

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 17th September 2019

Dated this the 8th day of September 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	Cllr Gibbons to sign DPI and C of C forms
#02		Statutory items:
	A	Recording Requests received:
	B	Minutes of previous meetings for approval:
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):
	A	Monies due from HPC to CHMC:
	B	Complaint re Champney Close:
	C	Assets of Community Value: Update if applicable
	D	Parish CCTV: clerk has chased the contractor (3/9)
	E	Victorian Style Lights (Village green) update: clerk has chased the contractor (3/9)
	F	Pavement Parking: Cllrs to suggest restricted area
	G	Bells Lane stream issues: Update
		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	Parish & RBWM meeting: Meeting with senior RBWM staff
	B	Mayor's Coffee Morning (for Macmillan Cancer Support) invitation
	C	Mayor's afternoon tea (for Thames Valley Hospice) invitation
	D	Police overview & Scrutiny Panel
	E	Wraysbury News (December 2019 edition)
		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	Traveller Local Plan & Parish Community working group, Neighbourhood Plan and Borough Plan: update if applicable
	E	NAG Report: update if applicable
	F	BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive
	G	Flood Warden's report / River Thames Scheme report: update if applicable
		Parish Council Reps: Updates if applicable
	H	i Play equipment Rep: Report from Cllr Gibbons (also professional quote)

	ii	Proof reading policies Rep: Cllr to please volunteer for this
	iii	Website Rep: Cllr to please volunteer for this
	iv	GDPR Rep (inc training Cllrs): Cllr to please volunteer for this
	v	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report (defib / green light / keypad lock / battery)
	I	Fly tipping: Including Portable CCTV equipment
	J	Press Release: Wildflowers & biodiversity
	K	Training: To identify training attended and required. Training Policy?
	L	<i>Left blank</i>
	M	Tree Survey: to consider quote received
	N	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	Remembrance Service
	B	Colne Valley Community Interest Company
	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	Audit Update: (
	C	Payment of invoices: to receive for approval a list of invoices received
	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 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 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 16th July 2019
Minutes

#01	Councillors	
A	Present, and apologies and declaration of interest Present: Cllrs Sinclair Hill, Coogan, Crame and the Chair Cllr Bovington, and the Clerk Apologies: received from Ward Cllrs Cannon and Larcombe and Parish Cllrs Gibbons and Patel	
B	Questions from the public: A member of the public attended the meeting to ask about late night party noise in the Champney Close Area. They have spoken to RBWM and on their advice are keeping a diary of issues. Cllrs suggested contacting the police if/when the noise continues after midnight. The property concerned is not a housing association property so the Housing Association cannot assist. Clerk to write to RBWM to ask what support we can offer, and to cc Cllr Patel and Ward Cllrs. They also raised an issue regarding a neighbour smashing their property (they were signposted to the police) and inappropriate use of visitors' parking spaces (long term parking -possibly non-residents, and residents using the visitors' spaces rather than their own drives making it difficult for actual visitors to park) and were signposted to Elaine at Radian Housing. Clerk to write to Elaine to ask her to look into these matters and report back to HPC	BH BH
C	Cllr Gibbons to re-sign DPI and C of C forms: Cllr not present.	
#02	Statutory items:	
A	Recording Requests received: None, so recording not permitted	
B	Minutes of previous meeting for approval: Proposed Cllr Crame, seconded Cllr Coogan. Signed by the Chair	
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
A	Parking outside St Michael's church & Milton Close: RBWM's Neil Walter chased. Cllrs discussed this matter and were of the opinion that parking on the road will be safer for pedestrians and would impede traffic therefore slowing it and making it less appealing to motorway users using the villages as a cut through. The idea of two painted road spaces outside St Michael's was suggested. Cllrs agreed they may need to consider proposing looking into replacing the grass outside the Milton Close maisonettes with off road parking as well as marked on road parking for residents	
B	5 Bells / Horton Arms: See Planning section	
C	Assets of Community Value: Convenience store has been proposed. The application has been acknowledged and is being considered. Clerk to prepare a request for the Crown.	BH
D	RBWM CCTV: Update from Cllr Cannon: (by email) "As CCTV falls under Public Protection I will be pursuing the CCTV at Welley Road j/w Datchet and Horton Roads as a capital bid, 20/22 as it benefits all three villages." Cllrs were disappointed to see the recent press release regarding £1.5m being spent on 150 new, upgraded or relocated cameras in the Borough but still, after 20+ years of CCTV in the Borough, nothing in Horton.	
E	Parish CCTV: External works due to start at the end of July	
F	Training: See #06/J	
G	Victorian Style Lights (Village green) update: These works have started, but Cllrs advised the clerk that paint scraped off the existing posts has just been left at the base of the posts. Clerk to contact contractors to ask them to ensure sites are left tidy.	BH
H	Cappagh & Street cleaning: They have not agreed to clean as far as the Memorial green daily, but will aim to do this once a week. They sweep daily as far as the 5 Bells / Koppa Kitchen, and will ask the drivers to use their discretion and carry out additional sweeps if necessary.	
I	Traffic lights on Welley Road bridge: Still major bias to northbound travel. Raised again with RBWM	
J	Waste Bin on Coppermill Road: Still chasing RBWM	
K	Any other matters arising from the previous minutes : none	
#04	Planning applications and Highways:	
A	Planning Applications received: none	
B	Planning Enforcement Complaints:	

