

Horton Parish Council MEETING Tuesday 17th April 2018

MINUTES

#01	Present, and apologies and declaration of interest		
		Present: Cllrs Patel, McAuley, Crame and the Chair, Cllr Bovingdon. Apologies: Cllrs Tillyer, Rayner, Cole, Coogan and SinclairHill Questions from the public if appropriate: none.	
#02	Minutes of previous meeting for approval:		
		Proposed Cllr Patel, seconded Cllr McAuley. Signed by the chair	
#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 was not available to give a update but had advised that the Environment Agency had blocked a similar request from Eton Wick.	agenda CR
	B	Parking on Village Green: Neil Water at RBWM has suggested yellow lines but Cllrs felt that this would not achieve the desired effect. An alternative suggestion (that there be limited waiting at certain times, with council enforcement checks at most once or twice a week) was preferred but the "no waiting" times needed to be chosen carefully so as not to be to the detriment of the two businesses or the residents. (Consider permits?). Cllr Patel mentioned that he had observed the long term parking to be a bigger issue in the winter than in the summer. Cllrs also mentioned that the Crown does not appear to open its gates to the carpark behind. This maybe as other vehicles park over the "please keep clear" signs and block people in, but this in turn may be because they know the gates are never opened. Clerk to write to the Crown for their comments	agenda BH
	C	RBWM Public Rights of Way & Highways: Volunteer project – Andrew Fletcher at RBWM countryside has contacted the clerk and wants to consider clearing the public right of way that runs from Park Lane to Douglas Lane and weed bank clearing at Coppermill Road bridge - Clerk is arranging a meeting one Wednesday to look at the sites.	BH
	D	Policies & Procedures: recording Council meetings: see items 6J5&6	
	E	Lighting (Wraysbury Bridge) : Clerk advised she has been in contact with a number of RBWM departments- the latest reply was from Ben Smith on 21st March advising the matter would be reviewed and we will receive a full update. Clerk to chase	BH
	F	Potential purchase of BT phone box: update from Clerk: A letter has gone to lots of businesses in the village. No response so far.	agenda
	G	Dog bag dispensers: update clerk is trying to get RBWM consent to attach this to the Champney Hall bus shelter. An email has gone to parish liaison asking who needs to grant	BH

		consent, Clerk to chase	
	H	R K Leisure : No update	
	I	Register of Community Assets: The Clerk has looked into the option of registering all the buildings of historic interest. However the guidelines state that properties will be considered if “the building furthers the social well being and interests of the local community”. The historical properties in the village do not generally fall into that category. The potential properties are the Horton Arms (previously the Five Bells), the Crown, and St Michael’s Church together with Champney hall. Justifications need to be submitted for each property so this will be revisited when more Councillors are present.	agenda
	J	Declaration of Interest forms (please complete and return if you haven’t returned one)	
	K	Code of Conduct forms (please complete and return if you haven’t returned one)	
	L	<p>Meeting with Andy Jeffs & RBWM team (Traffic)</p> <ul style="list-style-type: none"> • 7.5 T signs options. - Tony Carr at RBWM has suggested the conspicuity of signing can be increased by placing yellow backing boards behind the existing signs. Clerk to request this action is taken • Coppermill Road options – Tony Carr at RBWM has suggested we request temp LED speed signs, black on yellow “30 for a reason” signs, and SID (Speed Indicator Display) and warning signs. He has emailed the Community wardens to contact us. Clerk to chase • Fly tipping options – Ben Smith at RBWM has advised that portable temporary CCTV is available to monitor fly tipping hotspots. However demand is significantly greater than supply, so we will have to wait until items are available. Cllrs considered that Horton’s main hotspots are Horton Road towards Colnbrook and Stanwell Road alongside Poyle Poplars. Clerk to request these areas go on the “waiting list”. This item is on the agenda for the NAG meeting on Wednesday 18th April 	<p>BH</p> <p>BH</p> <p>BH</p>
	M	Pickins Piece: Cllrs Crame and Rayner to meet with Mark Sleep. Cllrs don’t know if the gate is locked, and if it is who might have a key.	CR JC
	O	Any other matters arising for the previous minutes	none
#04		Planning applications and Highways:	Reply to Planning by
	A	<p>Planning Enforcement Complaints:</p> <ul style="list-style-type: none"> • 112170: Field on bend of Coppermill Road - The Borough Enforcement team say this is not Borough land and there is no planning contravention on it. • 18/50066: Garden Building at Deepings, Bells Lane - Planning Enforcement advise that this is not breach of planning control • 18/50065/ENF: Conversion of garage to Cottage - Planning Enforcement closed this item, but we have requested it is reopened as they misunderstood the issue. They have confirmed that this will be allocated to an enforcement officer who will deal with it when they have time • Westerly: construction of balustrade to create roof terrace (16/02091) This application shows on the RBWM planning website as “Withdrawn” but the works have been carried out. This has been raised with Planning Enforcement. We understand a neighbour has received a letter from Planning regarding this matter. Clerk to ask if Cllr Crame can have a copy of the letter. 	

