

Horton Parish Council

COUNCIL MEETING

Tuesday 20th February 2018

Minutes

#01	Present & apologies & declaration of interest		
	<p>Present: Cllrs Bovington, Cole, SinclairHill, Coogan and Patel. Also four members of the public: Mr Shine, Mr Gomme, Mr Townend and Mr Webb</p> <p>Apologies: Cllrs Rayner, Tillyer, McAuley, Crame</p>		
#02	Minutes of previous meeting for approval:		
	Proposed Cllr Cole seconded Cllr Coogan. 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	<p>Parish Graveyard : update from Cllr Rayner & independent valuation. Cllr Rayner has written to Alison Alexander at RBWM asking for information regarding the process of a Parish Council buying land for a parish graveyard. She will secure answers and let him know. Richard Gomme of BSBennett in Wraysbury has advised that the land looks to be appx 1 acre, and with only one point of access which would suggest a value of between £15000 and £25000. Further discussion was deferred to the next meeting.</p>	BH
	B	Audit Recommendations: moved to section 8	
	C	<p>Memorial Green – traffic : Cllr Patel advised that all the cars he has checked has been MOT-ed and insured. They are not breaking any laws being parked there but this does reduce the numbers of spaces available for customers, staff and residents. Chair & Clerk to discuss this with Andy Jeffs at their meeting next month. The Crown did not respond to the Clerk’s email.</p>	FB BH
	D	<p>Fly tipping signage : The Councillors voted unanimously for the Clerk to purchase additional banners as and when she considered they were needed</p>	BH
	E	<p>Complaints re noise at Jayflex site: Jayflex replied asking for additional details. This was forwarded to the complainants but no reply was received</p>	
	F	<p>Lighting (new street lamps) : update from Cllr Rayner – RBWM have advised it will cost about £5000 to replace the lamps around the village green with ‘heritage’ style lanterns. This items was deferred to the next meeting</p>	BH
	G	<p>Potential purchase of BT phone box : Cllr Cole has read through the BT contract on behalf on the Parish Council. He advises that although the £1 purchase price is nominal, there will be significant additional costs: we would have the responsibility for disconnecting the electrics, moving the phone box, replacing the broken or missing ‘glass’ panes, replacing the door and general restoration. This would be in addition to the costs of purchasing the defibrillator and a lockable cabinet, and providing electrical supply to the new site. Additionally an email from Adam Jackson (Senior Planning officer RBWM) suggested that we would have to pay for planning permission to erect the phone box in the new site (although Lucinda Pinhorne-Smy (Planning Officer at RBWM) advised that under Article 3, Schedule 2, part 12, Class A of the Town & Country Planning (General Permitted Development) Order 215 permits “erection of . . . by Local Authorities [which includes Parish Council] . . . of telephone boxes”. Clerk to investigate. Cllr Cole suggested that this plan be discussed again at the next meeting when more Councillors would be present, but his proposal would be that the plan be dropped.</p>	BH
	H	<p>Dog bag dispensers : Clerk to purchase one for Champney Hall side of Stanwell Road (although outside of Champney Green as dogs are not permitted on the green)</p>	BH
	I	R K Leisure : Cllr Crame did not attend, so no update. To be rescheduled for the next meeting	BH
	J	<p>Register of Community Assets : (see November minutes for properties to be considered): To be rescheduled for next meeting when more Cllrs will be available to discuss this matter</p>	BH
	K	Declaration of Interest forms To be rescheduled for next meeting	BH
	L	Code of Conduct forms To be rescheduled for next meeting	BH
	M	<p>Flower container in memory of Mrs Marlow : Discussion re supplier assessment questionnaire (SAQ, see 8E). It was proposed and seconded (Cllrs Patel and Coogan) that the flower trough be ordered as there would be a delay waiting for the SAQ to be proofread and put forward for adoption at the next meeting</p>	BH
	N	<p>Tree in ditch (Stanwell Road adjacent to Poyle Poplars): Jason Mills advised he would look at it late January. Clerk to chase. Mr Shine advised the Councillors that there had been a tractor with equipment in AJNR – and the area was looking improved (Also see #07H)</p>	BH
	O	Any other matters arising : none	

