

Horton Parish Council

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

The Annual Meeting of Horton Parish Council

at 8:15pm (immediately after the Annual Parish Meeting) to transact the business specified in the agenda set out hereunder: to be held in Champney Hall on

Tuesday 18th June 2019

Dated this the 11th day of June 2019 Benta Hickley, Clerk to the Council.

Agenda

#01		Councillors	
	A	Present, and apologies and declaration of interest	
	B	(and questions from the public if appropriate):	
	C	Cllrs to re-sign DPI and C of C forms	
#02		Statutory items:	
	A	Recording Requests received:	
	B	Minutes of previous meeting for approval: Cllr Crame advised that she understood that Magistrates' court reports would not be suitable for Facebook page. Item ref 2019/05/14/#07/E has been amended to reflect this - Cllrs to approve V2	
	C	Minutes of Annual Parish Meeting for approval:	
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
	A	Parking outside St Michael's church: See #06/J	
	B	5 Bells / Horton Arms: See Planning section	
	C	Assets of Community Value:	
	D	RBWM CCTV:	
	E	Parish CCTV:	
	F	Message from new Ward Councillors:	
	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	Highway Issues (as raised with Cllr Cannon) : see appendix	
#05		Chairman's Communications / RBWM Communications:	
	A	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	Neighbourhood Plan and Borough Plan: update if applicable	
	B	Pickins Piece: update if applicable	
	C	NAG Report: update if applicable	
	D	Defibrillator: update from clerk	
	E	Victorian Style Lights (Village green) update: update from Clerk	
	F	Ward Councillors' report: update if applicable	
	G	BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCllrsDrive	
	H	Flood Warden's report / River Thames Scheme report: update if applicable	

I	Traveller Local Plan & Parish Community working group: update if applicable	
J	Pavement and verge parking consultation and issues:	
	i Report from Clerk (Parking outside St Michael's)	
	ii Report from Cllr Larcombe (pavement and verge parking in the ward)	
K	Parish Council Reps:	
L	Fly tipping: Including Portable CCTV equipment	
M	Heathrow Expansion update: Cllr Crame's response to impact assessment	
N	Inspection of Play Equipment: Zurich report - trim trail, top of highest of three hurdles is a potential hazard and should be repaired	
O	Clerk's report	
P	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	Communications Policy: last reviewed March 2015 - to be reviewed	
B	Complaints Policy: last reviewed March 2015 - to be reviewed	
C	Facebook: should we have a FB presence? if so a volunteer is needed to jointly operate the account with the Clerk	
D	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	Audit Update: if applicable	
C	Payment of invoices:	
	i to receive for approval a list of invoices received	
	ii Advice re Direct Debit:	
D	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: 2018 & 2019, Third Tuesday of each month	
	Tuesday 16 th July 2019	
	Tuesday 20 st August 2019 (only if required for planning purposes)	
	Tuesday 17 th September 2019	
	Tuesday 15 th October 2019	
	Tuesday 19 th November 2019	
	Tuesday 17 th December 2019 (only if required for planning purposes)	

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 May 2018 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.

