

# Horton Parish Council

## Tuesday 16<sup>th</sup> January 2018

### Minutes

<b>#01</b>	<b>Present &amp; apologies &amp; declaration of interest</b>		
	<p>Present: Cllrs Bovingdon, Crame, Cole, SinclairHill, McAuley and Coogan, RFO Brian Hickley and Clerk Benta Hickley</p> <p>Apologies: Cllrs Rayner and Tillyer</p> <p>Members of the public: Mr Paul Shine, Mr Duncan Parker, Mr Riley Tanner and Mrs Kelly Evans</p>		
<b>#02</b>	<b>Minutes of previous meeting for approval:</b>		
	<p>Cllr Cole asked that October 2017 minutes, item #04D was amended to read <i>"Having read the "Public Right of Way &amp; Milestones statement" I [Cllr Cole] can advise the council that there was very little information relevant to Horton. There were a few references to the fact that the majority of reservoirs or "lakes" are private and that no public access is permitted. There is a list of the length and number of footpaths, bridleways and similar in each area and it was notable that Horton had significantly less than any other parish. This is not surprising since Horton is the smallest parish in the area."</i></p> <p>The November 2017 minutes were proposed by Cllr Crame and seconded by Cllr Coogan, and signed by the chair</p>		
<b>#03</b>	<b>Matters arising from previous meetings of the Parish Council:</b>		
	(Ongoing matters: // Purchase of defibrillator // No updates received for these items)		
	A	<p><b>Parish Graveyard:</b> Cllr Rayner was unable to attend, but in an email reported that CEMEX were prepared to sell the land at market value to satisfy their corporate governance. Clerk to advise Cllr Rayner that we would like to proceed to estimate stage. Cllrs discussed whether the land should be purchased (if viable) by HPC or RBWM. Richard Gomme of B S Bennetts to be asked for his opinion on the land value.</p>	BH BH
	B	<p><b>Audit Recommendations:</b> update from Clerk &amp; RFO</p> <p>R4: Standing Orders (policies &amp; procedures) and Financial Regulations. – existing and sample documents to be emailed to Cllr Crame for review</p> <p>R5 : Risk Assessment &amp; Succession Planning – RFO and Cllr Crame to work on outstanding items</p> <p>R6: Calendar of deadlines and ‘idiots’ guides’ – Standing Order Calendar has been created and is being updated as new items arise. Internal Auditor working on ‘idiot’s guides’</p> <p>R13: Clerk to chase RBWM as to whether we can use their software, alternatively advise auditor we have considered the acquisition of Risk Management software “LCRS software” for the control and reporting of risks and have voted that rather than spend Parish funds, the relevant content should be included in the Risk Management Policy. (proposed Cllr Crame, seconded Cllr Cole) <i>Post meeting update: RBWM are unable to allow us to use their software, and the recommendations from the Royal Borough of Windsor and Maidenhead’s Head of Communities, Enforcement and Partnerships Communities Directorate, was (as proposed &amp; seconded at our meeting) that relevant content be included in the Risk Management Policy.</i></p>	BH JC JC & RFO  BH
	C	<p><b>Memorial Green – traffic:</b> Cllr Patel was not available to report. Staff at the Crown to be asked for their thoughts</p>	BH
	D	<p><b>Fly tipping signage:</b> Clerk reported that the signs have arrived and have mostly been put up. Cllr Cole took one for Park Lane, and Cllr SinclairHill requested one for Horton Road towards Colnbrook. Mr Tanner offered to put this up.</p>	
	E	<p><b>Arthur Jacobs’ Nature Reserve &amp; Poyle Poplars – Maintenance:</b> Mr Shine reported that the fallen branch near Stanwell Road had been removed, but there is a tree growing out of the ditch (about 1/3 of the way along) which needs to be removed. Clerk to contact Poyle Poplar maintenance and Trees@RBWM</p>	BH
	F	<p><b>Lighting (new street lamps) :</b> Cllr Rayner was not available to report</p>	
	G	<p><b>Potential purchase of BT phone box:</b> Clerk reported that BT had asked if we were still interested although they could not provide a replacement door (sold as seen). Previous research has shown that doors are available on eBay for about £275. Cllr Cole proposed that we advise BT we would like to proceed, seconded Cllr Crame.</p>	BH
	H	<p><b>Electoral Review:</b> Horton P C has proposed Horton and Wraysbury combine with Datchet as a three parish ward, this has also been proposed by Datchet. Wraysbury proposed (in order of preference) (a) remaining with Horton, (b) be a single parish ward with one councillor, or (c) joining with Old Windsor. We have been advised that RBWM propose Wraysbury and Old Windsor as one ward, and Horton, Datchet and the Etons (Eton &amp; Eton Wick) as another ward. Next stage: The LGBCE will publish its draft recommendations based</p>	

