

Horton Parish Council

Tuesday 15th May 2018

MINUTES

#01	Present, and apologies and declaration of interest	
	Present: Cllrs Cole, Rayner, Coogan, McAuley, Crame (arrived late, having sent apologies) and Bovingdon, and the clerk Apologies: Cllrs Tillyer, Patel, and Sinclair Hill	
	Election of Chair and Vice Chair	
	Cllr Crame had advised that she would arrive slightly late and asked that this item be delayed until she arrived. Cllrs Rayner and Cole advised that this was not possible. Cllr Cole proposed Cllr Bovingdon for Chair and Cllr Rayner for Vice Chair, seconded Cllrs Coogan and McAuley, all in favour. The clerk asked Cllr Rayner what would happen if he was absent from a meeting due to other responsibilities and the chair was also unable to attend – Cllrs Rayner and Cole both advised that a temporary chair would be appointed for the meeting. Cllr Rayner thanked Cllr Bovingdon for all her work especially given how much more work there was now compared to ten years ago. Cllr Bovingdon thanks the Clerk for all the support. (Cllr Crame subsequently expressed her concern over Cllr Rayner’s occasional inability to comment due to conflict of interest: He assured the Council that this was not taken lightly and was only when he would be in breach of regulations if he were to get involved)	
#02	Minutes of previous meeting for approval:	
	Proposed Cllr McAuley seconded Cllr Bovingdon. Sign by the chair as a true record	
	Minutes of Annual Parish Meeting for approval	
	Proposed Cllr Coogan, Seconded Cllr Rayner. Signed by the chair as a true record	
	Recording Requests received	
	None received. The meeting was not recorded	
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
	(Ongoing matters: // Purchase of defibrillator // No updates received for these items)	
A	Parish Graveyard: Cllr Rayner met with Andrew Scott of Cemex. They are happy to sell the land but as an international company are not prepared to suggest a price – it is for the village to suggest an amount and Cemex will accept or decline (BSBennet suggested £15-£25k). Vicar Colin has said that the church can pay for the land. Eton Wick’s recent application was turned down as the EA (Environmental Agency) had concerns that the grave contents could pollute the watercourse, we should offer to buy subject to planning permission being granted. Cllr Crame advised that as it was the graveyard extension that was nearly full, and as this is mostly used by members of the GRT community, they are interested in being involved and maybe contributing to the purchase cost. Cllrs Crame and Rayner to meet with Vicar Colin and other members of the PCC	CR JC
B	Parking on Village Green: Staff at the Crown has started putting signs on long term parked cars reading “Warning, your registration numbers have been noted. This is due to blocking parking spaces for the local community. Please don’t do it again or the community will take action”. Cllrs discussed yellow lines, limited parking (no more than 11 hours), and restricted parking (no parking between noon and 1pm). Cllr McAuley proposed no parking between 12 noon and 1pm. Cllr Rayner seconded. Clerk to discuss this with Neil Walter at RBWM.	BH
C	RBWM Public Rights of Way & Highways: Volunteer project: Clerk reported she had met with Andrew Fletcher of RBWM. They had looked at weed clearing at Coppermill bridge but this was not viable. They looked at clearing the path from Park Lane to the railway crossing and he will arrange initially for contractors to cut back heavy overgrowth and then for volunteers to (hopefully) cut back vegetation in the autumn.	
D	Policies & Procedures: recording Council meetings: see items 6J5&6	
E	Lighting (Wraysbury Bridge): Clerk is continuing to chase a positive decision on this	BH
F	Potential purchase of BT phone box: Clerk reported that Jayflex had contacted her to advise they would like to explore the opportunity of underwriting the complete purchase and refurbishment of the phone box as part of their ongoing contributions to the local community. Clerk offered to send info re purchase and refurbishment to Jayflex. Proposed Cllr Crame, seconded Cllr Cole	BH
G	Dog bag dispensers : to be purchased	BH
H	R K Leisure : update from Cllr Crame –no replies received from them	
I	Register of Community Assets : The 5 bells (Horton Arms) has closed and staff from the Golden Cross are going to run it until it is sold, we can still try and add it to the register in the hope that it will, for now, remain as a going concern. Clerk to complete the forms to add this, the Crown, St Michael’s Church and Champney Hall to the register.	BH
J	Declaration of Interest forms (please complete and return if you have been given one) Clerk to bring Cllr Rayner’s previous form for re signing	BH
K	Code of Conduct forms (please complete and return if you have been given one)	
L	Meeting with Andy Jeffs & RBWM team (Traffic):	
	1 7.5 T signs options – clerk has requested yellow backing boards and start-of-road signs	BH
	2 Coppermill Road options – clerk has requested SIDs and LED speed signs as and when available, and “30 for a reason”	BH
	3 Fly tipping options – Clerk wrote to Ben Smith at RBWM re fly tipping in Park Lane the day after the TLC day. Clerk to chase action	BH
M	Pickins Piece: We have established that the lock is put on by RBWM (Rob Large / David Chandler) as they own the land. A	

