

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 19th September 2017

*Dated this the 10th day of September 2017 *** Benta Hickley, Clerk to the Council.*

Agenda

#01	Present & apologies & declaration of interest
	(and questions from the public if appropriate):
#02	Minutes of previous meeting for approval:
#03	Matters arising from previous meetings of the Parish Council:
	(Ongoing matters: // Asset register // Potential purchase of BT phone box // Road in front of the Crown // Purchase of defibrillator // No updates received for these items)
A	Parish Graveyard:
B	Rubbish Bin @ Arthur Jacobs' Nature Reserve:
C	Memorial Green (chains & fences): "No Horses" signs & bylaw?
	Memorial Green (tree) confirmed as Turkey Oak
	Memorial Green - traffic
D	Fly tipping: signage?
E	Arthur Jacobs' Nature Reserve & Poyle Poplars – Maintenance
F	Lighting (new street lamps)
G	Flood Liaison Group
H	Landfill at Kingsmead Quarry
I	Pickins' Piece: Fair Licence –Also to investigate (B) The pack of papers the council has about Pickins' Piece mentions a lease – we do not have a copy of this: (C) The pack of papers mentions payments for the last 20 years – but accessible records do not indicate that payments have been made
J	Brookfield House
K	Clarification to Neighbourhood plan section
Extra	Minutes of Extra (Audit) meeting held on 25th August for approval
A	Matters arising from Extra meeting (2016/17 Audit recommendations)
#04	Planning applications and Highways:
A	17/01125/DEM . AND 17/01512 - Construction at 28-30 Coppermill Road (by 27th Sep)
B	15/03999/FULL - 177 Coppermill Road
C	16/01798/FULL - Little Court, Bells Lane (convert from 1 to 2 dwellings)
D	17/02397/Cert - 187 Coppermill Road
E	17/01786/FULL - 187 Coppermill Road
F	17/02454/FULL - 165 Coppermill Road (by 5th Sept, extended to 21st Sept)
G	Public Right of Way & Milestones statement
H	17/02516/FULL - Millbridge Stud
I	17/02487/Discharge - Site of Paper Works, Stanwell Road
J	17/02046/FULL - Planning Dept answer to our query
K	17/02155/FULL - Hermitage
L	17/00721/FULL - 121 Coppermill Road (appeal)
M	16/04001 New Mill Cottage, Mill Lane (Previously 471678 in Oct 1993)

N	Any other application received after agenda is published and before the meeting
#05	Chairman's Communications:
A	Fly tipping at Sunnymeads' bridge / Kingsmead quarry
B	Residents' Newsletter
C	SSE Community Resilience grant
D	Highways Parks & Countryside - new service
E	Letters from the Mayor (Christmas decorations, and Zoo Visit)
F	Children's play scheme 2017
G	BALC 2017 AGM bulletin
H	Reform of Data Protection Regulation
I	Police & Crime Commissioner - Police Property Act Fund
J	WAM Get Involved Volunteer Surgeries
K	Communications received after the agenda has been published
#06	To receive reports from Borough Councillors:
A	Including village maintenance items:
#07	Other Communications or Consultations:
A	Register of Community Assets:
B	HPC Asset Register:
C	Councillors' Declaration of Interest forms
D	Councillors' Code of Conduct forms
E	Neighbourhood Plan
F	Flower Container / Betty
G	Neighbourhood Action Group
H	Poyle Bus Gate
I	Trees at 4 Milton Close:
J	Rubbish on NE corner of Sunnymeads Bridge (Cemex?)
K	Report on state of play equipment
L	Complaint re trees opposite 221 Coppermill Rd
M	Signage outside Milton Close maisonettes
N	Health Makers
O	Fast Internet / fibre to west Horton
P	Bennett Street Care
Q	Complaint re reversing alarms at Kingsmead site
R	Any communications received after the agenda has been published
#08	Financial
	Payment of invoices: to receive for approval a list of invoices received:
#09	Questions from the public:
#10	Dates of future meetings: 2017, Third Tuesday of each month
	Tuesday 19th September 2017
	Tuesday 17th October 2017
	Tuesday 21st November 2017
	No Parish Council meeting in December 2017
	PROVISIONAL: Tuesday 16th January 2018

NOTE Meeting Rules apply.- circulated to Members - May 2015.
Clerk to the Council. Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email