B	17/03426: Poyle Quarry Extn. Cllr Crame has written to the site agent explaining that we believe this (Summerlease) application to be part of an earlier, larger (now subdivided) application and HPC will object to any and all applications relating to the original application until the bridge (as agreed under section 106) has been constructed. She has written to RBWM Planning to ask for their support in this matter. She has also written to Rayner Farm's agent to ask for papers relating to the original application to establish the working on the original application as it predates RBWM electronic records - he has confirmed he will look into this.	
C	17/03984: Little Court Bells Lane, Listed building consent - withdrawn	
D	17/03985: Little Court Bells Lane, Sub-division consent - withdrawn	
E	18/00052: Hermitage, Stanwell Rd, new vehicular access - withdrawn	
F	18/00162: 28-30 Coppermill Road, construction of 2 bungalows - approved. Conditions available from RBWM website or Clerk	
G	18/00258: 17 Coppermill Road, single story side and rear extn and insertion of a side dormer refused - RBWM considered that the proposed extensions, when considered cumulatively with previous extensions to the property, would result in a disproportionate addition over and above the size of the original dwelling house.	
H	18/00962: Lucky For Some, Mill Lane, single storey rear extension. This is quite a large rear extension to replace an existing conservatory, and to increase the ground floor by the same width as the current house. The application says that it is "permitted development extended" which would normally mean that they had already had permitted development rights approved but had run out of time for that approval, however there is no evidence of this in the history. Cllr Crame has written to Planning to request clarification. The clerk has received two written objections to this development. Cllr Crame to forward the objections and include ours (overbearing and mis-leading site plan). Also to ask RBWM planning to clarify the application status.	17/5/18 JC JC
I	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 - None	
#05	Chairman's Communications:	
A	Correspondence from the late Clerk (Betty Marlow)'s family - the family all work full time so would appreciate some notice but some if not all can probably make most dates. Saturday 14th July has been proposed. Clerk to check with Cllr Tillyer. Some sort of opening / unveiling ceremony on the green and then afternoon tea in Champney Hall. Clerk to check with Mrs Marlow's family as to who should be invited (friends and family etc). Cllr Crame to organise tea and cakes for the day, Cllr Bovingdon to make a speech (family may want to make a speech too). Champney Hall Management Committee are also arranging a plaque to thank Roger and Betty for their contributions to the village. This will be unveiled on the same day.	BH BH
B	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	<p>Including village maintenance items :</p> <ul style="list-style-type: none"> • Damaged posts on memorial green – Graham Matthews at RBWM is looking into replacement posts • Broken lock on Parish Noticeboard - replacement lock ordered and installed 	
B	<p>Neighbourhood Plan: Cllr Crame reported there is no new information. The NP has been submitted but is unlikely to be reviewed until the Borough Plan has been approved.</p>	
C	<p>Borough Local Plan: Cllr Crame reported that the BP has been read by the inspector and she has raised a number of questions (many similar to the objections raised by the residents' group). There is currently no target date for this to be approved.</p>	
D	<p>Neighbourhood Watch and Neighbourhood Action Group: Due to adverse weather conditions Horton was not represented at the last NAG meeting so there is no report. The Neighbourhood Watch scheme need guaranteed local area reps. Should councillors ask specific people in each road or section? If we get enough people agreeing then we can set up a meeting in the autumn.</p>	agenda
E	<p>HPC Asset Register as at meeting date (if updated): no change. Last item added was HP printer</p>	
F	<p>Horton Parish Council Website Report: moved, See item #07A2</p>	
G	<p>Heathrow Expansion: Clerk advised councillors that she had a 26 page report from Colne valley and it is available on request. We submitted our objection (as prev)</p>	
H	<p>Play Equipment in Champney Field: Report from Cllr McAuley, and update on previous report from Clerk - sovereign (suppliers of the wooden play equipment) advised that "air cracking" is normal - up to half diameter and 8mm wide is acceptable and does not affect the structural integrity. They suggest filing sharp edges, but not filling them. Zurich (insurer)'s inspection is due, Clerk to get them to address the cracks in their report</p>	BH
I	<p>Councillors' Reports on BALC information: Cllr Crame commented that BALC had requested feedback by certain dates but we had missed these.</p> <ul style="list-style-type: none"> • L08/17 Privacy Notices Deferred to next meeting as Cllr Cole sent apologies • L09/17 General Data Processing Regulations (GDPR) And L10-17 Data Protection Officer- Deferred to next meeting as Cllr Cole sent apologies • Local Government Finance Settlement - Deferred as Cllr Cole sent apologies • PC09-17 Review of Park Homes (Mobile Homes) Legislation - Cllr Crame reported that this is a massive topic and she needs more time to review the information. Cllr Crame said she would talk to Terry Doe (of the GRT community) regarding this, and to RBWM as they do not appear to have consulted the village on this matter. • PR19-17 Industrial Strategy - Cllr Crame advised that this strategy outlines BALC's requirements that the government discuss their industrial strategy with Local Councils and that Boroughs discuss with Parish Councils. It refers to the NP ie how can one create a NP without understanding the strategy, and that Parish Councils should be involved in the early stages to get the balance right. • PR18-17 Prudential Framework - Cllr Crame advised that this ensures parish councils make sound financial decisions - ie a policy as to maximum and minimum amounts that should be held in a current account. RFO to ask bank if they offer a deposit account given our current balance. • PR17-17 Disqualification Criteria (for Councillors & Mayors) - Deferred to next meeting as Cllr Cole sent apologies 	<p>agenda NC agenda NC agenda NC agenda JC RFO agenda NC</p>