		fair licence was granted from 2010-2012, and the land was rented with the plan to install poly tunnels (paid for by the proceeds from the fair). Social housing residents appear to have taken down parts of the fence and are using the land to dump stuff. Cllrs Crame and Rayner are working with RBWM to try and get the area cleared and opened up and available for the village to use. Colne Valley Trust may be able to help fund this. Clerk to add this to HPC Pickins Piece info	JC CR BH
	Oi	Any other matters arising for the previous minutes: Lighting on the Green: Charles Gaudoin at RBWM asked us to confirm which lamps we would like replaced and he can then provide a proper quotation. Cllrs agreed which lamps were to be quoted for (the five nearest the Green). Clerk to reply.	BH
	Oii	Memorial for the late Clerk: Confirmed as 14 th July, 3pm afternoon tea. Invitations to Jeff Pick, PCSO Les, village and church, and previous Councillors.	BH
#04		Planning applications and Highways:	Reply to Planning by
	A	Planning Enforcement Complaints:	
		1 18/50065: Conversion of garage to Cottage – Cllr Crame chasing as this has not been looked at	
		2 Westerly: construction of balustrade to create roof terrace (16/02091 Withdrawn but balustrade still constructed. RBWM letter advises this would have been refused (impact on openness and character of green belt, incongruous, unacceptable increase in overshadowing, visually obtrusive, overbearing and unneighbourly form of development) but no indication of what happens next. Clerk to chase	BH
		3 8 Coppermill Road: Demolition of property and building works on site, but no planning consent submitted. Cllr Crame has submitted details and photos to Planning Enforcement	
	B	17/03426: Poyle Quarry Extn: Cllr Rayner has confirmed that his agent has located the documents and will be forwarding them to Cllr Crame.	JC CR
	C	18/01202: 1 Island Cottages, Subdivision of existing dwelling to create 4 apartments (invited to meeting). This will result in three ground floor one roomed flats and 1 top floor 2 bedroomed flat. The Councillors felt that this; would be overdevelopment of the site, would not be in keeping with the area, would result in parking issues (adding to excessive on street parking in the immediate section of Stanwell Road) would add to the dangers on Stanwell Road (speed humps were added after a death along that stretch of road), would result in an increase in traffic, would increase the number of people effected by potential flooding, would be development of green belt land, and overall is not appropriate. Cllr Crame proposed that the Parish Council vote against the plan, Cllr Cole seconded, all agreed. Clerk to advise RBWM	30 th May BH
	D	SFRA (Borough Flood Assessment Document): The clerk received a copy of this from the Wraysbury Parish Clerk, not from RBWM direct. This was a surprise given the borough's recent assurances that we would be included in all matters relating to flooding/Thames plan etc. Cllr Crame reported that this substantial report (available from the clerk on request) appears to have been written as a reply to the Borough Plan's inspector's question. The document lists all the reasons why flooding isn't an issue where development is concerned. It does not appear to be contributed to any specific author (person or department or agency) and justifies development even in areas designated as level 3 risk of flooding be considered for development. This report mentions potential sites that have not been included in either the Neighbourhood Plan or the Borough Plan (Broom Farm, Horton Trading Estate, Berkyn Manor Farm, and World of Water at Hythe End) and implies that none of these sites have potential flood problems. The BP inspector will be available to listen to objections in person 26 th to 28 th June and 4 th July. Her report is available from the clerk on request.	
	E	Any other application received after agenda is published and before the meeting: The clerk will inform the Councillors, and request a deferral until the next meeting from RBWM Planning team Coppermill Road: A question was raised regarding works on the reservoir on Coppermill Road – This is understood to be ground investigation as RBWM wanted environmental assessment before the NP proceeds. Planning permission is not required for this Decisions received: 18/00962 - Lucky for Some – Withdrawn 18/00400 - 8 Colne bank – granted 18/00559 – 108 Coppermill - granted	
#05		Chairman's Communications:	
	A	Correspondence from the late Clerk (Betty Marlow)'s family. Some of the family are able to attend on 14 th July. They have suggested we proceed with that date rather than rearrange as it will be difficult for all to attend any given date.	
	B	Invite to Mayor Making ceremony: Chair and Clerk unable to attend. Cllr Cole to see if he can attend	NC
	C	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 - none	
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:	
	A	Village maintenance items : (if applicable)	
		1 Posts on village green – Graham Matthews of RBWM has confirmed these will be completed before 14 th July	
	B	Neighbourhood Plan: Update from Cllr Crame: Fred Parsons and John Slater compiled a Screen Opinion (as the NP had had no response for more than a year WPC took the issue to the Housing Ministry, and the result was that a SEA was needed (Robert Paddison). Copies of this and explanatory notes are available from the clerk on request. Also see #04D in these minutes	
	C	Borough Local Plan: Update from Cllr Crame: The inspector has noted that there is no GRT policy, but RBWM claim this is in draft form but not available for inspection even by the parish with the greatest number of settled travellers in RBWM (ie Horton). Also see #04D in these minutes	
	D	Neighbourhood Watch and Neighbourhood Action Group: Clerk attended the last meeting which focussed on Fly Tipping. The team acknowledges use of unlicensed waste carriers may be a significant contributing factor to the problem – education is necessary! Perhaps stickers on wheelie bins advising householders that they are responsible for ensuring they use a licensed waste carrier, and / or banners advising that “Your waste is your responsibility” Vans can use Langley tip	