Horton Parish Council

Meeting on Tuesday 18th July 2017

Minutes

#01	Present, apologies and declaration of interest (and questions from the public if appropriate):	
	Present: Cllrs Bovingdon, Sinclair Hill, Coogan, Crame and McAuley and three members of the public	
	Apologies: Cllrs Rayner, Cole, Patel and Tillyer	
A	Questions: Ewan Larcombe brought a number of RBWM consultations to the Council's attention: specifically regarding Travellers' Accommodation Assessment which the Parish Council were not aware of. The consultation finishes soon	
B	Questions: A member of the public raised concerns about Brookfield House. She understands the planning permission for the extension was granted as an extension to the existing accommodation, but it appears that the additional facilities are being rented out via Air B'n'B (www.airbnb.co.uk/rooms/17246216?location=Mpali). This is causing problems with loud arrivals and departures and parking congestion. The Councillors will look into what consents were given at the time and will report back.	JC
#02	Minutes of previous meeting for approval:	
	Proposed Cllr Coogan, seconded Cllr Crame	
#03	Matters arising from previous meetings of the Parish Council:	
	(Ongoing matters: // Potential purchase of BT phone box // Road in front of the Crown // Purchase of defibrillator // No updates received for these	
A	Parish Graveyard: Deferred to await Cllr Rayner's input	CR
B	Rubbish Bin @ Arthur Jacobs' Nature Reserve: Clerk has requested information on 6 occasions since 4th May and received no reply. This has been escalated to a complaint	
C	Memorial Green (chains & fences): "No Horses" signs & bylaw?. Clerk requested signage info from RBWM 4th & 20th July. Bylaws matter deferred awaiting report from Cllr Cole	BH NC
	Memorial Green (tree): We are still awaiting RBWM Trees dept's report on the dead branches, but in the mean time Garden Designs have quoted £225 (plus VAT) to remove the dead wood. The Councillors voted unanimously to accept this quote	BH
D	Fly tipping: signage? (moved from APM matters): Clerk requested info from RBWM 4th & 20th July	BH
E	Japanese Knotweed (Brookfields House): RBWM Parks & Countryside team are aware of this and have been dealing with it for the past few years	BH
F	Arthur Jacobs' Nature Reserve & Poyle Poplars – Maintenance (moved from APM matters): RBWM Parks & Countryside team have had problems gaining access to the AJNR & PP but hope this will be resolved so they can work on the paths. They plan to replace some benches and are happy to meet a representative on site to consider replacing the David Bartram bench	PS
G	Lighting (new street lamps): Deferred until Cllr Rayner is able to report	CR
H	Flood Liaison Group: Scott Salmon (Community Resilience Advisor, River Thames Scheme) has met with Duncan Parker (our flood lead) and has sent some documents to be put on our website. Deferred until Cllr Cole is available to discuss this	NC
I	Landfill at Kingsmead Quarry: Cappagh have advised that the site restoration does not pose any flood threat (a full flood risk assessment was included in their permit application) and are happy to meet our representative. Clerk has passed the contact details onto Paul Shine (HPC representative)	PS
J	Lorries in the village: see item 7K	

