	E	Election	Champney Hall has been booked by RBWM Electoral Services for the election on 12 <sup>th</sup> December	
	F	Fly tipping Horton Road	Thames Water are removing the waste and plan to reinstate the fence (Last chased 9/11)	
	F	Fly tipping Welley Road	Cemex are looking into who is responsible for clean-up and re-securing of the fence. (Last chased 5/11)	
	M	Miscellaneous repairs reported	A resident has reported to RBWM that: <ul style="list-style-type: none"> <li>• Drain grating at entrance to Horton Depot is in danger of collapse</li> <li>• Drain grating in line with bin on grass verge between 5 Bells &amp; St M is in danger of collapse</li> </ul>	
	S	Salt Bins	Clerk has asked Green contractor to check salt levels and to tidy the salt bins. They are all (x5) at least half full.	
	S	Street Lighting (Wraysbury Station bridge)	Installation will hopefully be completed by end of this month	
	B	<b>Ward Councillors' report:</b> The Ward Cllrs apologised that they will miss the December HPC meeting as they will all be at Full Council meeting in Maidenhead <b>Ward Cllr Muir</b> apologised for not have been able to attend until now but was being kept very busy as Deputy Mayor. M He tanks us for having him, and advised he is looking forward to attending the Christmas Tree event in December. He is aware Horton feels neglected by the borough and will do what he can to put things right <b>Ward Cllr Larcombe</b> covered a lot of items that are included in the agenda elsewhere. Where applicable his report is in the appropriate section. He advised that a 2 year scheme to add any extra lane on the M25 on the Wraysbury side at J 13		

	<p>has just been started.</p> <p>He is arranging for copies of the “Living on the edge” booklet for residents who own properties near water courses. Wraysbury PC had agreed to make a contribution to the costs, would Horton PC be able to do the same. £100 proposed by Cllr Crame and seconded Cllr Coogan. Cllr Larcombe to raise an invoice</p>	EL
C	<b>Heathrow Expansion update:</b> Update if applicable	
D	<p><b>Borough Plan:</b> Cllr Larcombe reported that 100 homes are planned for Horton under the BLP. These are all in the site NE of Queen Mother Reservoir. No infrastructure has been mentioned and this area is a flood zone and at risk from reservoir flooding.</p> <p>Cllr Larcombe advised that a plot known as the Churchmead site has been removed from the BP due to alleged concerns about flooding, but the developers claim they have allowed for this. The proposal is considered by residents to be ideal, and will also help reduce traffic congestion in Datchet by giving traffic a route that avoids the level crossings. Cllr Crame to look into this. Map Is attached as appendix 2, full details available from clerk</p> <p>Cllr Larcombe advised that a number of significant items were missing from the Borough Plan – such as issues regarding air quality, noise pollution, pollution, flooding, Travellers, traffic and all issues connected with the airport. RBWM Planning manager had asked Cllr Crame “how could we consider something that we didn’t know would be approved”</p> <p>The RBWM Residents’ Action Group have advised that after a preliminary review, they think that the proposed changes will make for a better plan. It is clear that RBWM have taken on board many of the issues RRAG raised previously e.g. there is now a much better policy on Affordable Housing, and policies make allowances for the role played by Neighbourhood Plans. This is all good news BUT there are still some issues that cause concern such as:</p> <ul style="list-style-type: none"> <li>• Air pollution</li> <li>• Noise pollution</li> <li>• Traffic congestion</li> <li>• Density of development in many areas</li> <li>• Protection of the Green Belt</li> <li>• Flooding</li> </ul> <p>RRAG will be submitting a response to the consultation to let the Borough know what they think of the proposed changes, and encourage Councillors and residents to do the same</p> <p style="text-align: center;"><i>Please ask the clerk if you want to see the proposed Borough Local Plan</i></p>	JC
E	<b>Neighbourhood Plan:</b> The provisional date for the NP referendum is 30 <sup>th</sup> January. To see the NP please go to <a href="http://www.HWNP.co.uk">www.HWNP.co.uk</a>	
F	<b>Traveller Local Plan &amp; Parish Community working group:</b> The Borough have agreed to include HPC when they next work on this. No update to date	
G	<p><b>HEELAS &amp; Call for sites:</b> Cllr Crame advised that the Borough have not actioned our request that the unused land at the east end of Pickin’s Piece being put forward as suitable for building. We have resubmitted it and RBWM advise that it had not originally been recorded as received, and would not have been deemed suitable for a number of reasons (grade 1 agricultural land / 85% woodland and priority habitat / airfield safety / within green belt / small level of surface water flooding in site centre / listed building almost bordering north edge / access may not be acceptable). Cllr Crame to discuss these issues with Planning and to ask for assurances that these concerns prohibit all / any development. The land should be restored and returned to the village. NOTE: <i>The padlock was missing from the Pickin’s Piece gates. It has been replaced and the clerk and Cllr Crame hold keys</i></p>	JC
H	<b>NAG Report:</b> Next meeting Wednesday 4 <sup>th</sup> December, 7pm, either in St Michael’s church or Champney Hall, Horton	
I	<b>BALC / HALC / NALC updates:</b> Available from <a href="https://tinyurl.com/HPCCLlrDrive">https://tinyurl.com/HPCCLlrDrive</a>	
J	<b>Flood Warden’s report:</b> Flood warden reports that as yet he has not had any updates. He is regularly asking Environment Agency for information and will let us know when he has any news	