The Annual Meeting of Horton Parish Council

held in Champney Hall at 8:15pm on

Tuesday 14th May 2019

Minutes

#01	Councillors	
A	<p>Election of Chair and Vice Chair: Cllr Bovingdon was nominated as chair by Cllr Crame and seconded by Cllrs Cole and Patel. Cllr Crame was nominated as Vice Chair by Cllr Bovingdon and seconded by Cllr Cole. All in favour, both parties accepted the role. Clerk to notify RBWM and Webmaster</p> <p>Eileen Coogan was co-opted onto the Parish Council</p>	
B	<p>Cllrs to complete Declaration of Acceptance of Office: All signed and witnessed</p>	
C	<p>Cllrs to sign DPI and C of C forms: In progress</p>	
D	<p>Present, and apologies and declaration of interest:</p> <p>Present: Cllrs Cole, SinclairHill, Patel, Coogan, Gibbons, Crame and Bovingdon, and the Clerk and the RFO, and 2 members of the public.</p> <p>Apologies: Outgoing Ward Cllr Rayner</p>	
E	<p>(and questions from the public if appropriate): none</p>	
#02	Statutory items:	
A	<p>Recording Requests received: None, so recording (other than Champney Hall's CCTV) was not permitted</p>	
B	<p>Minutes of previous meeting for approval: Proposed Cllr Cole, seconded Cllr Patel, signed by Cllr Bovingdon. Clerk to forward to webmaster</p>	
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
A	<p>Cappagh / mud and stones on the road: This request has not been acknowledged or evidenced. Clerk to chase Cappagh</p>	
B	<p>Parking outside St Michael's church: Representatives from St Michael's Church advised they believed all church attendees were aware of the request to not park fully on the path, and the problem was with people visiting the graves during the week. The Church is reticent to put up a sign on the church wall and believe an A4 sign on the noticeboard will not be visible enough. It was acknowledged that the problem did affect the path users (particularly those with a buggy or wheelchair) but otherwise it is a fairly minor issue. Clerk to contact RBWM to ask for road marking suggestions (parking bay markings?)</p>	
C	<p>5 Bells / Horton Arms:</p> <p>Flytipping: This was originally due to be removed by RBWM but they have now decided to contact the owners to give them notice to clear it (it is on private land)</p> <p>Works being carried out with no consent: There have been plenty of rumours about the proposed use, but the owners have advised they are planning a Persian restaurant. There are concerns regarding the lack of planning request submitted. Clerk to chased RBWM enforcement officer</p>	
D	<p>Jayflex: No update</p>	
E	<p>Assets of Community Value: Clerk is having problems contacting CRTB department to obtain editable version of the nomination form. Cllr Cole has offered to convert PDF.</p>	
F	<p>RBWM CCTV: Cllrs do not believe the Parish is in the financial position to fund the CCTV equipment this year but would like to reconsider the situation when setting next year's budget. Clerk to write to RBWM to ask if their offer of £5000 funding can be carried over.</p> <p>PARISH CCTV: Champney Hall Management Committee have installed a standalone CCTV system and are only using 5 of 8 potential cameras. They have offered the remaining slots to the PC. To be discussed at the next meeting</p>	
G	<p>Any other matters arising from the previous minutes: Cllr Patel suggested purchase of a new St George's day flag as it looked as if it needed replacing. Cllr Cole advised it was new (although slightly small) and was meant to be that colour. He advised that no replacement flags were currently needed.</p>	
#04	Planning applications and Highways:	
A	<p>Planning Applications received:</p>	
i	<p>19/01124 141 Coppermill Road: Single storey rear extension. The Cllrs were of the opinion that this was not excessive or overbearing, although there were concerned as to its proximity to the</p>	

		current outbuilding. Cllrs recommendation (proposed Cllr Crame and seconded Cllr Cole) is that (subject to the following conditions) it be approved. 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 (<i>Relevant Policies - Local Plan P4.</i>), and any concerns expressed by neighbours are taken into account.	BH
	ii	19/01089 Little Court Bells Lane: Subdivision into 2 x three bedroomed dwellings with associated fencing and parking. Cllrs noted that the plans provide for 2 spaces per dwelling but are aware that parking in Bells lane is very limited, and it is not possible for additional cars to park in Bells Lane. So we would like to see this ratio increased for the two proposed properties and land cleared in the proposed parking area to allow additional visitor parking. Cllrs ask that the works are sympathetic to the original and that all works should be monitored accordingly. If RBWM is minded to approve the application the following is taken into account: Horton Councillors would like the planning team to ensure that: 1. 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; 2. that rain water be stored within the confines of the property, not added to the main drains 3. and that all permitted development rights be removed and no expansion permitted for at least ten years. 4. Additionally they ask that parking spaces are clearly marked and any concerns expressed by neighbours are taken into account as the boundary is so close on both sides. Proposed Cllr Crame, seconded Cllr Bovingdon	BH
	iii	Any other applications received in time to be discussed at the meeting: none	
B	Planning Enforcement Complaints:		
	i	5 Bells / Horton Arms - update from RBWM: None received. Cllrs are concerned about the works that are being carried out without consent in a listed building, and the amount of fly tipping that is evident in the carpark. (RBWM have advised they cannot remove the waste as it is on private land.) There is a danger that it will be used more and more for waste, and that in high winds waste is blown across the main road causing damage or injury. Clerk to chase Planning Enforcement team	BH
	ii	Any other enforcement issues received in time to be discussed at the meeting: none	
C	Other Planning issues, decisions and appeals		
	i	18/03452 Land adjacent to Stone Frigate - permission granted	
	ii	19/00272 19 Coppermill -permission granted	
	iii	19/00572 17 Coppermill Road - Certificate of lawfulness issued	
	iv	19/00322 17 Coppermill Road - Permitted Development Extended conditions	
D	Any other planning items received after agenda is published and before the meeting: None		
#05	Chairman's Communications / RBWM Communications:		
A	Invitation to Mayor making ceremony: Cllr Cole accepted the invitation. Clerk to notify Mayor's office		BH
B	Any communications received after the agenda has been published: None		
#06	To receive reports from Borough Councillors, Parish Councillors or Clerk:		
A	Neighbourhood Plan and Borough Plan: update if applicable: Deferred to next meeting		BH
B	Pickins Piece: update if applicable: Deferred to next meeting		BH
C	NAG Report: (Including Fatal Accident in Wraysbury) The NAG residents members had met but only one representative from the police had attended. Concerns were expressed following a recent death (Hythe End) due to speeding. Emails have been sent to RBWM asking for speed reductions and for speed humps		

