

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 18th February 2020

Dated this the 11th day of February 2020, Benta Hickley, Clerk to the Council.

Agenda

#01		Councillors
	A	Present, and apologies and declaration of interest Apologies received from Cllr Patel
	B	(and questions from the public if appropriate):
#02		Statutory items:
	A	Recording Requests received:
	B	Minutes of previous meeting for approval:
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):
	A	Village Christmas Tree / Lighting on the Memorial Green:
	B	Pavement Parking & Speeding (see 6P)
	C	Wraysbury Bridge lighting:
	D	Damaged hanging flower basket
	E	Community Right To Buy (CRTB)
	F	Mud on Horton Road
	G	Any other matters arising from the previous minutes :
#04		Planning applications and Highways:
	A	Planning Applications received: see appendix
	B	Planning Enforcement Complaints: See appendix
	C	Other planning issues, decisions and appeals: see appendix
	D	Any other Planning items: See appendix
#05		Chairman's Communications / RBWM Communications:
	A	Blocked drains
	B	Mud on Stanwell Road footpaths
	C	Unpaid invoice
	D	WiFi query
	E	Any communications received after the agenda has been published: The Chair will inform the Councillors but no discussion or vote will take place until the next meeting
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:
	A	Clerk's report
	B	Ward Councillors' report: Update if applicable
	C	Heathrow Expansion update: Update if applicable
	D	Borough Local Plan: Update if applicable
	E	Neighbourhood Plan: Update if applicable
	F	Traveller Local Plan & Parish Community working group: Update if applicable
	G	HEELAS & Call for sites (Pickins Piece): Update if applicable
	H	NAG Report: Update if applicable
	I	BALC / HALC / DALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive
	J	Flood Warden's report Update if applicable
	K	River Thames Scheme report: Update if applicable
	L	Parish Council Reps: Updates if applicable

	i	Play equipment Rep: Report from Cllr Gibbons
	ii	Proof reading policies Rep: Standing Orders Financial Regulations * Privacy Policy * Equality & Diversity Policy * Code of Conduct * Meeting Rules * Public Participation in Council Meetings (* when ready for re-adoption)
	iii	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report
	M	Parish Liaison Meeting: Update if applicable
	N	Greens Report: Update if applicable
	O	Climate Change Committee: Update if applicable
	P	Highway Issues (including Flytipping, Pavement Parking & Speeding): Any current issues
	Q	Training update: Update if applicable
	R	Parish Conference: Update if applicable
	S	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#07		Other Communications or Consultations:
	A	Website Legislation (changes):
	B	Horton Village as a Conservation Area
	C	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#08		Financial
	A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant
	B	VAT Update: Update
	C	Payment of invoices: to receive for approval a list of invoices received
	D	Accounts For previous Q submitted for approval
	E	Any other Finance items received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting
#09		Questions from the public: (If appropriate)
#10		Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC
		Tuesday 18 th February 2020 Tuesday 21 st July 2020
		Tuesday 17 th March 2020 Tuesday 18 th August 2020
		Tuesday 21 st April 2020 Tuesday 15 th September 2020
		Tuesday 12th May 2020 * AMP & AMPC Tuesday 20 th October 2020
		Tuesday 19 th May 2020 Tuesday 17 th November 2020
		Tuesday 16 th June 2020 Tuesday 15 th 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

Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email Clerk@HortonParishCouncil.Gov.uk. Parish Phone 07957 588 277
Note: Personal callers by appointment only.