K	<p><b>River Thames Scheme report:</b>  Cllr Larcombe reported that the Wraysbury Drain is now running although it still needs the clearance works to be completed. It is unclear who is responsible as it has been moved several times. No action has been taken for Horton Drain: usual procedure is to start downstream and work up (see appendix 1 for map)  He reported that he had attended a Surrey County Council Cabinet meeting where they agreed to invest £270m for the flood alleviation scheme.  Cllr Larcombe was asked whether the RTS will benefit Horton at all, but Horton flooding is caused by the Colne which is not affected by the scheme. The Colne is designated a main river and the Environment Agency has no duty to maintain conveyance capacity (it just has permissive powers) but it does have a duty to maintain navigation capacity where it exists (generally by digging out silt that effects a boat and replacing it in a deeper part of the river)</p>																				
L	<p><b>Parish Council Reps: Updates</b></p> <table border="1" data-bbox="209 656 1449 920"> <tr> <td data-bbox="209 656 284 689">i</td> <td data-bbox="284 656 1198 689"><b>Play equipment Rep:</b> Report from Cllr Gibbons, all in good order</td> <td data-bbox="1198 656 1449 689"></td> </tr> <tr> <td data-bbox="209 689 284 723">ii</td> <td data-bbox="284 689 1198 723"><b>Proof reading policies Rep:</b> Cllr Dunga volunteered for this role</td> <td data-bbox="1198 689 1449 723">BH</td> </tr> <tr> <td data-bbox="209 723 284 920" rowspan="5">iii</td> <td data-bbox="284 723 1198 768"><b>Defibrillator Guardians:</b> Cllrs Gibbons and Coogan and Clerk to report</td> <td data-bbox="1198 723 1449 768"></td> </tr> <tr> <td data-bbox="284 768 1198 801"><i>Weekly: Check the defibrillator is inside the cabinet.</i></td> <td data-bbox="1198 768 1449 801">Checked EC</td> </tr> <tr> <td data-bbox="284 801 1198 835"><i>Weekly: Check the "green" ready light is on.</i></td> <td data-bbox="1198 801 1449 835">Checked EC</td> </tr> <tr> <td data-bbox="284 835 1198 869"><i>Monthly: Check pad expiry. (If less than one month order new pads via the defib supplier).</i></td> <td data-bbox="1198 835 1449 869">09/2021 BH</td> </tr> <tr> <td data-bbox="284 869 1198 902"><i>Monthly: The keypad lock may need spraying with WD40 or similar.</i></td> <td data-bbox="1198 869 1449 902">Checked EC &amp; BH</td> </tr> <tr> <td data-bbox="284 902 1198 920"><i>Monthly: Check the battery is okay.</i></td> <td data-bbox="1198 902 1449 920">Checked EC</td> </tr> </table>	i	<b>Play equipment Rep:</b> Report from Cllr Gibbons, all in good order		ii	<b>Proof reading policies Rep:</b> Cllr Dunga volunteered for this role	BH	iii	<b>Defibrillator Guardians:</b> Cllrs Gibbons and Coogan and Clerk to report		<i>Weekly: Check the defibrillator is inside the cabinet.</i>	Checked EC	<i>Weekly: Check the "green" ready light is on.</i>	Checked EC	<i>Monthly: Check pad expiry. (If less than one month order new pads via the defib supplier).</i>	09/2021 BH	<i>Monthly: The keypad lock may need spraying with WD40 or similar.</i>	Checked EC & BH	<i>Monthly: Check the battery is okay.</i>	Checked EC	
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L	<p><b>Any communications received after the agenda has been published:</b> none</p>																				
#07	<p><b>Other Communications or Consultations:</b></p>																				
A	<p><b>Rubble and boulder spillage outside Broom Lodge / St Michael's:</b> A resident cleared a lot of the bricks and rubble from the road – and the clerk has thanked her but asked her not to put herself in danger again. RBWM have cleared some of the mess, and through a witness that saw it happen the lorry owners are being asked to make reparation to the village</p>	FB																			
B	<p><b>Any communications received after the agenda has been published:</b></p>																				
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#08	<p><b>Financial</b></p>																				
A	<p><b>Any receipts:</b> to advise the Councillors of any receipts over and above the precept and the compensating grant. Please see 2019/11/19/#08/E</p>																				
B	<p><b>VAT Update:</b> The clerk read a report from the RFO. (see appendix 3 for full report) In short a claim for VAT for 2017/18 (for just under £2500) resulted in a payment from HMRC of just over £340, but RFO has not been able to get any information from HMRC as to why this payment was made. A subsequent claim for the same period resulted in a full repayment of appx £2500. They excess amount has been ring-fenced and the auditors will be made aware.  Cllrs asked if RFO could please send the information to the internal auditors now and ask for their advice.</p>																				
C	<p><b>Payment of invoices:</b> to receive for approval a list of invoices received</p>																				
D	<p><b>Accounts Q2 submitted for approval:</b> Proposed (Cllr Gibbons) and seconded (Cllr Coogan). Report signed by Cllr Coogan</p>																				
E	<p><b>£2000 donation from Cappagh:</b> £2000 cheque was received and banked 18<sup>th</sup> September. This was their donation toward the defibrillator and benches for the village. The cheque was never received at the Parish Council's bank. Clerk has messaged Cappagh to explain the situation and</p>																				