		but RBWM seems to be of the opinion that there is no need and no one has complained. There are no resources to enforce speeding or HGV infringement. Fly-tipping is a known problem - it is acknowledged to be illegal but reporting it is difficult (especially as the 101 number is hugely under staffed). NAG meetings will continue in the hope they can achieve some results. Clerk to ask Borough Cllrs to push for RBWM action re speeding, speed reduction measures and fly tipping.			BH	
	D	Defibrillator: Clerk advised that has now been ordered and will be sent on receipt of payment (cheque signed at this meeting). The Parish will need to arrange installation and connection. Champney Hall Management Committee has agreed to arrange this.			BH	
	E	Victorian Style Lights (Village green) update: Clerk advised she had met with a representative from the lighting company. He was going to requote for the 5 lanterns identified, but he felt that a Victorian style lamp at the top of Champney Close may look out of place against the next two in Champney Close so he would provide a 4 lantern quote too. These have not been received so the clerk is to chase			BH	
	F	Ward Councillors' report: At the time this agenda items was addressed there was no representation from our new Ward Councillors. Cllrs proposed clerk should write to them expressing the PC's disappointment and asking they attend subsequent meetings. Subsequently Cllr Larcombe attended and advised that all the Ward Cllrs had been busy attending meetings etc but have every intention of at least one of them attending each parish meeting in the ward. Clerk to email them with meeting dates. Cllr Larcombe invited the Cllrs to feel free to report any issues, and to ask any questions - they would get answers			BH	
	G	BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCLlrsDrive				
	H	Flood Warden's report / River Thames Scheme report: no update received				
	I	Traveller Local Plan & Parish Community working group: Deferred to next meeting			BH	
	J	European Parliamentary Elections: Timetable and information. 23 rd May 2019. No action from HPC				
	K	Parish Council Reps: Deferred to next meeting			BH	
	L	Fly tipping: Including Portable CCTV equipment: Clerk to chase RBWM re planned installation of portable equipment at park Lane. Fly tipping at AJNR has been reported			BH	
	M	Heathrow Expansion update: Deferred to next meeting			BH	
	N	Inspection of Play Equipment: Zurich report (Crimson) advises that all equipment is in good order other than the training trim hurdles which need sanding. To be raised at next meeting			BH	
	O	Any communications received after the agenda has been published: None				
#07	Other Communications or Consultations:					
	A	Waste bins on Coppermill Road: Clerk advised that RBWM had agreed to install an extra waste bin on Coppermill Road. Location and dates unknown. Clerk to chase RBWM			BH	
	B	To adopt Financial Regulations: Proposed Cllr Bovingdon, Seconded Cllr Patel. Clerk to send to Webmaster for uploading to website.			BH	
	C	Pensions Regulator: Clerk and RFO (as sole employees for the council) reported that given the cost to the council of proving this service this was not good use of parish money (charge for setup of the scheme ... is £240 + VAT [and] there is a monthly charge of £25 + VAT for the monthly pension administration / compliance.). Clerk to advise Pensions Regulator			BH	
	D	To accept Zurich Insurance quote: Quote of £1615.79. Proposed Cllr Bovingdon, seconded Cllr Patel			BH	
	E	Facebook: should we have a FB presence? if so a volunteer is needed to jointly operate the account with the Clerk: Deferred to next meeting, but Cllrs did discuss that it might be useful for information (police reports, public info, statistics etc) but not for discussions that could become vindictive or argumentative			BH	
	F	Any communications received after the agenda has been published: None				
#08	Financial					
	A	Payment of invoices: to receive for approval a list of invoices received: Proposed Cllr Cole, seconded Cllr Patel. Cheques signed by Cllr Patel and SinclairHill, list signed by Chair.				
		DATE	PAYEE	INVOICE/DESC	CQ N° 300	Value £
		14-May	Garden Designs	2979	507	501.00
		14-May	JRB Enterprises	19651	508	102.60
		14-May	MyController	10762	509	432.00
		14-May	BALC (HALC)	INV-0090	510	248.74
		14-May	Wel Medical LTD	#S227572	511	2,214.00
		14-May	Zurich Municipal	36833443	512	1,615.79
		14-May	Auditing Solutions Ltd	A5890	513	264.00