J	<p>Councillors' reports of HPC policies & procedures</p> <ul style="list-style-type: none"> • Privacy Policy: Deferred to next meeting as Cllrs Coogan and SinclairHill sent apologies • Financial Procedures: Deferred to next meeting as Cllr Cole sent apologies • Risk Assessment: Deferred to next meeting as Cllr Cole sent apologies • Equality & Diversity: Deferred to next meeting as Cllrs Coogan and SinclairHill sent apologies • Meeting Rules: Report from Clerk - under the "Openness in Local Government Act 2014" this policy needs to be changed to show that the council generally permits the recording of the content but that 24 hours notice is required. Meetings should start with the notice that as no request has been received no recording will be permitted. Proposed Cllr McAuley, seconded Cllr Crame • Public Participation: Report from Clerk - As above (#06J5) • Supplier Questionnaire: Report from Cllrs Cole and/or Bovingdon. This document was discussed at length. Cllr Crame explained we have a duty of care to ensure contractors have staff who have been legally employed and are competent and/or qualified - in the event of substandard work resulting in accident or injury we may be liable unless we can prove due diligence. Suppliers can delete any sections they consider not applicable. As Cllr Cole had sent his apologies and as no agreement was reached Clerk is to send it to the internal auditor for his comments 	<p>agenda EC JSH</p> <p>agenda NC x 2 agenda JSH EC</p> <p>BH BH</p> <p>BH</p>
K	<p>Other reports as appropriate: The clerk will inform the Councillors but no discussion or vote will take place until the next meeting</p> <p>Stakeholders Meeting: Cllr Crame reported that the meeting covered Heathrow, Mineral Plans, and Greenbelt. Most attendees were Parish Representatives but rules were proposed to allow only elected Councillors. The Council advise that they have a commitment that 30% of new builds should be some form of affordable housing, but admit that they can only enforce this on developments on council owned land: this is a commitment not a policy. The policy regarding Gypsy, ROMA, Traveller (GRT) accommodation has been delayed until it has been discussed with GRT representatives. RBWM propose publishing it after these discussions and then involving Parish Councils. Cllr Crame pointed out that as the parish with probably the greatest proportion of settled GRT Members we could be invaluable in the discussion stage</p>	
#07	Other Communications or Consultations:	
A	<p>Website updates:</p> <ul style="list-style-type: none"> • Errors and omissions - Time of meeting starts, correct name for the May meeting (annual meeting of the parish council) missing April meeting - these have now been corrected / added • Parish Council website Monthly report - Available from Clerk on request • Community Web page (copy of report for St M's AGM) - 21 hits on bus timetables, 18 on recycling guide and 6 on Annual Parish meeting 	
B	<p>Email re damaged windscreen: Report from Clerk - Contact was made through the HPC website from a gentleman who had had his windscreen damaged whilst driving past a Cappagh lorry. He was asking the parish to pay for the repair. Clerk had replied advising that the parish council was not liable and that she did not consider Cappagh to be liable but that she had forwarded the information to them. Cappagh responded that "On this occasion and as a goodwill gesture we will pay for the cost of the windscreen, although this</p>	