		on the information it has received on Tuesday 6 February 2018. Consultation on draft recommendations from February to April 2018. The Councillors are concerned that this will void the Neighbourhood plans that the Parishes have put lot of work into, basing them on the current ward relationships	
I		<b>Chair &amp; Clerk's meeting with Alison Alexander</b> : Clerk and Chair reported that the meeting discussed CIL/Section 106 payments (Funding from builders for additional infrastructure required to cope with the proposed additional buildings: 17% generally but 25% on projects identified in NP), the electoral boundary review (AA advised RBWM supported ward comprising Horton, Wraysbury, Datchet and the Etons but this proved to be incorrect -see #03H), Andy Jeff's role with the Parish Councils (Direct link between RBWM and PCs, quarterly meetings to be arranged), HPC's email address (many RBWM depts. still using some of the previous 7+ email address causing clerk not to receive emails. Could there be a central up-to-date database of clerk contact details to stop depts. using the wrong/out of date details) and automated email replies from RBWM (some include the original message or header: Communications; while others: trees, Customer Service, Andy Jeff's EA, Highways etc. only send back their automated reply so there is no way of identifying which email they are going to deal with). Suggested dates have been sent to Andy Jeff's EA to meet in January or February	
J		<b>Reform of Data Protection Regulation</b> : see 7C	
K		<b>Draft Airports National Policy</b> : See item 7A	
L		<b>R K Leisure</b> : Cllr Crame reported that she has heard nothing back so she will chase them. They have been in touch with NP group asking for support	JC
M		<b>Register of Community Assets</b> : (see November minutes for properties to be considered): Discussion deferred to next meeting	<del>BH</del>
N		<b>Declaration of Interest forms</b> – completed forms received from Cllrs Patel & Crame. Cllrs Bovingdon, Rayner, Tillyer, Coogan, SinclairHill, Cole, McAuley and Lenton's forms are outstanding	FB CR RT EC JSH NC MM JL
O		<b>Code of Conduct forms</b> (please complete and return if you have been given one). completed form received from Cllr Patel . Cllrs Bovingdon, Rayner, Tillyer, Coogan, SinclairHill, Cole, McAuley Crame and Lenton's forms are outstanding	FB CR RT EC JSH NC MM JL JC
P		<b>Flower container in memory of Mrs Marlow</b> : Discussion: Two hand crafted 'Lucas' stone rustic troughs from Birstall.com @ £180 were proposed by Cllr SinclairHill and seconded by Cllr Crame. Clerk to order	<del>BH</del>
Q		<b>No other matters arising</b> :	
<b>#04</b>		<b>Planning applications and Highways:</b>	Reply to Planning by
A		<b>17/02593 – 28-30 Coppermill</b> comprehensive list deferred to next meeting	<del>BH</del>
B		<b>17/03146 – EIA Scoping</b> (Land between Southlea Rd Datchet and Hythe End Road Wraysbury) Planning dept advise that "Scoping is not an application, but rather allows the applicant to be certain that the development proposal, when an application is made, will have to be supported by an environmental statement setting out the significant effects of the development, assessing them and making recommendation on mitigation measures". Councillors felt that no matter what the application was, it should have been sent to all the parishes included in the plans, not just Datchet.	
C		<b>17/03316 – Westerly</b> (balcony) This hs been called in by Cllr Rayner	CR
D		<b>17/03426</b> – "Sand and gravel extraction and restoration by infilling with inert waste of Poyle Quarry extension (preferred Area 12)   Land West of Colne Brook Foundry Lane Horton Slough" previous application 92/00397 refers. Clerk and Cllr Crame both to chase replies to previous emails	<del>BH</del> JC
E		<b>17/03502 – 90 Coppermill Road</b> , first floor extension & roof conversion & dormer windows: Councillors objected on the basis that (a) not all neighbours have been consulted (rear neighbours who use the drive at the side of the plot have not been consulted) (b) buildings at the rear of the site (close to the existing building) are not shown on the plans or mentioned in the application (c) a retrospective application was previously made in 2008 for an existing rear extension. This was withdrawn and replaced by a NOT retrospective application which was granted – we have asked for clarification on this timeline. (d) The current application will result in a dwelling spanning the width of the property which is contrary to our NP. (5) Plans do not show conclusive evidence of proper provision for surface water drainage and flood prevention. Clerk to contact planning	<del>BH</del>
F		<b>17/03503 &amp; 17/03598 – 17 Coppermill Road</b> , Rear extn & 1 x side dormer.	Both withdrawn
G		<b>17/03753 – 165 Coppermill Road</b> , single story & first floor extensions. The Council note that this appears to be the 3rd application for planning permission at <a href="#">165 Coppermill Road</a> . Councillors were concerned on the following points: (1) We believe that the size of the extension for the new application exceeds permitted development, and indeed the previous application. (2) The dormer windows in the attic would provide additional living space on the third floor of the building and overlook the neighbours. (3) Horton Parish	9/1 extended to 19/1