		14-May	Window Flowers Ltd	25004	514	688.80
		14-May	Garden Designs	2959	515	465.00
		14-May	LANC	19200013	516	108.00
		14-May	B & B Hickley	Month 1	517	753.18
		14-May	HMRC re B&B Hickley	Month 1	518	83.60
	B	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant: £1000 received from Jayflex as contribution to the defibrillator, and £168 received from CHMC re music licence and safety signs				
	C	Internal Auditor's report to be presented for approval: proposed Cllr Patel seconded Cllr Bovingdon. The clerk brought the internal auditor's three recommendations to the Council's attention:				
		R1	Urgent action should be taken to finalise the review and adoption of updated Standing Orders and Financial Regulations, both of which should be, ideally, based on the latest NALC model documents.		Standing Orders: See 2019/04/16/#08/D Financial Regulations: See 2019/05/14/#07/B	
		R2	The total value of the approved 2019-20 precept should be formally and retrospectively minuted at the next Council meeting.		See 2019/05/14/#08/E	
		R3	A detailed annual budget should be prepared and used as the basis for the periodic reporting of actual performance against the approved budget.		Commenced and ongoing	
		i	AGAR Part 3 Section 1: this was presented to the Cllrs and approved. Proposed Cllr Patel, seconded Cllr Cole, signed by the chair and the clerk.			
		ii	AGAR Part 3 Section 2: this was presented to the Cllrs and approved. Proposed Cllr Cole, seconded Cllr Patel, signed by the chair and the RFO.			
	D	Parish Accounts to be presented for approval: The RFO presented the accounts to the Cllrs (from the AGAR) No questions were raised and the account were approved (proposed Cllr Patel, seconded Cllr Bovingdon)				
	E	To retrospectively minute the approval of the 2019/2020 precept. See 2019/01/15/#08/E. Recorded as £25430. Proposed Cllr Crame, seconded Cllr Bovingdon and Cole				
	F	Any other Finance items received after the agenda has been published: None				
#09	Questions from the public: (If appropriate): None					
#10	Dates of future meetings: Third Tuesday of each month					
	Tuesday 18 th June 2019					
	Tuesday 16 th July 2019					
	Tuesday 20 th August 2019 (only if required for planning purposes)					
	Tuesday 17 th September 2019					
	Tuesday 15 th October 2019					
	Tuesday 19 th November 2019					
	Tuesday 17 th December 2019 (only if required for planning purposes)					

END OF MINUTES

The meeting finished at 9:05pm

All votes were unanimous unless specified.

**** Draft Minutes – not for distribution outside Horton Parish Council 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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For information (not included as an agenda item)

Newsletters from BALC HALC & NALC are available from the HPC Google Drive. <https://tinyurl.com/HPCCLRsDrive>

Website reports and RBWM press releases are available from the clerk.

