

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

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

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.