		<p>Council have a policy – embedded within the Neighbourhood Plan – that any new development must be in keeping with the surrounding area and not over-power other properties. (4) We are keen to discourage 3 floor properties in the Village. Horton is a rural community and we wish to keep development in sympathy with this. (5) It seems that the applicant has quoted demolition of an existing garage to compensate for the additional size. We can see no evidence of this (6), there appears to be an additional – not noted – large building at the end of the garden plot. (7) Please will Planning dept. also investigate the construction of a high wall and gates at the front of the building. In planning application 11/01240, permission was granted for the wall but this clearly states that no permission for gates was granted and would have to be separately applied for. The gates have been added and are in direct line with the wall and are not set back to allow an approaching vehicle to go into the property. This means that approaching vehicles have to wait on the road while the gates are opened. This is an obvious hazard and should be addressed. Clerk to write to planning</p> <p>Horton Parish Council want to encourage new and improving development plans for housing in the Village but this must be in keeping with the architectural design and community.</p>	BH
H		<p><b>17/03850 – “Variation of condition 40</b> (under Section 73) to allow for continued extraction, infilling and restoration of site for the extraction of sand and gravel and restoration to agricultural land using imported inert fill, creation of a site access road onto Horton Road, erection of a gravel processing plant, site offices and facilities, and formation of settlement ponds approved under (07/00590) (allowed on appeal).   Land East of Horton Road Horton Slough” The Councillors (and members of the public) commented that there were a lot of noise and vehicle issues with this site. The Councillors did not specifically object to the extension of the works but ask the clerk to contact Jayflex to discuss the round the clock noise</p>	16/1 or 06/02 BH
I		<p><b>Bells Lane development:</b> Two developments in or adjacent to Bells lane do not appear to have applied for planning consent. Enforcement officer to be requested to inspect</p>	JC
J		No other application received after agenda is published and before the meeting:	
#05		<b>Chairman’s Communications:</b>	
A		<p><b>Roland Mells</b> (previous Chair of HPC): Clerk and Chair had received an email from Stuart Inger advising that Roland Mells (previous chair of HPC) had died in Wexham Park Hospital (aged 93). Clerk to forward funeral details once received. This has highlighted that we don’t have a list of past chairs (and their dates) and the clerk asked if anyone had this information. It was suggested that Cllr Tillyer may have some historical knowledge. Clerk to ask Cllr Tillyer</p>	BH
B		<p>Communications received after the agenda has been published: Mayor’s fashion show and entertainment evening (8<sup>th</sup> March). Free but charity donations please Mayor’s Tudor Banquet for Alexander Devine Hospice (16<sup>th</sup> March)£95.00 Please ask Clerk if further details are required</p>	
#06		<b>To receive reports from Borough Councillors and Parish Councillors:</b>	
A		<p><b>Including village maintenance items:</b> Cllr Rayner asks that Councillors let him know of any street lights, paths, roads or other items that need repair.</p>	
B		<p><b>Flood Warden’s Report:</b> Mr Parker reported that some 5 or 6 years ago weed bank clearing was carried out from the railway line bridge (where the train crosses the river) , down to the bridge at Bell Weir Garage. Ever since then he has been requesting that the section from the Coppermill Road Bridge to said railway-line bridge be cleared and desilted. As this will take heavy machines to do this it will take even longer, due to government cuts. The only way this can be speeded up is if a coalition between the EA and RBWM can be arranged. Deweeding was started and the weed baskets at both weirs have been emptied. Part of the loop at the Horton end has been cleared, but work had to stop, due to the lack of water in which to operate the boat. He has been informed should start again towards the end of January. De-weeding and desilting will be carried out where and when possible, but not dredging as this then has to be disposed of.</p> <p>Mr Parker and an ELA representative observed that mud is falling from the vehicles leaving the Cappagh site, leaving the roads in an appalling state. The Cappagh road sweeper has been out on the roads, but concern has been expressed that instead of collecting the mud it had just pushed it into the gutters and into the drains. This leads to the drains being blocked and so also the underground drainage system. This in turn leads to rain water not being able to clear the roads as well as it should and potential flooding as rain water is not able to flow down the drains. This goes for any other plant machinery using our roads without the correct supervision Clerk to contact Cappagh</p> <p>He brought to the Councillors’ notice that anyone who backs onto the river has <u>riparian responsibility</u>. See link for ‘Living on the Edge’ publication, or ask Clerk for a paper copy. ELA have offered to print leaflets to advise homeowners of this responsibility, and Mr Parker has offered to deliver these. He was thanked by the Councillors for all that he does.</p>	BH