#04		Planning applications and Highways:	Reply to Planning by
	A	17/03130 Change of use (Unit A Horton Trading Estate): Approved by RBWM (conditions include parking spaces being provided before occupation and retained, cycle spaces being provided and retained, noise kept below background noise level, only approved security lighting permitted at night, no further improvements or alterations without planning permission, and hours of use limited to 6am to 11pm Monday to Sunday. Please contact the clerk if you wish to have a copy emailed to you)	
	B	17/03146 Scoping Request: RBWM Head of Planning, Jenifer Jackson, replied "In anticipation that the parish council would wish to be notified of any future application of whatever type related to the Lower River Thames Scheme I can confirm that I will use best endeavours to make sure that is the case. The Parish would be notified of any full planning application as a matter of course."	
	C	17/03426 Poyle Quarry: A three page report plus attachments was received from Steve Lamb (Chartered Mineral Surveyor) at Quarryplan (GB) Ltd. Cllr Cole has taken this to read through and summarise for the next meeting. Please contact the clerk if you wish to have a copy emailed to you.	NC
	D	17/03502 90 Coppermill Road: Approved by RBWM (conditions include no side windows on first floor without written consent, porous hard surfaces to be created and retained and run off water to be directed to suitably permeable or porous area within curtilage. Please contact the clerk if you wish to have a copy emailed to you)	
	E	18/00052 Hermitage: reply extension requested. Applicants invited to meeting. RBWM approved deadline extension, and advised "it would appear that they want to create a separate plot with its own separate access in order to hive it off from The Hermitage". Horton Parish Councillors expressed concern that this application was leading to a split plot which is contrary to our Neighbourhood Plan. They expressed concerns about the safety of access via the new access road, and unanimously voted against the granting approval for this application. Additionally observations were made that trees are already being felled in anticipation of completing these works, and that a barn at the end of the proposed access road has already had improvement works carried out. Clerk to forward comments to RBWM Planning	BH
	F	18/00164 28-30 Coppermill Road: application for 2 x detached dwellings. Mr Townend and Mr Webb attended the meeting and explained that the north, east, south and west lines of the new building would be exactly the same as the original bungalows and as their previous application (17/02593). This application differed from the previous application in that they had now applied for two detached properties. There would be two metre gap which would be provided for by reducing the width of each property by 1 metre (on what had been the adjoining wall). Councillors voted unanimously that there be no change to their previous comments (" <i>Horton Councillors would like the planning team to ensure that there is adequate off-street parking provided under the proposals, and to be mindful of the need for appropriate surface water provisions and that rain water to be stored within the confines of the property, not added to the main drains. Additionally they ask that all permitted development rights be removed and no expansion permitted for at least ten years.</i> " From September minutes item #04A). Clerk to forward comments to RBWM Planning	BH
	G	18/00258 17 Coppermill Road: application for single storey rear extn with steps and side dormer. Applicants invited to meeting. Clerk gave councillors a brief overview of the plans including print out of the current and proposed 'bird's eye view'. The councillors considered the plans to represent over development in greenbelt area, and were concerned that these works would lead to a considerably significant increase in size, and overcrowding on the plot. If RBWM is minded, despite the Parish Council's concerns, to grant approval, we ask that the planning team ensure that there is adequate off-street parking provided under the proposals, and to be mindful of the need for appropriate surface water provisions and that rain water to be stored within the confines of the property, not added to the main drains. Additionally they ask that all permitted development rights be removed and no further expansion permitted for at least ten years. Proposed Cllr Patel, Seconded Cllr Coogan. Clerk to forward comments to RBWM Planning	BH
	H	RBWM field in Coppermill Road Enforcement Query 112170: Query re Hardstanding and building works – no reply received from RBWM - Clerk to chase	BH
	I	Garage Conversion on Stanwell Road (near top of Bells Lane): no reply received from RBWM - Clerk to chase	BH
	J	Any other application received after agenda is published and before the meeting: none	
#05		Chairman's Communications:	
	A	Roland Mells (previous Chair of HPC). The donation in memory of the past Chair was discussed. BALC have advised " <i>As you know it is paramount that a council only does something (especially financial) that it has the power and legislation that permits it to do. The only power the Council may be able to use/rely on for this purpose (e.g. to buy flowers/or send a donation in memory of a past chair) would be by using the Chairman's Allowance, Local Government Act 1972 ss15(5). This says 'a parish council may pay the chairman for the purpose of enabling him to meet the expenses of his office such allowance as the council think reasonable.'</i> " Some councils resolve to give an allowance to the Chairman to use for this type of expenditure of about say £50 to £100 pa but it would be for the council to decide." Cllr Bovingdon felt it was a mark of respect, Cllr	