HORTON PARISH COUNCIL

Annual Parish Meeting Minutes

TUESDAY 14TH MAY 2019 at Champney Hall starting at 7:30pm

#01		<p>Present, and apologies and declaration of interest: Present: Cllrs Cole, Sinclair Hill, Patel, Coogan, Gibbons, Crame and Bovingdon, and the Clerk and the RFO, and 2 members of the public. Apologies: Outgoing Ward Cllr Rayner</p>
#02		<p>Minutes of previous Annual Parish Meeting for approval: These were previously approved at the Parish Council meeting following the previous APM. There was no dissent voiced at this meeting.</p>
#03		<p>Matters arising from previous meetings of the Parish Council: (unless addressed in HPC Chair's Annual Report): None</p>
#04	A	<p>Annual Report from Horton Parish Council Chair, Cllr Bovingdon: HPC Chair's report 2018 - 2019</p> <p>The last 12 months have seen a number of matters discussed: some have seen action, some are due to be actioned and others unfortunately have not come to anything.</p> <p>We have been successful in increasing the visibility of the weight limit signs entering the village and have had apologies from at least two contractors who have been contacted after their vehicles were seen driving through the village.</p> <p>We looked extensively into buying the BT phone box on the corner of Coppermill Road. We had hoped to move it to outside Champney Hall and use it to house a defibrillator but that did not prove practical, so (with financial help from Jayflex and Cappagh) we are arranging for a defibrillator to be mounted on the external wall of Champney Hall. We hope to be able to provide training once it has been installed, but it comes with easy to follow instructions.</p> <p>We have arranged for the streetlamps in the centre of the village to be replaced with Victorian style lanterns and look forward to seeing these when they have been installed.</p> <p>We have been in talks with Thames Water about the trees on the reservoir perimeter that overhang Horton Road (to Colnbrook) and Datchet Road (to Datchet). We are pleased to report that Horton Road trees have now been cut back and Datchet Road trees are due to be cut back soon.</p> <p>Last July we hosted a very enjoyable event to commemorate Mrs Betty Marlow's contribution to the village, where two new flower troughs were dedicated to her memory. Many members of her family were able to attend and were very appreciative of the event being held.</p> <p>We have been in talks with the Borough regarding a proposal to buy land at the rear of St Michael's church to create a Parish Graveyard. Whilst the owners, Cemex, are prepared to discuss the sale of the land, the Borough, whilst being supportive of the plan, are not able to fund the purchase.</p> <p>The volunteer who was maintaining the church grounds has had to retire, and the Parish Council have agreed to part fund the new arrangements</p> <p>There has sadly been a spate of vandalism at Champney hall and the playing fields: the doors were rammed by quadbikes necessitating replacement doors, the padlock to the carpark was vandalised and several trees have been killed through the bark being deliberately stripped or other damage. These acts coincided with residents starting to park on the grass verge outside the playing fields, and the concern was that the parked cars and vans allowed the vandalism to occur without fear of observation. The Champney Hall Management Committee actioned the repairs to the doors and the gate, and the Parish Council arranged for flower beds to be created on the grass verge: these</p>

	<p>prevent parking occurring in future</p> <p>There is an ongoing issue with fly tipping in the village. There are banners up at some of the hot-spots which remind culprits of the potential penalties, and also give the RBWM number to report the problem. This number along with other useful numbers is also permanently available from all three Parish noticeboards.</p> <p>The Remembrance Day Service and the Christmas Tree & Carol Service events were both successful and well attended. Having a live bugler at the Remembrance Service and the Mayor and the Lady Mayoress at the Christmas event were much appreciated. Thank you to the Rayner family who provided the signage for the road closure and the man power and machines to erect the particularly impressive Christmas Tree.</p> <p>The unknown future of the Five Bells / Horton Arms has highlighted how few buildings of community value we have in the village. There is a procedure for parishes to register an interest in significant assets of community value to allow the parish to consider purchasing them if they go on the open market. Details regarding the owner, freeholder and tenants are needed to register the asset. This is being looked into for the 5 Bells / Horton Arms and the Crown Kitchen, and is being submitted for the Convenience Shop.</p> <p>We have installed a dog waste bag dispenser at the Champney Hall bus stop, and have arranged for the borough to install a waste bin along Coppermill Road which will be partnered with another dog waste bag dispenser. Thank you to Jane Williams who keeps the current bag supply topped up.</p> <p>There have been a few TLC days in the village arranged and carried out by villagers, and we would like to thank all who were involved: the results made a huge difference.</p> <p>As Chair, I would also like to thank Cllrs Coogan and McAuley who have stepped down as Parish Councillors, and Cllr Rayner who has stepped down after 13 years as Ward Cllr for the village, as well as the Cllrs who have remained as Councillors or have newly joined the Parish Council. It is recognised that this is a voluntary commitment and all give up a significant amount of time to attend meetings and ensuring their other responsibilities are given full attention. Your involvement is very appreciated.</p> <p>The Chair also thanked Brian and Benta Hickley for their work as Clerk and RFO</p>	
	<p>B Annual Report from Horton & Wraysbury Ward Councillor, Cllr C Rayner: Unfortunately Cllr Rayner was not able to attend so there was no Ward Cllr Report</p>	
#05	<p>A To receive the provisional Champney Hall Management Committee Accounts: Presented by Stuart Inger. Income is consistent, mostly from Pumpkins but expenditure has been greater. The hall is now up to date with fire and security regulations (fire alarm system installed and tested at each CHMC meeting) and acoustic panels and CCTV have been installed. This has brought capital down from about£30k to just under £17k. The accounts balance and have been signed off. Copies are available on request from the clerk</p>	
	<p>B To receive the provisional Horton Parish Council Accounts: Presented by HPC RFO Brian Hickley. The accounts show that spending more or less equalled expenditure for the last year, and was within £100 of budget.</p>	
	Bank Reconciliation as at 31 st March 2019	
	Current a/c bank balance 31/03/2019	45969.39
	Plus outstanding	0.00
	Less uncleared items	-270.20
	Net balance as at 31/03/2019	45699.19
	Agrees Cashbook balance 31/03/2019	
	Cash Book	
Combined opening balance 01/04/2018	45792.00	