		is not setting a precedent and we will not be liable for all the damage caused on Horton Road". Clerk has forwarded this to claimant and has thanked Cappagh for this generosity.				
	C	Complaint re trees opposite 221 Coppermill Road: Update from Clerk - the occupier advises that these works have still not been completed. Clerk has chased trees@RBWM but no reply yet. Clerk to chase with copy to David Scott				BH
	D	Electoral Review: RBWM update <ul style="list-style-type: none"> • Horton's reply to Local Government Boundary Commission for England: Horton Parish Council has written thanking LGBCE for their decision, • Datchet's reply to Local Government Boundary Commission for England: Datchet PC have copied to us a letter that they have written supporting the recommendation. 				
	E	RBWM Press Release: <ul style="list-style-type: none"> • 7 new Community Wardens to be appointed • Royal Wedding road closures • Plaque unveiled re Maidenhead war hero 				
	F	Window Flowers: Quote for summer hanging baskets - £556.50 nett for 7 baskets. Proposed Cllr Crame, seconded Cllr Patel. Clerk to advise Window Flowers				BH
	G	BALC 2nd March e-bulletin (has been forwarded to all Councillors) <ul style="list-style-type: none"> • GDPR (Consultant – Cllr Cole or Clerk to report- deferred as Cllr Cole sent his apologies • PC05-18 Review of Local Government Ethical Standards - deferred until more Cllrs able to attend • PR4-18 Major Road Network - deferred until more Cllrs able to attend • National Planning Policy Framework – Delivering the right Homes in the right places. Cllr Crame explained that this framework was due to run parallel to the Borough Plan, however some items seem to be missed from both (perhaps assuming it would be covered by the other) 				agenda NC agenda
	H	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 <ul style="list-style-type: none"> • Borough Scam Team - two people have responsibility for elderly and vulnerable and will go out and talk to them and also check they are receiving all the benefits they are entitled to. Ask Clerk for details if required • Residents are organising a TLC Day to tidy the village on Sunday 29th April, meeting at the memorial green at 10am. Carly Gibbons is arranging this via Facebook • Cllrs asked whether HPC could consider funding the Victorian lamps. Clerk to ask Cllr Rayner to get details of what the quoted £5000 would provide. 				BH-CR
#08		Financial				
	A	Payment of invoices: to receive for approval a list of invoices received				
		17-Apr	B & B Hickley expenses (use of home, mileage etc) for 6 months		327	£334.56
		17-Apr	HMRC		328	£218.00
		17-Apr	B & B Hickley salary		329	£873.10

		17-Apr	Garden Designs	2256	330	£186.00
		17-Apr	Garden Designs (error)	2486	331	voided
		17-Apr	MyController	8596	332	£432.00
		17-Apr	Zurich Municipal	30955866	333	£1,510.44
		17-Apr	Metrosigns2000	MS/16014	334	£18.60
		17-Apr	LAANC	18190014	335	£105.00
		17-Apr	Smiths of Derby	104017	336	£686.40
		17-Apr	MyController	8601	337	£432.00
		17-Apr	B & B Hickley re ink for printer	6216428	338	£86.95
		17-Apr	B Hickley re stationery and stamps		339	£35.85
	B	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant				
	C	Audit Update: Clerk's report - the clerk and the RFO have everything prepared for their initial meeting with the internal auditor for the 2017 / 2018 internal audit on Monday 30th April				
	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 - none				
#09	Questions from the public:					
		(If appropriate)				none
#10	Dates of future meetings:					
	2018 & 2019, Third Tuesday of each month					
	Tuesday 15th May 2018 Annual Meeting of the Parish Council Tuesday 19th June 2018 Tuesday 17th July 2018 No meeting scheduled for August Tuesday 18th September 2018 Tuesday 16th October 2018					

The meeting finished at 9:11pm

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 Email Clerk@HortonParishCouncil.Gov.uk. Note: Personal callers by appointment only.

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