	i	19/50206/ENF Land behind Michellson, Horton Trading Estate - land cleared and laid to tarmac. Mitchellsons have been advised by RBWM that Planning Permission is required.	
	ii	5 Bells / Horton Arms - 19/50048/ENF.: Owners have been advised by RBWM that Planning Permission is required.	
	iii	Garage / Cottage adjacent to Stone Frigate: Garage/ cottage, and land between Bells lane and Stone Frigate. Residents advise they believe the garage /home office is being used as a home. RBWM Chased 9/7. There is also concern about trees in the steam between this land and Bells Lane gardens. Clerk has (at Cllr Larcombe's request) ordered land registry information to show ownership.	BH
	iv	Any other enforcement issues received in time to be discussed at the meeting	
	C	Other planning issues, decisions and appeals:	
	i	CIL : we have received a letter from the RBWM Infrastructure and CIL Manager that there are currently no CIL payments due. In future payments will be made on a six-monthly basis (end April and end October). The CIL Manager is meeting with Horton Cllrs on 6 th August. Reports are to be available on website so letter to be added to website for now and reports added as received	BH
	D	Highway Issues: see #03/A	
	E	Any other planning items received after agenda is published and before the meeting:	
	i	Municipal Graveyard: Cllr Crame has been corresponding with James Carling of Cemex (colleague of Andrew Scott) James agrees that Cemex can't use the land and are happy to discuss selling it at agricultural cost. Pedestrian access could be through the wall at the rear of the church but vehicular access would have to be by the side of the horses' field - ownership to be confirmed.	BH
	ii	Westerley: Cllrs expressed concern over the large tree house that has been constructed. Clerk to send photos to Cllr Crame.	BH
	iii	Water levels: The Chair expressed concerns about water levels and that they are dropping, causing issues with boreholes. Is this influenced by Jayflex extracting water? Cllr Crame to ask Planning Dept to look into this.	JC
#05	Chairman's Communications / RBWM Communications:		
	A	Parish & RBWM meeting: Meeting with senior RBWM staff requested, ideally before end of August so HPC representatives have highways info before next NAG meeting.	
	B	Warden's report from St Michael's Church: Extract from report dated 27 th June "We are very appreciative of the improvement in the churchyard. Mark Sleep and his team are making a real difference". The Wardens thanked HPC for their contribution.	
	C	Clerk's passwords to be kept by Chair and Vice Chair. Sealed envelopes given to both	
	D	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	
	i	Mayor's Charity Steam Train Trip: Tuesday 3 rd September, from W&E Riverside to Waterloo for lunch and champagne, £95 each, in aid of Thames Valley Hospice. Please ask clerk if you want more information.	BH
	ii	Mobile Library: The RBWM Mobile library returns to Horton every three weeks from Tuesday 6 th August. It will stop at Champney Hall from 11:50 to 12:20 on every 3 rd Tuesday. Dates will be available in the noticeboard outside Champney Hall and will be advertised on Facebook (Wraysbury News & St Michael's)	BH
	iii	Flood Liaison Group - Parish Council nominations: Cllrs hope that Cllr Larcombe will represent the ward. Clerk to ask him, and to check is he is happy to represent the three parishes or whether we should ask our Flood Warden to separately represent Horton Parish.	BH
	iv	Remembrance Sunday Wreaths: Cllrs are happy to continue with 17" wreaths as in previous years (proposed Cllr Crame, seconded Cllr Coogan)	BH
#06	To receive reports from Borough Councillors, Parish Councillors or Clerk:		
	A	Ward Councillors' report: No Ward Clls available for the meeting	
	B	Heathrow Expansion update: Cllr Crame has been speaking to RBWM about this. Until now RBWM have been opposing the plans on behalf of the Borough, but Cllr Crame has advised that they must also help the villages to ensure specific protection from traffic, pollution, mineral extraction, creation of carparks, re-routing of waterways and roads (including M25) etc.	