	K	Pickins' Piece: Fair Licence - Clerk contacted RBWM on 8th July and was advised on 9th July that this had been forwarded to Licensing Team. As yet no reply. There are concerns that the land is being used for fly tipping and go-kart building. Clerk to check (chased 22 July)	BH
#04	Planning applications and Highways:		
	A	17/01125/DEM : Planning have replied that as a demolition and construction application has been submitted they do not consider that the unapproved demolition needs referring to the enforcement team at this stage.	BH JC
	B	177 Coppermill Road: This matter has been chased with RBWM Planning dept on 5 occasions since 20th May. Clerk continuing to chase	BH
	C	17/01546 74 Coppermill Road: Cllr has advised RBWM Planning that he would like to call this in if appropriate	CR
	D	New premises licence (alcohol): Unfortunately our objections were received at the RBWM Licensing Office after the cut off date. However they have asked us to keep them informed of any issued with underage drinking	
	E	Joint minerals & waste plan: deferred although a preliminary read of the document highlights concerns over increased traffic. Possible conflict of interest with our Borough Councillor	JC
	F	16/02091: Westerley: The Councillors were puzzled by the withdrawing of this retrospective application. They would like to know whether this means the balustrade, roof terrace, gate and boundary wall will be removed	BH
	G	Public Rights of Way Milestones Statement 2017-2018. Deferred to next meeting.	NC EC
	H	17/01353: 90 Coppermill Road: This has been allowed under permitted development and the Parish Council's notes have not been included in the letter to the agent. Clerk to write to planning	BH
	I	17/01247 165 Coppermill Road: Permission has been refused	
	J	17/02046 Unit B, Horton Trading Estate: Councillors understand this unit to be occupied by DMS international, not Kyle Freight and would like this to be explained. They would also like to know what can be expected from Class B2 (general industrial) with specific concerns regarding the potential for HGVs through the village.	JC BH
	K	17/02155 Hermitage, Stanwell Rd. Horton Parish council have looked in detail at this application and object on the following grounds: 1. A new road access would require a bridge over the ditch. It is essential that the ditch is retained for flood alleviation. 2. We believe an additional entrance on this stretch of road would be an additional traffic hazard. 3. We are also concerned that the second entrance would effectively create the opportunity to split the land area into two. We, as are RBWM, are against garden development particularly on Green Belt land.	BH
	L	17/00721/FULL - 121 Coppermill Road: This was originally refused by RBWM planning (see 2017 05 16 Minutes item #04A) because "(a) the proposal is considered to form a disproportionate addition over and above the original dwelling, and (b) the resulting dwelling would form an incongruous and dominant feature amongst its neighbours" but they have appealed: the appeal will now be decided on the basis of written representation, and we have no opportunity to submit further comments.	BH

	M	New Mill Cottage in Mill Lane. The clerk received an email that advised the council that "New Mill Cottage has been given a cert. of lawfulness to build an attached garage - planning Appn.No 16/04001 under "Permitted Development " rights. However this property does not have any rights. They were removed under Appn No 471678 approved 27th Oct 1993 when what was then called Mill Bungalow was granted permission to become a two story, 3 bed house and became New Mill Cottage" This matter will be investigated. Unfortunately records on the RBWM planning website do not go back to 1993. HPC Planning Lead to investigate further	JC
	Chairman's Communications:		
#05	A	Colne Valley newsletter: forwarded to all Councillors	BH
	To receive reports from Borough Councillors:		
#06	A	Including village maintenance items: to be deferred until Cllr Rayner is available	
	B	305 Bus update: to be deferred until Cllr Rayner is available	
#06	D	Coppermill Road: speeding & parking on verges: NAG report that recent speeding checks on Coppermill Road shows that average speeds are between 37 and 47 mph. Enforcement officers are writing to all drivers recorded at over the speed limit. No Councillors have photographic evidence of poor parking.	
#07	Other Communications or Consultations:		
	A	Register of Community Assets: Deferred as no progress has been made	BH
	B	HPC Asset Register: Deferred as no progress has been made	BH
	C	Councillors' Declaration of Interest forms: The Clerk apologised for the errors on the form and thanked the Councillors who pointed these out. She reminded Councillors that they were expected to, at all times, show respect for others and asked that all communication pertaining to the Parish Council (including, but not limited to, Councillors, volunteers, employees and contractors) are weighed against these guidelines. A replacement form will be issued shortly.	BH
	D	Councillors' Code of Conduct forms: The clerk drew the Councillors attention to HPC's Code of Conduct where item 7 establishes... <i>Respect for others (a) You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government.</i> A copy of this will be issued to all Councillors shortly.	BH
	E	Neighbourhood Plan: There has been no Horton and Wraysbury meeting since April. The Character Assessment is still being finalised. RBWM have moved the Borough Plan from regulation 18 to Regulation 19 despite objections from several Parish Councils. NP have been unable to include Green Belt land in the plan but the BP can. It is understood that in the event of conflict the BP will overrule the NP. A 'request for information' reply suggests that the only consultation with Horton Councillors was with Councillors Mr and Mrs Rayner and Cllr.Maryiln. A list of suggested sites suitable for development was put together at this consultation but was subsequently rejected by the Parish Council, with comments that there were too many conflicts of interest. A green belt assessment was not undertaken. In July 2017 RBWM emailed councils saying " <i>I am writing to inform you that the council is undertaking a 'call for sites,' in advance of updating its Housing and Economic Land Availability Assessment (HELAA). The council wishes to understand the views of landowners, developers and other stakeholders on the availability and deliverability of potential sites.</i> " This would seem to be contradictory to the BP being put forward for the next step (submission to inspector) there is a group representing a number of Parish Councils, working with 'Locality' that are trying to prevent this action. The Chair thanks Cllr Crame for all the work she was putting in and the PC agreed to still support the work she is doing.	