		request a replacement cheque.	
	F	<b>Unity Bank Admin:</b> RFO has prepared a form to allow him to access the HPC bank account on line in his own name rather than through Cllr Bovington. Proposed Cllr Gibbons and seconded (Cllr Coogan).	
		<b>Any other Finance items received after the agenda has been published:</b> none	
<b>#09</b>		<b>Questions from the public:</b> none	
<b>#10</b>		<b>Dates of future meetings:</b> 2019 & 2020, Third Tuesday of each month	
		Tuesday 17 <sup>th</sup> December 2019	
		<b>2020</b>	
		Tuesday 21 <sup>st</sup> January 2020	Tuesday 21 <sup>st</sup> July 2020
		Tuesday 18 <sup>th</sup> February 2020	Tuesday 18 <sup>th</sup> August 2020
		Tuesday 17 <sup>th</sup> March 2020	Tuesday 15 <sup>th</sup> September 2020
		Tuesday 21 <sup>st</sup> April 2020	Tuesday 20 <sup>th</sup> October 2020
		Tuesday 19 <sup>th</sup> May 2020	Tuesday 17 <sup>th</sup> November 2020
		Tuesday 16 <sup>th</sup> June 2020	Tuesday 15 <sup>th</sup> December 2020

## END OF MINUTES

The meeting finished at 20:54pm

All votes were unanimous unless specified.

**\*\* Un-adopted Minutes – these are not deemed to be a record of the meeting until signed by the Chair \*\***

Minutes prepared by Clerk to the Council.

Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW

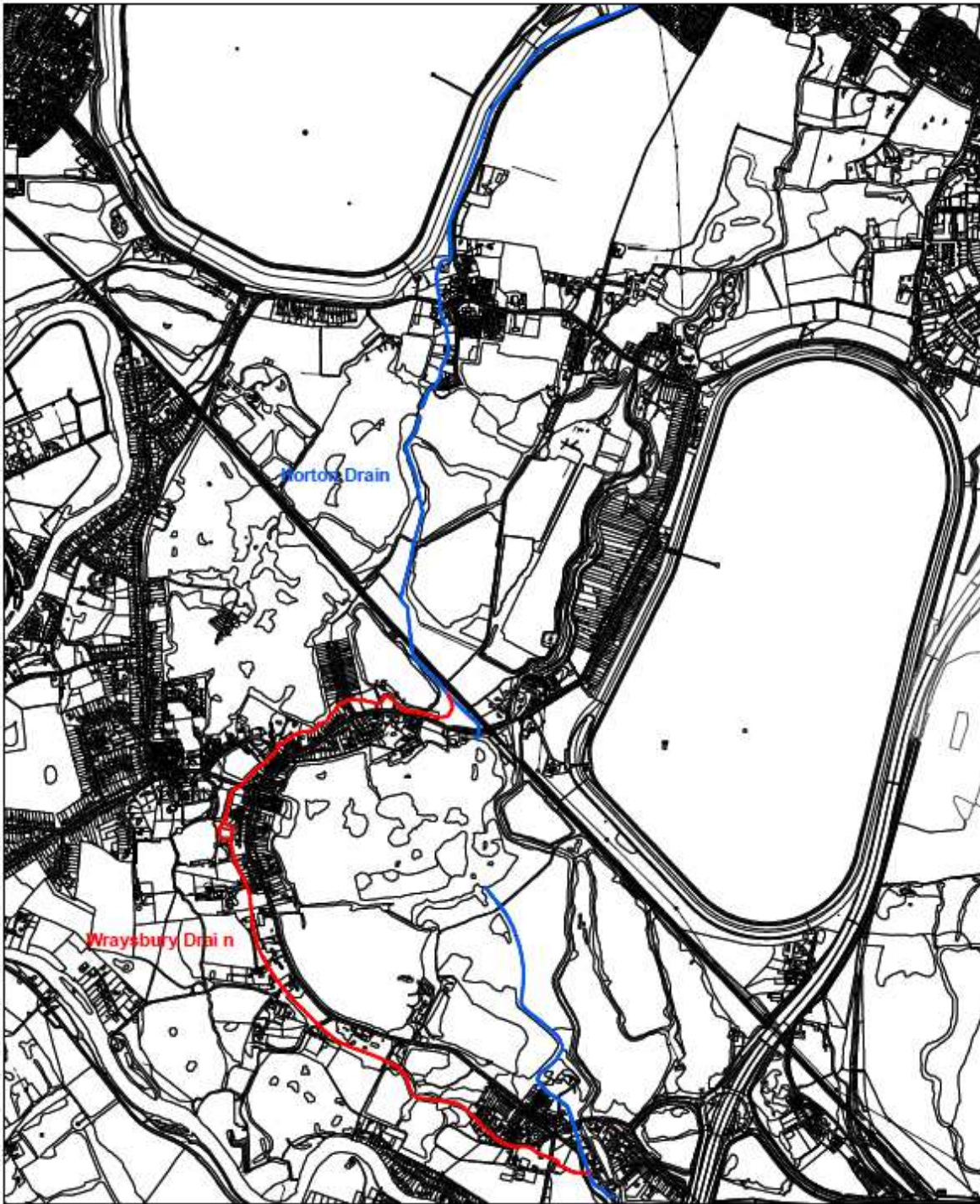
Note: Personal callers by appointment only.

Email [Clerk@HortonParishCouncil.Gov.uk](mailto:Clerk@HortonParishCouncil.Gov.uk).

Parish Phone 07957 588 277

Agendas and previous minutes are available from the Parish Council Website: [www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)