		<p>Cole felt that purchase of an item (such as notice boards, troughs, etc.) is acceptable, a monetary donation is not. On this occasion a donation* was made to the Parish Council and the same amount was subsequently donated to the British Heart Foundation on behalf of the Parish Council. Cllr Cole still feels that this is inappropriate use of council funds. Councillors did not vote on whether to provide an allowance for the chair and the matter has been closed. This will be revisited if the need arises. (*The clerk has retained a copy of the donation cheque for the financial records)</p> <p>As a separate matter: Cllr Cole advised that a previous Councillor, Paul Gordon, and his wife had just had a baby girl. He was asked to pass on the Councillors' congratulations</p>	
	Bi	<p>Communications received after the agenda has been published: Andy Jeffs, Executive Director, RBWM to meet with Chair and Clerk on Wednesday 14th March to discuss issues on concerns relevant to Horton. Suggested matters to be forwarded to the clerk.</p>	
	Bii	<p>Communications received after the agenda has been published: Review of past documentation shows that there has been provision for £2000 p.a. to be paid from HPC to Champney Hall for repairs and improvements. This shows in past budgets (as available on line) but not in accounts (as available on line). To be rescheduled for next meeting when more Cllrs will be available to discuss this matter</p>	BH
#06		To receive reports from Borough Councillors and Parish Councillors:	
	A	<p>Including village maintenance items : Wooden posts on memorial green (3/4 of them have split where the chains attach) Councillors asked the clerk to take this matter up with the suppliers.</p>	RFO
	B	<p>Community Website : Suggestion from Clerk – In conjunction with the website designer at St Michael's Church, the clerk has provisionally set up Horton Community web page adding documents that are considered to be of interest to villagers. The URL is http://www.stmichaels-orton.org/village/village-home.php but the shorter version is http://tinyurl.com/StMHPC. Councillors were asked if they were happy for this to be headed as a community page hosted by Horton Parish Council and St Michael's Church. Proposed Cllr Patel and seconded Cllr Coogan. Clerk to get the page updated to reflect this one the Church PCC has agreed</p>	BH
	C	<p>10/11 Bus service : Comments from residents have included concerns that the useful journeys are not at convenient times, and that school bus times don't necessarily match school times. The local parts of the time table will be added to the Horton community page (see item #06B)</p>	BH
	D	HPC Asset Register as at meeting date (if updated): No change	
	E	Website Report January : Report available from Clerk on request	
	F	<p>Neighbourhood Plan : No update on Neighbourhood Plan. However the RBWM Borough Local Plan has been submitted to the Secretary of State. If found 'sound' it can be considered for formal adoption by the council. Residents can view the submitted plan and documentation on the council website: www3.rbwm.gov.uk/blp. The clerk also reported that the RBWM Residents Action Group has sent letters to the Minister of State for Housing (detailing concerns about the lack of intransigence of RBWM) and the RBWM Monitoring Officer (to lodge a complaint against Cllr McWilliams regarding lack of communication and a breach of the RBWM constitution)</p>	
	G	<p>Neighbourhood Watch and Neighbourhood Action Group : update from Clerk. She attended the January meeting: We have potentially 4 PCSOs – Les, Alex, Aaron and a vacancy. Burglaries and theft from motors in the three villages were high in November (17) but low in December (3) following some successful local arrests. Most problems are split 50/50 between Wraysbury and Datchet – very little in Horton. Police aim to respond, and will talk to all neighbours: partly to check for witnesses or CCTV and partly to warn them and ensure they have taken adequate precautions. The next two meetings were planned to be 28th February in Wraysbury and 18th April in Horton, but Cllr Lenton has requested a swap which has been arranged</p>	
	H	<p>Community Recycling meeting : Report from Clerk – RBWM recycling team advise that recyclable plastic include pots, tubs and trays (all colours) and any plastic bottles (bleach, shampoo, water etc.) but not plastic film, crisp packets, plastic bags, sweet and biscuit wrappers or bubble wrap</p>	
	I	<p>Play Equipment in Champney Field: Estimate from Garden Designs was £155.00. The other two parties invited to quote did not do so. It was proposed we proceed with Garden Designs' quote. Proposed Cllr Coogan, seconded Cllr Cole. Clerk to request GD to proceed with works</p>	BH
	J	Parish Conference: Report from Cllr Cole	
	K	Other reports as appropriate: none	
#07		Other Communications or Consultations:	
	A	<p>Heathrow Expansion: We have received an apology from the Community Relations Manager, and he has assured us that we will receive future correspondence that relates to the proposed expansion of Heathrow. The maps he sent show large areas of Colnbrook and Poyle under Compulsory Purchase Order but none of Horton. Please contact the Clerk if you would like an emailed copy of the map.</p>	
	B	<p>100 year tribute to end of WW1: Taking part in this was discussed but Councillors felt we did not have any suitable location to put forward as a beacon site</p>	
	C	BALC e-bulletin : To be rescheduled for next meeting when more Cllrs will be available to discuss this matter	BH