Horton Parish Council

Meeting of the Council of the Parish of Horton

Tuesday 21st January 2020

Minutes

#01	Councillors		
A	Present: Cllrs Cole, Gibbons, Coogan, and Crame and the Chair, Cllr Bovingdon, together with the Clerk and the RFO (Benta and Brian Hickley), Ward Cllr Larcombe and two members of the public Apologies: Cllrs Patel and Dunga, and Ward Cllr Cannon Declaration of Interest: None		
B	(and questions from the public if appropriate): none		
#02	Statutory items:		
A	Recording Requests received: none so recording was not permitted		
B	Minutes of previous meeting for approval: Proposed and seconded (Cllrs Crame and Coogan) and signed by the chair		
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):		
A	Village Christmas Tree: The power to the Christmas Tree lights unfortunately failed on 19 th December. This was reported to RBWM who advised (incorrectly) on 24 th December that the lights were faulty, and on 8 th January that the Christmas tree lights had been removed. (Cllr Cole advised that the provision of the power pole was in about 2008 and was funded by the parish council (appx £1000, date and value to be checked). Cllr Larcombe advised that he is a member of the Institute of electrical engineers and will try and provide a report on the power pole). Clerk to chase RBWM and meet engineers on site		NC EL BH
B	i	Pavement Parking: No reply from RBWM, clerk to chase. Housing Association van had been photographed parking on the payment outside Milton Close and clerk has emailed to ask the fleet manager to ensure this does not continue.	BH BH
	ii	Speeding: We are chasing RBWM regarding the proposed road narrowing trials along Coppermill Road. Residents are very concerned following 3 accidents in the last 6 months. Cllr Cannon had provided speed survey data (2015 and 2018) showing average speed of 30mph, with a typical speed of 36mph and 5% of drivers exceeding appx 41 mph. Residents at the meeting believe that surveys today would show cars are faster than 5 and 2 years ago, and asked about the maximum speeds recorded in the surveys. Clerk to ask Cllr Cannon	BH BH
C	Victorian Style Lights (Village green) update: All lights now installed and working		
D	Damaged hanging flower basket: On-going insurance claim, Clerk is chasing		BH
E	Left blank		
F	Left blank		
G	Annual review of Clerk's wages & pension: Clerk explained that the employment of her and the RFO has not been processed correctly when they started. She and Cllr Crame have worked to establish the correct pay scale and to create all the documents that are referred to in the contract. The correct pay has been applied from 1 st January and clerk will sort out the pension arrangements asap. There is a change of procedure for new employees and the clerk will put this in place before anyone else is employed		BH BH
H	Royal Garden Party nomination: Dale Davies wrote to accept the nomination (as past chair) and said he was extremely honoured that Horton PC would like to nominate him. The nomination has been submitted		
I	Left blank		
J	RBWM information on Parish Councils: The contact details for Horton Parish Council were wrong on three different RBWM webpages. This has now been corrected		
K	Wraysbury Bridge lighting: Henry Perez is still chasing this: the delay appears to be down to NetWork Rail (not RBWM or AA-Lighting). Clerk to ask for update		BH