**Appendix 1** (6K refers)



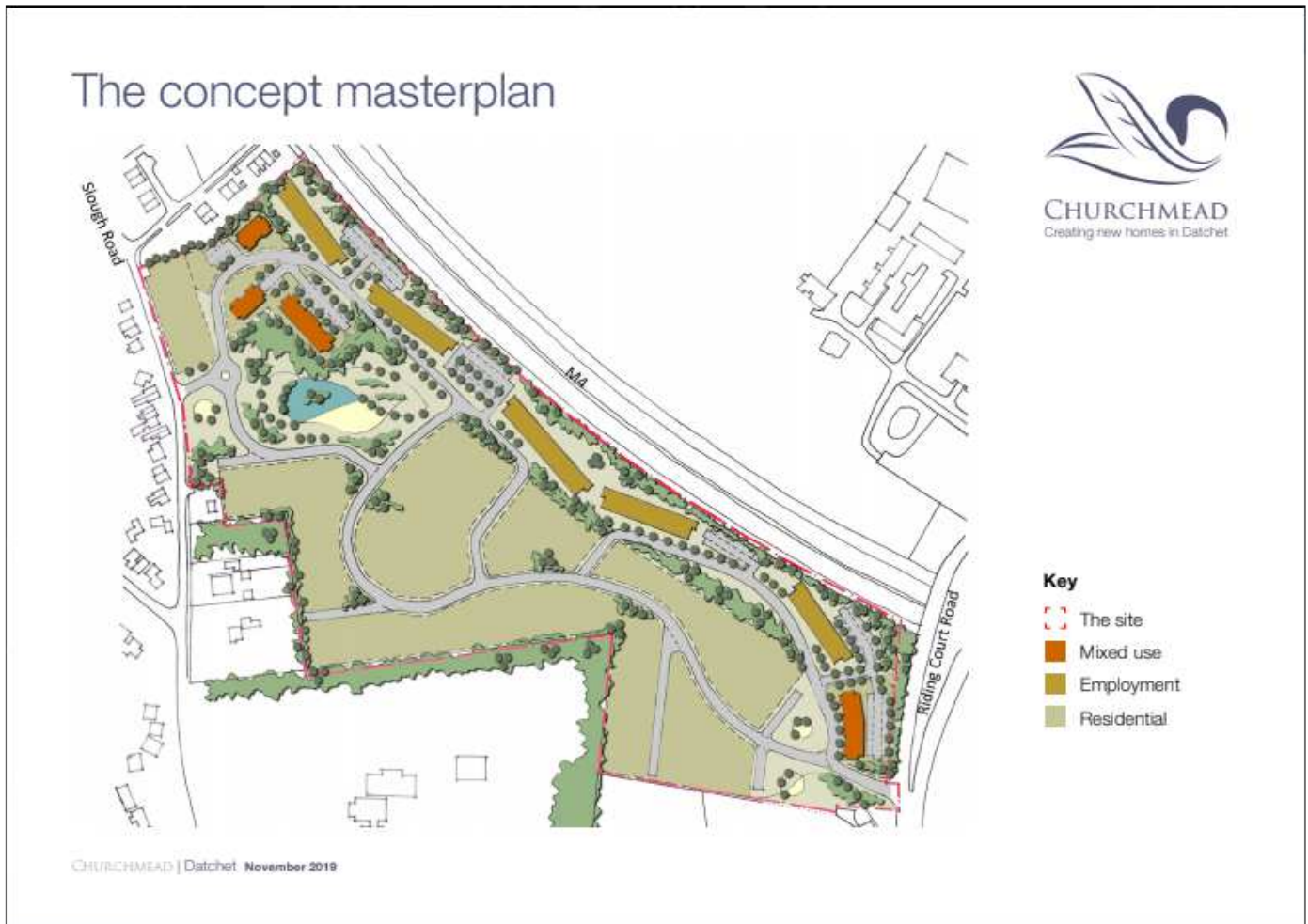
RBWM
Map Production
Scale: 1:20,000
Map printed on 25/11/2011
Printed by: SJL



### Horton and Wraysbury Drains



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Ordnance Survey 100018817



### Appendix 3 (8B refers)

## VAT INCIDENT REPORT

Last year a submission was made for a VAT re-imburement of £2494.49p for the year 17-18. There were problems associated with submitting the claim, the website would not let us log on with the details supplied in a letter received from them. The website would only allow us to submit a paper copy via post which we did.

Months later an inward payment to our Parish Council bank account was made to the value of £343.24 with an annotation of HMRC VTR which we took to mean VAT Refund. As the value was wrong multiple attempts were made to contact HMRC via telephone and email resulting in absolutely no response.

Earlier this year I attempted to re-send the claim hoping to provoke some form of response in that this had already been submitted, claimed and paid. The whole HMRC VAT reclaim website had changed beyond recognition allowing previously supplied login details to work where they hadn't done so before. The same claim for £2494.49 was submitted electronically this time and within weeks the total value had been credited to Horton Parish Council's account.

This year's claim has not been made which will be processed in the next month and we'll see what the outcome is.

So, to date we are in credit to the tune of £343.24 courtesy of HMRC. This will be ring-fenced as at some point it will need to be returned when they demand it. It will be pointed out to the auditors.