	Plus receipts in year	31376.29																																	
	Less payments in year	31469.10																																	
	Combined cashbook balance 31/03/2019	45699.19																																	
	Cllr Crame asked that the accounts be presented in a different manner, and the details requested are below (as presented on the Annual Governance and Accountability Return)																																		
	DETAILS	<table border="1"> <thead> <tr> <th></th> <th>Year Ending 31/3/18</th> <th>Year Ending 31/3/19</th> </tr> </thead> <tbody> <tr> <td>Balances brought forward</td> <td>29120</td> <td>45792</td> </tr> <tr> <td>Precept</td> <td>24358</td> <td>26524</td> </tr> <tr> <td>Other receipts</td> <td>16733</td> <td>4852</td> </tr> <tr> <td>Staff costs</td> <td>6657</td> <td>9857</td> </tr> <tr> <td>Loan payments</td> <td>0</td> <td>0</td> </tr> <tr> <td>All other payments</td> <td>17762</td> <td>21612</td> </tr> <tr> <td>Balance carried forward</td> <td>45792</td> <td>45699</td> </tr> <tr> <td>Total value of cash & short term investments</td> <td>45792</td> <td>45699</td> </tr> <tr> <td>Total fixed assets and long term investments</td> <td>29001</td> <td>29369</td> </tr> <tr> <td>Total borrowings</td> <td>0</td> <td>0</td> </tr> </tbody> </table>		Year Ending 31/3/18	Year Ending 31/3/19	Balances brought forward	29120	45792	Precept	24358	26524	Other receipts	16733	4852	Staff costs	6657	9857	Loan payments	0	0	All other payments	17762	21612	Balance carried forward	45792	45699	Total value of cash & short term investments	45792	45699	Total fixed assets and long term investments	29001	29369	Total borrowings	0	0
	Year Ending 31/3/18	Year Ending 31/3/19																																	
Balances brought forward	29120	45792																																	
Precept	24358	26524																																	
Other receipts	16733	4852																																	
Staff costs	6657	9857																																	
Loan payments	0	0																																	
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Total fixed assets and long term investments	29001	29369																																	
Total borrowings	0	0																																	
#06	<p>To receive, for discussion, any matters that electors registered in the parish of Horton may wish to raise (including questions from the public is appropriate. Any questions that cannot be answered at the time will be answered as soon as practical:</p> <ul style="list-style-type: none"> A question was raised about the collection of Green bins. For the 4 collections prior to 14th May at least one green bin close to the memorial green had not been collected on the due date, necessitating a call to RBWM and a separate collecting being arranged. On at least one occasion two bins were reported as missed and the replacement collection would only collect one and had to return the following day for the other. Clerk to check with RBWM why this is happening and what can be put in place to make the system work better.[actioned BH 18/5/19] Residents complimented the village on its appearance. It's looking very nice and attractive: good flowerbeds & generally tidy. The clean-up days were appreciated by the residents who commented that the clean-up volunteers had done a good job and clearly took pride in their village. It was noted that 12 residents had taken part in the last clean-up and hopefully more would get involved next time. 																																		