	L	£2000 donation from Cappagh: Cappagh have confirmed that the excess (over the cost of the Defibrillator) can be spent on any projects that are worthwhile and benefit the village. [£1355 set aside for appropriate project]	RFO BH
	M	Left blank	
	N	Community Right To Buy (CRTB): Clerk is chasing this matter, (to cc Cllr Cannon)	BH
	O	Any other matters arising from the previous minutes: Mud on road outside the bakery on Horton Road, Clerk to contact RBWM. Mud on Horton Road north of Jayflex site, clerk to contact Jayflex to ask for road to be cleaned.	BH BH
#04		Planning applications and Highways:	
	A	Planning Applications received: see appendix	
	i	19/03467 Little Court: Discharge of conditions of listed building consent (consent to replace 2 first floor side windows with opaque glazing, and infill existing internal opening). The Parish Council have no objections provided all works are carried out within the boundaries of Listed Building consent	BH
	ii	19/03475 Little Court: Discharge of conditions of flood evacuation plan (consent to subdivide to create 2 x 3 bedroomed dwellings with associated parking). The Parish Council have no objections provided all works are carried out within the boundaries of Listed Building consent	BH
	iii	19/03479 Little Court: Single storey side extension and single storey rear extension (part retrospective) . The Parish Council have no objections provided all works are carried out within the boundaries of Listed Building consent	BH
	iv	19/03530 28 - 30 Coppermill Road: Discharge of Conditions (of planning permission 18/02046/VAR as approved under 18/00164/FULL) - 2 (materials) 3 (cycle storage) 4 (bin storage) 6 (hard and soft landscaping) 8 (site enclosure) 9 (aircraft noise). The Parish Council have no objections	BH
	v	20/00001 Trevescan: Certificate of lawfulness to determine whether the proposed rear dormer, 1 No. rear rooflight and 1 No. side first floor window to create additional habitable loft space and part change of side elevation from clay tiles to painted pebbledash is lawful. (info only, RBWM is not re-consulting)	
	vi	Any other applications received in time to be discussed at the meeting: none	
	B	Planning Enforcement Complaints: See appendix	
	i	18/50162/ENF: Tudor Cottage (between Stone Frigate & Chesils): Home office or accommodation. RBWM have deemed that although there is a small shower unit in the building there is no evidence of residential use and the matter has now been closed	
	ii	154 Coppermill Road: Apparent dwellings in rear garden: RBWM advise that this has been investigated and the use will be lawful under the passage of time. Matter closed	
	iii	Mitchel & Sons: Retrospective application refused, reinstatement works. RBWM advise that an Enforcement notice has been issued. The hard standing is to be dug up and all materials removed from the site, and the land to be re-seeded and restored to its former state. All works to be completed by 5 th April 2020	
	iv	17/03426 Section 106 condition in 1970s to provide a foot bridge. Cllr Crame summarised the history of this issue (A section 106 condition was applied to an application for Hall and Co to dig aggregates in the area north of AJNR. The land and the planning consent was sold to RMC and then to Cemex and then split between Summerlease, Jayflex and Cemex. No one is now accepting liability for the section 106 works. Cllr Larcombe asked to be cc-ed on future correspondence	JC EL
	v	Any other enforcement issues received in time to be discussed at the meeting: None	
	C	Other planning issues, decisions and appeals: see appendix	
	i	Any other issues, decisions or appeals received in time to be discussed at the meeting: None	
	D	Any other Planning items: See appendix	
	i	Horton Municipal Graveyard: No update	
	ii	CIL payments: No update	
#05		Chairman's Communications / RBWM Communications:	
	A	Colne & Crane Valley Green Infrastructure Strategy: Passed to Cllr Crame	