		once a week (for own domestic rubbish, under agreement with RBWM) RBWM has potable CCTV which can be used in hotspots. Also looked at the issue of burglaries – none in Horton for previous 3 months (6 each in Datchet and Wraysbury). Cllr Rayner commented that although Fly Tipping is a criminal offence the police rarely take action against fly tippers	
E		HPC Asset Register as at meeting date (20/03/18): No changes since flower troughs were added	
F		Horton Parish Council Website Report: Latest report available from Clerk on request	
G		Emergency Planning – Cllr Cole was unable to attend replacement date	
H		Compensating Grant: Report from Cllr Cole and proposed letter. Letter as suggested was proposed by Cllr Crame and seconded by Cllr Rayner. Clerk to submit it	BH
I		GDPR: Cllr Cole to report (including items at #06K2, #07E1, #07F2, #07G1 #07H1. Cllr Cole summarised the document in that personal information should be held by the clerk only, and she should be able to show what she holds. If an individual has emailed the Clerk they have given their email address and therefore have effectively given consent for it to be known. (Once an email is received the address cannot be permanently deleted from the server). Our Privacy Notice (add ICO complaint procedure details), and footer of emails needs to be changed to reflect this (ie refer to Privacy Notice), and we need to have a Subject Access Request procedure. Clerk to create these and check with Cllr Cole and MHP.	BH BH BH
J		Left intentionally blank	
K		Councillors' Reports on BALC information:	
	1	L08/17 Privacy Notices	Deferred re GDPR. DRC sample has been provided BH
	2	L09/17 General Data Processing Regulations (GDPR) And L10-17 Data Protection Officer	covered in #06I
	3	Local Government Finance Settlement	No report
	4	PC09-17 Review of Park Homes (Mobile Homes) Legislation	See previous minutes for report from Cllr Crame. She added that individual land owners have the right to ask police to remove unauthorised parked caravans, but if they park on council land we need to go to court to request an order to move.
	5	PR19-17 Industrial Strategy	See previous minutes for report from Cllr Crame
	6	PR18-17 Prudential Framework	See previous minutes for report from Cllr Crame
	7	PR17-17 Disqualification Criteria (for Councillors & Mayors)	Cllr Cole reported that certain types of offence would prohibit a person from standing as councillor. NALC would like to see Code of Conduct complaint included but Cllr Cole advised that this is antidemocratic. He will draft a reply for the clerk to send. NC BH
L		Councillors' reports of HPC policies & procedures	
	1	Privacy Policy:	Deferred re GDPR
	2	Financial Procedures:	Cllr Cole reports that he proposes some changes and will send these to the clerk. NC
	3	Risk Assessment:	Cllr Cole reports that he proposes some changes and will send these to the clerk. NC
	4	Equality & Diversity:	Deferred to next meeting BH
	5	Supplier Questionnaire:	Cllr Cole reports that he proposes some changes and will send these to the clerk. Auditor has been asked to look at it too. Example of Grenfell Towers was used to explain how we must know what products (and staff) our suppliers are using NC BH
K		Other reports as appropriate: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting	
#07		Other Communications or Consultations:	
A		Lorries driving through Horton: Clerk reports she has contacted the company photographed driving through the village, and they advised they would refer the matter to their Transport Manager for comment, but she has not heard since – she is chasing the matter	BH
B		Colne Valley Park: Request for representative to meet with Horton Parish Councillors. Cllrs agreed 7pm on the next meeting date (19 th June) would be convenient. Clerk to advise CVP	BH
C		RBWM Press releases: as received since last meeting. Available from clerk on request	
D		Complaint re trees opposite 221 Coppermill Road: Update from Clerk. The works have been done, but not to the satisfaction of the householder. Suitable wording of reply has been requested from David Scott at RBWM.	BH
E		BALC 2nd March e-bulletin (has been forwarded to all Councillors). These items have requested feedback from Parish Councils to BALC. Our current system of asking Councillors for their thoughts means that the items are discussed later than the feedback cut off date. The items on today's agenda have not been discussed for this reason, and in view of this issue the clerk will, in future, forward these on receipt and suggest which Cllr may be interested in any given report and ask for their feedback.	
F		BALC 10th April e-newsletter – see #07E	
G		BALC 24th April e-newsletter – see #07E	