	F	Flower Container / Betty: Plastic flower towers (like in Windsor and Eton) were suggested, but concerns were expressed about how they will look empty, how long they will last and how easy they were to push over. Datchet have troughs. Clerk to ask Datchet for supplier info.	BH																																								
	G	Neighbourhood Action Group: Datchet and Wraysbury launch meetings were well attended. Horton's is likely to be in November. Can all Councillors mention the proposal to residents that might be interested in being part of the Neighbourhood Watch																																									
	H	Poyle Bus Gate: A meeting was held of over 20 interested parties (who object to the Poyle Bus gate). The on-line consultation only gave the option of choosing which of three bus gate options was preferred, not a "I don't want a bus gate" option. Our MP has written to object but it appears that RBWM have not made any representation. It seems that all businesses except DHL are against the proposal (and that a member of the Slough Borough team proposing the plan has a family member working for DHL).																																									
	I	Trees at 4 Milton Close: Garden Designs have dealt with these: Clerk has not yet received a report from RBWM trees dept.																																									
	J	Rubbish on NE corner of Sunnymeads Bridge (CEMEX?): Clerk to contact CEMEX to ask about the big metal containers that appear to be abandoned in the CEMEX site by the station bridge.	BH																																								
#07	K	Days lorry through the village: Correspondence shows that (a) Day Aggregate have spoken with their driver – he has apologised profusely and explained he used this route as traffic was extremely bad and he was in a hurry to get to the hospital with his wife – he is extremely apologetic and has vowed he will not use this route ever again and that (b) Jayflex have told Day Aggregate that " this is not a valid or acceptable reason as it is a flagrant breach of our planning condition. . . any further incidents of this nature will lead to permanent barring from site of the offending Driver and reporting to the police of the matter as it is a traffic offence." and (c) Jayflex have confirmed that "We have also reminded all HGV drivers using our site of the requirement to turn right when leaving the quarry". Please report any further problems to the Clerk, including as much info as possible (minimum of time and date, preferably also with company livery info and registration number)																																									
	L	Report on state of play equipment: Deferred until next meeting	MMc																																								
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#09		Questions from the public: Ewan Larcombe asked what action would be taken regarding the Traveller Accommodation consultation. Cllr Crame confirmed she would talk to RBWM, and could Ewan send the document to the clerk by email.	EL BH																																								
#10		Dates of future meetings: 2017, Third Tuesday of each month																																									
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	Tuesday 21st November 2017	
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	PROVISIONAL: Tuesday 16th January 2018	

The meeting closed at 8:50pm
Minutes are subject to amendment until signed by the Chair

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

Horton Parish Council

Extra Meeting

Friday 25th August 2017

Minutes

2017	#01	<p>Present & apologies & declaration of interest: Present: Cllrs Coogan, Tillyer and Crame and the Chair, Cllr Bovingdon together with the RFO and Clerk, Brian and Benta Hickley. Apologies: Cllrs Rayner, Cole and Patel. All councillors were notified of the meeting. No reply from Cllrs Sinclair-Hill, Lenton or McAuley</p>
	#02	<p>RFO to present 2016/17 year end accounts and the Annual Return Document (the internal auditor's recommendations) to the council, and answer any queries</p>
	A	<p>Brian Hickley - RFO - outlined the circumstances that lead to the Audit Report and this meeting. The report stated intention by the Auditors to approve the financial section of the Audit, but had highlighted a number of issues relating to areas of compliance needed to be acknowledged and addressed. The RFO explained that the previous clerk – Betty Marlow - had expertise and knowledge of all matters pertaining to the Parish and Parish Council. She had carried out a tremendous service to the Village over a long period, but had not passed this onto other members of the Parish Council. The replacement RFO and Clerk had agreed to take on the role, but were inexperienced in Public Office. There remain problems with receiving up to date information and requests because the post office tends to forward post addressed to the late Betty Marlow as clerk, to her daughter (even if the post showed Champney Hall rather than the clerk's home address). Also, Mazars' (the external auditors) use an email address originally used by the late Clerk, for which we/they do not have the password. Shortly after Betty Marlow's death, a temporary clerk was appointed - Jane Clemance- and her personal email has also been used for Parish correspondence, rather than the Parish's correct email address. Some of these and other emails have been forwarded on to the current clerk late, or not at all.</p>
	B	<p>The RFO and clerk assured the councillors that, as evidenced by Auditing Solutions' report, there is no issue with the finances themselves, rather with the compliance deadlines</p>
C	<p>It was proposed that we contact Auditing Solutions with a request to appoint them to assist with creating 'idiot's guides' and a compliance calendar to ensure the RFO, and any successor, are aware of annual deadlines. Proposed Cllr Crame, seconded Cllr Bovingdon</p>	