	B	Request for electoral register: Clerk advised Cllrs they are eligible to receive a copy of the electoral roll, and they should ask her for the application form	
	C	Any communications received after the agenda has been published: Cllrs are invited to the Mayor's Charity Ball on behalf of the Thames Valley Hospice. Please ask Clerk for application form	
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:	
	A	Clerk's report: Pallet Network have been emailed re a lorry travelling through the village	BH
	B	Ward Councillors' report: Cllr Larcombe reported that the recent heavy rains resulted in a flooding near miss for the area. Surrey County Council had agreed to borrow £270m which brought the promised partnership funding to in excess of the amount needed and the project can now go ahead. Cllr Crame asked about the lakes owned by RK Leisure and Cllr Larcombe advised that these would become EA property during the build. He reported that ditches had been emptied and trees dug up in Colnbrook as a result of flooding. He donated a number of copies of the "Living on the Edge" booklet – these are available from the clerk for people whose boundary is a river or a ditch. RBWM plan to increase council tax by 3.99% including 2% for adult social care. The fly tipping on Welley Road has been removed. Cllr Larcombe was asked if there had been any successful prosecutions over Flytipping in recent years: possible one but that may have been down to National Trust. Cllr Larcombe to ask Cllr Cannon to do more to prevent this issue. Cllr Larcombe warned that Datchet is practically closed over the next few weeks due to gas works, water pipe works at level crossing, repairs to the barrel arch and road works on Slough Road and adjacent to the village green.	BH EW DC
	C	Heathrow Expansion update: Cllr Crame advised that RBWM's Chris Joyce had suggested the most affected parishes produce a 'wish list' to present to Heathrow as a request from the mitigation package. All Cllrs to bring ideas to Cllr Crame. Cllr Crame, through Royal Borough Action Group, has arranged for 4 pollution monitors to be placed in the village to measure current pollution levels so we have the "before" data to compare with "after" to prove the heavy traffic impact on the villages.. These are being sited at Coppermill Road, Wraysbury High Street, Hythe End and Welley Road, and the readings will be collected every few weeks. Horton is working with Datchet, and Old Windsor (and has invited Wraysbury and Bray) to coordinate action.	
	D	Borough Local Plan: Still not signed off by the inspector.	
	E	Neighbourhood Plan: Referendum on 30 th January. Various people offered to deliver fliers: Clerk to get sufficient printed. UPDATE: Frosts of Wraysbury are delivering fliers	
	F	Traveller Local Plan & Parish Community working group: No update	
	G	HEELAS & Call for sites (Pickins Piece): No update	
	H	NAG Report: Clerk wrote to RBWM on behalf of NAG to ask about speed reduction on Wraysbury Road. No answer - clerk to chase	BH
	I	BALC / HALC / DALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive NB the next DALC meeting is on 29 January at Maidenhead Town Hall. If Cllrs are able to attend please ask clerk for minutes and agenda	ALL
	J	Flood Warden's report Flood Warden has reported a tree fallen into the river between Coppermill Road bridge and the weir. It has been dealt with	
	K	River Thames Scheme report: See #06/B	
	L	Parish Council Reps: Updates if applicable	
	i	Play equipment Rep: Report from Cllr Gibbons –all equipment OK, bin liner still missing from rear of Champney field grass area	CG
	ii	Proof reading policies Rep: The following policies are required under the contract of employment issued to the clerk and the RFO. They have been taken from NALC sites and personalised to suit Horton. Cllr Cole suggested some deletions and amendments. Cllr Crame advised that as the policies as they stand are adequate, and suggested we use them as they are now and consider the amendments next version. They were proposed and seconded (Cllrs Crame and Bovington). Cllr Cole objected to and voted against their adoption.	
	A	Equal Opportunities Policy: proposed and seconded (Cllrs Dunga and Crame)	
	B	Expenses Policy: proposed and seconded (Cllrs Dunga and Crame)	
	C	Grievance Policy: proposed and seconded (Cllrs Dunga and Crame)	