	<ul style="list-style-type: none"> • Nominations for Buckingham Palace Garden Parties 2018: Cllr Bovingdon was nominated but only two tickets were available for Berkshire Councillors. These were selected randomly and Cllr Bovingdon was not one of the two selected 																															
	• L08/17 Privacy Notices:	Project																														
	• L09/17 General Data Processing Regulations (GDPR) &	Project																														
	• L10-17 Data Protection Officer:	(2)																														
	• Local Government Finance Settlement:	Project (NC?)																														
	• PC09-17 Review of Park Homes (Mobile Homes) Legislation:	Project																														
	• PR19-17 Industrial Strategy:	Project																														
	• PR18-17 Prudential Framework:	Project																														
	• PR17-17 Disqualification Criteria (for Councillors & Mayors):	Project																														
	• Transparency Grant – update:																															
D	Wraysbury Bridge at night : Email observation “as a car driver, I was unaware how dark the footbridge is at night for pedestrians. As stated in my email to our Borough Councillors, this is not because the street lamps do not work, it is because they do not exist. I believe that the station falls completely within the Wraysbury parish [but this issue] certainly would also affect Horton parishioners and so I believe it will be in the interests of both parish councils to see what can be done about this.” Clerk to write to Wraysbury PC, RBWM Highways, Highway.Inspections@volkerhighways.co.uk and South West Trains	BH																														
E	Electoral Review: RBWM advise that the Draft Recommendations will be published on 6 th March. The public consultation will run until 7 th May 2018.																															
F	Emergency Planning for Elected Members: Cllr Cole will attend this training.	NC																														
G	TV Funded Art Projects for Parishes: This matter was discussed but it was felt that Horton did not have significant history or traditions to warrant our involvement in this project																															
H	Network Rail: Funding for woodland & scrub. This funding (£10000+) opportunity was forwarded to Jason Mills for his thoughts as to whether it would be suitable for AJNR or PP, but he felt not. He proposed meeting HPC representatives on site this spring to provide an overview of the current site management and other issues																															
I	Any communications received after the agenda has been published: none																															
#08	Financial																															
A	Request from Clerk to purchase copier / printer / scanner : Clerk asked it would be acceptable for her to look into suitable models and check with Cllr Cole as to whether her choice was appropriate and buy one he approved of. Proposed Cllr Bovingdon, seconded Cllr SinclairHill.																															
B	Payment of invoices: to receive for approval a list of invoices received																															
	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Details</th> <th>Cheque</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>26-Jan</td> <td>British Heart Foundation Re RM</td> <td>Donation</td> <td>300493</td> <td>£100.00</td> </tr> <tr> <td>20-Feb</td> <td>HMRC re PAYE B&B Hickley</td> <td>Feb</td> <td>300494</td> <td>£106.40</td> </tr> <tr> <td>20-Feb</td> <td>HMRC re PAYE B&B Hickley (to make payments monthly in advance to stop late payment)</td> <td>Mar</td> <td>300495</td> <td>£106.40</td> </tr> <tr> <td>20-Feb</td> <td>B&B Hickley net wages</td> <td>Feb</td> <td>300496</td> <td>£424.88</td> </tr> <tr> <td>20-Feb</td> <td>Auditing Solutions re ‘idiot’s guide’</td> <td>A5312</td> <td>300497</td> <td>£240.00</td> </tr> </tbody> </table>	Date	Payee	Details	Cheque	Value	26-Jan	British Heart Foundation Re RM	Donation	300493	£100.00	20-Feb	HMRC re PAYE B&B Hickley	Feb	300494	£106.40	20-Feb	HMRC re PAYE B&B Hickley (to make payments monthly in advance to stop late payment)	Mar	300495	£106.40	20-Feb	B&B Hickley net wages	Feb	300496	£424.88	20-Feb	Auditing Solutions re ‘idiot’s guide’	A5312	300497	£240.00	
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C	Any receipts: £100 donation from unnamed contributor, specifically donated to offset the donation to British Heart Foundation minuted at item #05A																															
D	Audit Recommendations: These documents have been taken by councillors present to proof read and submit for adoption at the next meeting	My records show they were distributed to the following (apologies for any errors)																														
	R4 : Standing Orders (policies & procedures) and Financial Regulations.	Cllr Cole																														
	Privacy Policy	Cllrs Coogan & SinclairHill																														
	Financial Procedures	Cllr Cole																														
	Risk Assessment	Cllr Cole																														
	Equality & Diversity	Cllrs Coogan & SinclairHill																														
	Meeting Rules	Cllr Bovingdon																														
	Public Participation	Cllr Bovingdon																														
	Supplier Questionnaire	Cllr Cole																														
E	Any other Finance items received after the agenda has been published: none																															
#09	Questions from the public:																															
	It was asked why the footpath at the end of Park Lane was now shown as private land. Councillors believe that the sign states (correctly) that the fishing is private, but may ambiguously imply the path is private. Clerk to check	BH																														

#10	Dates of future meetings: 2017 & 2018, Third Tuesday of each month
	Tuesday 20 th March 2018 Parish Council Meeting
	Tuesday 10 th April 2018 Annual Parish Meeting
	Tuesday 17 th April 2018 Parish Council Meeting
	Tuesday 15 th May 2018 Annual Parish Council Meeting & Parish Council Meeting

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.

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