END OF MINUTES

The meeting finished at 8:03pm

** Draft Minutes – not for distribution outside Horton Parish Council 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

Agendas and previous minutes are available from the Parish Council Website:

www.hortonparishcouncil.gov.uk

HORTON PARISH COUNCIL COMPLAINTS PROCEDURE

1. Horton Parish Council is committed to providing a high standard of service for the benefit of all members of the community who live or work within the parish.
2. This complaints procedure is **only** applicable to complaints about council administration and procedures.
3. This complaints procedure does NOT apply to the following:
 - i. A complaint by a Councillor against an employee
 - ii. A complaint about a Councillor
 - iii. A complaint by one Councillor against another.
4. The above are actioned under (i) employment legislation (ii & iii) The Code of Conduct.
5. **Procedures:**
 - i. A complaint must be made within 12 months of the matter/s which are subject to the complaint
 - ii. The complaint must be submitted in writing or by email to the Clerk of the Council.
 - iii. Should the complainant not wish to submit the complaint to the Clerk, it may be submitted to the Chairman
 - iv. The complaint will be acknowledge within 7 working day
 - v. The Clerk or Chairman will in the first instant investigate and try to settle the complaint and report in full to the next full meeting of the Council
 - vi. Should a settlement not be reached the Council will be required to convene a meeting of the Governance Committee (3 appointed council members) of the Parish Council
 - a) The committee will convene and consider if the matter should be considered without the press and the public present and set a date for a hearing.
 - b) 14 working days' notice of the hearing date must be given. The Clerk and/or Chairman and the complainant will be invited to attend and make representation.
 - c) The decision of the committee must be communicated within 20 working days of the hearing
 - d) To ensure openness, a summary of the complaint and decision will be reported via an agenda item to the next full meeting of the Council

Horton Parish Council			
Complaints Procedure			
Version 2019	Created 28/05/2019 Benta Hickley Parish Clerk	Ratified 18/06/2019	To be revised 18/06/2020

HORTON PARISH COUNCIL - COMMUNICATIONS POLICY

As digital, social media and electronic communications continues to develop and becomes the norm. Horton Parish Council will, within its limited resources both human and financial, endeavour to move forward, improve and expand all channels of communications. Be this within the Council, between the Council and the people, businesses, statutory authorities or agencies it works with or serves and the wider global audience. The latter with an awareness that those who have not access to or do not wish to move into the electronic age, must not, be discriminated against and must therefore be accommodated.

As is required by statute all communications both internal and external must be received, sent or distributed by the Clerk to the Council as the Proper Officer.

1. Communication Standards and Expectations from the Parish Council as a corporate body and Councillors individually

All communications must:

- be civil, tasteful and relevant.
- not contain anything that is knowingly: unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, sexual or racially offensive.
- not contain content that is knowingly copied for other sources that requires 'copy right' consent .
- not contain personal information, other than basic contact details.
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any 'political party', information, advertising or promotion, in any form.
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any 'commercial' advertising or promotion, in any form.

2. Communications received both external and internal

- The Parish Council expect that all communications received meet the above standards. Any communications received not meeting the above standards will either be ignored or the sender informed of this policy.
- Subject to workload, working time limitations and the subject matter, all communications will be responded to as soon as possible or as appropriate.

3. Web Site.

- The first stage of the new web site is/has been developed as a tool to meet and enhance 'Open Government' requirements by facilitate electronic access to Parish Council statutory information, act as an official notice board and offer a direct line of communication to the Clerk to the Council. The second stage is to provide community page/s for community groups, local information and an events diary.

Horton Parish Council			
Communications Policy			
Version 2019	Created 28/05/2019 Benta Hickley Parish Clerk	Ratified 18/06/2019	To be revised 18/06/2020

Planning Appendix

#04		Planning applications and Highways:	Reply to Planning by
	A	Planning Applications received:	
	i	19/01434 Little Court, Bells Lane - consent to replace opaque glazing (2 x first floor side windows) and infill an existing internal opening	4/7/19
	ii	19/01559 Horton Brook Quarry - installation, alteration or replacement of other solar photovoltaics equipment on roofs of non-domestic buildings	9/7/19
	iii	Any other applications received in time to be discussed at the meeting	
	B	Planning Enforcement Complaints:	
	i	19/50206/ENF Land behind Michellson, Horton Trading Estate - land cleared and laid to tarmac. Planning Permission is required.	
	ii	5 Bells / Horton Arms -	
	iii	Any other enforcement issues received in time to be discussed at the meeting	
	C	Other Planning issues, decisions and appeals	
	i	Any other issues, decisions or appeals received in time to be discussed at the meeting	
	D	Highway Issues	
	i	Issues raised with Cllr Cannon	
		Any other planning items received after agenda is published and before the meeting:	