D	It was agreed that at the next, and subsequent meetings the 15 action points from the internal audit would be on the agenda and the RFO/Clerk would report on each item's progress so this can be monitored and reviewed. Some items have already been actioned. Proposed Cllr Crame, seconded Cllr Coogan
#03	Councillors to consider whether they can approve and adopt the accounts for submission to the external auditors
A	It was proposed (Cllr Coogan) and seconded (Cllr Tillyer) that the internal audit and report be approved and adopted and submitted to the external audits together with a letter explaining how we propose to proceed.

Rec. No.	Recommendation	Response
Review of Accounting Records & Bank Reconciliations		
R1	In order to simplify the task of identifying the analysis of receipts and payments for inclusion in budget reports and the year's detailed Statement of Accounts, consideration should be given to the inclusion of an appropriate cashbook format, along the lines of that we have provided to the RFO.	
R2	In accordance with the requirements of the Governance and Accountability Manual (G&AM) formal bank reconciliations should be prepared and be subject to independent councillor scrutiny and sign off at least quarterly throughout the year.	
R3	The manner in which accounting and governance records are presented for audit examination should be simplified in order to avoid unnecessary time tracing relevant documentation.	
Review of Corporate Governance		
R4	The Council should ensure that the extant Standing Orders and Financial Regulations are revised and updated in line with the latest NALC Models to reflect the above changes in EU contract reporting requirements, ideally setting a lower value as indicated in the body of the report and to reflect actual approved working practice.	
R5	The Council should take appropriate action to ensure that similar problems in relation to succession management and availability of fundamental Council records do not recur, incorporating detail of those arrangements in the Council's risk register.	
R6	In line with best practice and also in consideration of the previous recommendation, the Council should ensure that formally documented financial procedures (frequently referred to rather derogatorily as "idiot's guides") for each process (payroll, payment of invoices, receipt and banking of funds received, etc) are prepared.	
R7	The Council should ensure that the value of the approved annual precept is minuted appropriately and retrospectively in respect of 2017-18.	
R8	Each page of the minutes should be initialled by the Chairman following their acceptance and formal adoption.	

Rec. No.	Recommendation	Response
Review of Expenditure		
R9	Where no formal invoice is available to support a payment, a proforma should be prepared, be signed by the Chairman and be retained on file in order to afford a complete audit trail: where the payment refers to a grant or donation, a copy of the appropriate approving minute would suffice.	
R10	Consideration should be given to the acquisition of a suitably designed rubber certification stamp, as detailed in the body of the report, to be placed on each invoice or proforma invoice supporting payments.	
R11	VAT reclaims should, in future, be prepared and submitted more frequently and ideally cover the full financial year in line with the Council's Financial Regulations.	
Assessment and Management of Risk		
R12	The Council must ensure that it complies with the requirements of the G&AM, reviewing and adopting formally its financial and other risk assessments at least once during the financial year.	
R13	Consideration should be given to the acquisition of the LCRS software or, as a minimum, expanding the existing register's assessments to include and address, inter alia, more robust concerns such as the potential risks arising from staff changes or unavailability.	
Budgetary Control & Reserves		
R14	The Council should establish the exact nature of the charitable account(s) for which it acts as custodian trustee: given their low value and lack of transaction activity, the Council should, in conjunction with the external auditors, determine whether or not the funds should be transferred to separate bank account(s).	
Asset Registers		
R15	The Council must ensure that an appropriately constructed asset register is developed and maintained routinely in future.	