C	Traveller Local Plan & Parish Community working group, Neighbourhood Plan and Borough Plan: No updates. RBWM have not yet replied to Borough Plan inspector.	
D	NAG Report: Next meeting 4 th September. Cllrs suggested inviting residents concerned about speeding to a meeting immediately before the NAG meeting. Cllr Crame to advise Clerk of time and location so Clerk can advise residents via Facebook (where a lengthy discussion has recently taken place). Cllrs expressed concern that yellow lines actually make it easier for cars to speed and for lorries to use the village roads. Also see #06/I	JC
E	BALC / HALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive	
F	Flood Warden's report / River Thames Scheme report: No update received	
G	Parish Council Reps: Updates if applicable	
i	Play equipment Rep: Cllr Gibbons reported (by email) that the play equipment had been checked and only a missing bin liner had been noticed. This has been reported. DALC suggest that an external company are used for inspections. Clerk to check process, costs and what is done.	BH
ii	Proof reading policies Rep: Cllr to please volunteer for this: deferred to next meeting	BH
iii	Website Rep: Cllr to please volunteer for this: deferred to next meeting	BH
iv	Accounts: Cllr to please volunteer for this: deferred to next meeting	BH
v	GDPR Rep (inc training Cllrs): Cllr to please volunteer for this: deferred to next meeting	BH
vi	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report: Equipment checked and all in order	
	<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
H	Fly tipping: Portable CCTV equipment has been installed in Park Lane. Clls Gibbons to advise RBWM when/if there has been fly tipping	
I	Accident on Coppermill Road: Wraysbury Speed watch / traffic calming suggestions. The village (and Wraysbury) is regularly used as a cut through for motorists encountering heavy traffic on the M25 and M4. We note that there appears to be traffic counting equipment in the village and hope that this shows excessive traffic, especially on days where the motorways are congested. Cllrs observed that a significant number of overweight lorries use this route as a cut through and are concerned for the bridges used. Cllr Crame is looking into how the PC can request 'access only' status. There have been several long discussions on Facebook regarding the problem. Also see #06/D	
J	Training: To identify training attended and required. Clerk to find / create a Training Policy. Clerks from Datchet, Horton and Wraysbury to try and arrange training for all three Parishes.	BH BH
K	Parish Conference: (11 th July) Horton PC was not represented	
L	Tree Survey: Trees should be inspected every two years. Clerk to ask Wraysbury Tree Officer (DH) if she knew who could undertake this. National Trust may otherwise be able to help? Ash trees in particular need checked (Ash die back) to see where they would be likely to fall	BH
M	Any communications received after the agenda has been published: None	
#07	Other Communications or Consultations:	
A	To adopt the Risk Assessment Policy Statement: The amendments suggested by the clerk have been agreed (proposed Cllr Crame, seconded Cllr Bovingdon. Item 15 refers to an annual payment from HPC to CHMC towards the general upkeep of the hall (£2000) and towards insurance costs (£1000). This has not been paid in many years. Cllr Crame proposed this is brought up to to date and annual payments recommenced. Seconded Cllr Coogan [Clerk to establish when it was last paid and to calculate the amount. <£27000] Item 38 refers to a Data Protection Act agreement. Clerk to ensure this (or an up to date equivalent) is given to all Cllrs to sign.	BH BH
B	To adopt the Financial procedures: Proposed Cllr Crame, seconded Cllr Coogan. Clerk to arrange for new version to be added to website	BH
C	To adopt Parish Charter: Proposed Cllr Crame, seconded Cllr Bovingdon. Clerk to arrange for new version to be added to website	BH

	D	Concerns re the stream at the rear of first three houses on left (east) of Bells Lane: Cllr Larcombe has visited the property and has asked the clerk to establish ownership of the land east of the stream				BH
	E	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	Audit Update: PKF Littlejohn (external auditors) raised three queries:				
	i	Trust fund disclosure	This had been explained in the 17/18 audit but the assessor had not picked this up			
	ii	Explanation of variances	Specific info re variations of income & expenditure from previous year were not provided. Now provided			
	iii	AGAR Section 2 boxes 2 & 3	£1907 (council tax equaliser) received in April 2018 had been included in box 2 (precept) rather than box 3 (other income). Correction proposed Cllr Crame, seconded Cllr Bovingdon. Revised form signed by the Chair and submitted to the auditors			
	C	Payment of invoices: to receive for approval a list of invoices received. Proposed Cllr Crame, Seconded Cllr Bovingdon. Cheques signed by Cllrs Bovingdon and SinclairHill				
		DATE	PAYEE	INV/DESC	CHEQ N°	Value
		16-Jul	Garden Designs	3044	300527	£1261.00
		16-Jul	Richard Tillyer	8	300528	£150.00
		16-Jul	Garden Designs	3077	300529	£465.00
		16-Jul	HMRC	Jul	300530	£83.60
		16-Jul	B. Hickley	Jul	300531	£753.18
	D	Adoption of First Quarter accounts (available from HPC Google Drive) Proposed Cllr Crame, seconded Cllr Bovingdon. Signed by Cllr Bovingdon				
	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): none					
#10	Dates of future meetings: 2018 & 2019, Third Tuesday of each month					
	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.
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END OF MINUTES

The meeting finished at 20:55pm

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

Agendas and previous minutes are available from the Parish Council Website: www.hortonparishcouncil.gov.uk