	H	BALC 27th April e-newsletter – see #07E				
	I	Armed Forces Covenant Fund Trust – funding for churches & communities – Clerk to forward to St Michael’s church				BH
	J	<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</p> <p>A message was received via Facebook asking if the wooden bench on Champney field (east boundary) was going to be replaced, and referred to one next to the church not having been replaced. Cllrs suggested that someone who wants to put a bench in the church yard could instead put one on the field. Clerk to look into suggestions for replacement bench and ask the Facebook resident for details regarding the missing bench next to the church.</p> <p>Play equipment: Residents have asked if a firm surface could be provided below the basketball net so they get greater use out of the net. Cllr McAuley to look into costs</p>				BH MM
#08		Financial				
	A	Payment of invoices: to receive for approval a list of invoices received				
		Date	Payee	Invoice	Cheque 300	Value
		15 th May	Garden Design	2518 regular greens works	340	£315.00
		15 th May	Windowflowers	17392 Summer hanging baskets	341	£667.80
		15 th May	JRB Enterprises	18131 Dog poo bags	342	£71.40
		15 th May	Garden Designs	2493 regular greens works	343	£273.00
		15 th May	Garden Designs	2486 regular greens works	344	£315.00
		15 th May	HMRC Month 2	PAYE re B & B Hickley	345	£159.60
		15 th May	B & B Hickley	Wages to mid May	346	£637.32
		15 th May	BALC	Annual membership fee	347	£282.30
	B	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant - none				
	C	Audit Update: Clerk to report. All documents were presented to auditor on 30 th April and only 4 verbal comments were fed back. No written report yet as he has fallen and had to have a hip replacement.				
	D	Parish Account: Cllrs Cole and Rayner to propose previous quarter’s accounts for adoption (or raise queries with the RFO) – Cllr Cole requested this be deferred to next meeting				
	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 - none				
#09		Questions from the public: (If appropriate) None				
#10		Dates of future meetings: 2018 & 2019, Third Tuesday of each month				
		Tuesday 19 th June 2018				
		Tuesday 17 th July 2018				
		No meeting scheduled for August				
		Tuesday 18 th September 2018				
		Tuesday 16 th October 2018				
		Tuesday 20 th November 2018				
		No meeting scheduled for December 2018				
		Tuesday 15 th January 2019				

END OF MINUTES

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.
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