		D	Health & Safety Policy: proposed and seconded (Cllrs Dunga and Crame)	
		E	Sickness Policy: proposed and seconded (Cllrs Dunga and Crame)	
	iii	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report		
		<i>Weekly: Check the defibrillator is inside the cabinet.</i>	Checked	
		<i>Weekly: Check the "green" ready light is on.</i>	Checked	
		<i>Monthly: Check pad expiry. (If less than one month order new pads via the defib supplier).</i>	09/2021	
		<i>Monthly: The keypad lock may need spraying with WD40 or similar.</i>	Checked	
		<i>Monthly: Check the battery is okay.</i>	checked	
	M	Parish Liaison Meeting: Next meeting has been arranged for 6pm on Tuesday 10 th March, in Champney Hall		
	N	Greens Report and tree survey update: Any current issues and 2020/2021 quote. Garden Designs have quoted £10311 exclusive of VAT for regular maintenance of the village. This includes grass maintenance, and approved minor treatment (weed killing and annual vegetation cut back) at St Michael's Church. A breakdown of all works is available from the clerk. When the upkeep on the village (grass cutting etc) was handed over to the village (in 2012) Garden Designs were asked to upkeep all the west (river) side of Coppermill Road, but just patches of the east (reservoir) side. RBWM have advised that all the east side should be included. Garden Designs advise that this will add £360 to their quote for 2020/2021. A question was raised as to whether Horton depot should be paying to cut the grass around their gates. Clerk to contact them		BH
	O	Climate Change Committee: No update		
	P	Highway Issues (including Flytipping): Cllr Gibbons has been communicating with the borough about the vehicles parked long term in Dawn Redwood Close. RBWM contractors have been unable to remove one as they do not have a big enough vehicle. A member of public asked the clerk to write to Royal Berkshire Fire and Rescue for their comments on safety concerns as one of the vehicles appears to contain flammable chemicals. Flytipping on Horton Road (towards Colnbrook) and Welley Road has been removed and the blocked drain at the junction of Stanwell Road, Champney Close and Horton Road has been reported. Clerk has received a copy email from Cappagh reminding the drivers that they not to travel through Horton Village on route to or from the Kingsmead site. Thames Water have removed the Flytipping along the Queen Mother Reservoir fence and are getting quotes for improved fencing to stop this happening again. The traffic lights on Sunnymeads bridge are still weighted toward vehicles travelling from Wraysbury to Horton: Clerk is trying to get hold of the RBWM traffic systems engineer. Clerk to ask Cllr Cannon for assistance		BH BH DC
	Q	Training update: Cllrs are not happy about travelling to Reading, but are all happy to attend training in Datchet. Cllr Crame asked if there was any on-line training available for Cllrs. Clerk to enquire. Clerk presented the Cllrs with details of 3 books that have been recommended by other Clerks: Local Councils Explained (not currently available), Local Council Clerk's Guide (£21) and Local Council Administration (£129.99) The latter book is essential for completing the ILCA Course (Introduction to Local Council Administration) which is £99 + VAT. All books and the course were proposed and seconded (Cllrs Crame and Bovingdon) Clerk to purchase books and register for the course		BH BH
	R	Parish Conference: No update		
	S	Any communications received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting		
#07	Other Communications or Consultations:			
	A	Website Legislation (changes): Deferred to next meeting		BH
	B	Horton Village as a Conservation Area: Cllr Coogan offered to look at the paperwork and report back		BH EC
	C	Any communications received after the agenda has been published: None		
#08	Financial			
	A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant - none		
	B	VAT Update: Update. The overpayment query (see 2019/11/19/#08/B) has been raised with the internal auditor who asked that we advise HMRC again and ring-fence the overpayment. Both suggestions have been actioned		
	C	Payment of invoices: to receive for approval a list of invoices received. Payments proposed and		

		seconded (Cllrs Crame a and Bovington) and cheques signed by Cllrs Patel and Bovington				
		Date of payment	Payee	Reference	Cheque N°	Value
		21-Jan	B Hickley	Month 10	300575	£787.04
		21-Jan	HMRC	Month 10	300576	£199.73
		21-Jan	Garden Designs	3312	300577	£186.00
		21-Jan	A A Lighting (Victorian lamps)	18978	300578	£6268.46
		21-Jan	B Hickley expenses	11/19-1/20	300579	£14.26
		21-Jan	B Hickley expenses	11/19-1/20		£81.26
		21-Jan	B Hickley expenses	11/19-1/20		£233.06
	D	Accounts For previous Q (3) submitted for approval: Proposed and Seconded (Cllrs Crame and Gibbons) and signed by Cllr Bovington.				
	E	Budget and proposed precept for 2020/2021: Budget approved by the Cllrs (proposed and seconded Cllrs Crame and Cole). Cllr Crame asked that the budget be split into regular costs and special projects next year Precept proposed at £33556 (£72.67 for band D). Proposed and seconded Cllrs Crame and Cole, all in favour. RFO advised that in future the budget and precept would be presented at the December meeting, and asked that Cllrs advise him of any capital projects they may wish to propose so these can be reflected in the next budget. (Ie road narrowing for speed management)				RFO ALL
		Any other Finance items received after the agenda has been published: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting				
#09		Questions from the public: none				
#10		Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC				
		Tuesday 18 th February 2020		Tuesday 21 st July 2020		
		Tuesday 17 th March 2020		Tuesday 18 th August 2020		
		Tuesday 21 st April 2020		Tuesday 15 th September 2020		
		Tuesday 12th May 2020 * AMP & AMPC		Tuesday 20 th October 2020		
		Tuesday 19 th May 2020		Tuesday 17 th November 2020		
		Tuesday 16 th June 2020		Tuesday 15 th December 2020		

END OF MINUTES

The meeting finished at 9:02pm

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.
Parish Phone 07957 588 277

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