C	<b>10/11 Bus service:</b> The previous First Bus service will sadly no longer run. The new service is Route 2 running from Dedworth, via Windsor to Slough; Route 10 from Dedworth via Windsor, Datchet, Sunnymeads, Wraysbury, and Polye to Heathrow T5, and Route 15/15A running from Maidenhead through Taplow, Dorney, Eton Wick, and Eton to Slough. This will cause a problem for anyone (including a large number of school children) trying to get to Slough from Horton and Wraysbury. However it was reported that whilst the first train on the Windsor to Waterloo line used to be appx 7am it is now appx 6:30am																																									
D	<p><b>HPC Asset Register</b> as at meeting date (updated): Clerk/RFO to establish the actual cost of the heating equipment as opposed to the installation costs</p> <table border="1"> <thead> <tr> <th>DATE Purchased</th> <th>DETAILS</th> <th>VALUE</th> <th>NOTES</th> </tr> </thead> <tbody> <tr> <td>14/15</td> <td>play equipment</td> <td>£7,049.24</td> <td>In Champney playing field</td> </tr> <tr> <td>14/15</td> <td>hall heating</td> <td>£5,997.00</td> <td>Champney Hall</td> </tr> <tr> <td>14/15</td> <td>Laptop</td> <td>£297.95</td> <td>Held by clerk</td> </tr> <tr> <td>14/15</td> <td>Notice board (presumed to be mem RM)</td> <td>£389.90</td> <td>Jct of Coppermill &amp; Stanwell</td> </tr> <tr> <td><del>15/16</del></td> <td><del>Christmas tree lights</del></td> <td><del>£493.76</del></td> <td><del>Decommissioned Dec 2017</del></td> </tr> <tr> <td>16/17</td> <td>Play swing</td> <td>£156.00</td> <td>In Champney playing field</td> </tr> <tr> <td>16/17</td> <td>Concrete benches</td> <td>£870.00</td> <td>In Champney playing field</td> </tr> <tr> <td>16/17</td> <td>Computer mouse</td> <td>£12.99</td> <td>Held by Clerk</td> </tr> <tr> <td>17/18</td> <td>Christmas tree lights</td> <td>£279.00</td> <td>Held by Cllr Rayner</td> </tr> </tbody> </table> <p>(Councillors agreed that the fly-tipping banners were consumables, not assets)</p>	DATE Purchased	DETAILS	VALUE	NOTES	14/15	play equipment	£7,049.24	In Champney playing field	14/15	hall heating	£5,997.00	Champney Hall	14/15	Laptop	£297.95	Held by clerk	14/15	Notice board (presumed to be mem RM)	£389.90	Jct of Coppermill & Stanwell	<del>15/16</del>	<del>Christmas tree lights</del>	<del>£493.76</del>	<del>Decommissioned Dec 2017</del>	16/17	Play swing	£156.00	In Champney playing field	16/17	Concrete benches	£870.00	In Champney playing field	16/17	Computer mouse	£12.99	Held by Clerk	17/18	Christmas tree lights	£279.00	Held by Cllr Rayner	BH RFO
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E	<b>Website Report November &amp; December :</b> Clerk reported that overall the number of visitors was rising slightly (47 unique visitors in November, 48 in December)																																									
F	<b>Neighbourhood Plan:</b> Cllr Crame reported there has been no change. It is possible that the Borough Plan has to be approved first, and the Acton Group are planning an injunction to stop this being put forward as the required consultations with Parish Councils have not happened.																																									
G	<b>Neighbourhood Watch and Neighbourhood Action Group:</b> Cllr Crame reported Neighbourhood action group are meeting 24 <sup>th</sup> January in Datchet (and Wed 28 Feb in Horton, Wed 18 Apr in Wraysbury, Wed 23 May in Datchet, Wed 4 July in Horton, Wed 15 Aug in Wraysbury (without Rachel), Wed 26 Sep in Datchet, Wed 7 Nov in Horton, Wed 12 Dec in Wraysbury. Cllr Crame is not able to attend all the meetings but Cllr Cole has volunteered to attend on behalf of the Parish Council. He was thanked for his help	NC																																								
H	<b>Community Recycling meeting:</b> Clerk reported on the meeting and handed out information sheets (additional copies are available). Councillors asked for clarification on which plastics can be recycled- clerk to find out	BH																																								
I	<b>Local Plan Stakeholder Group:</b> (report on meeting): Chair and Clerk reported that David Coppinger (Planning) acknowledged previous lack of consultation and communication, and that infrastructure was a major concern. The group would involve Parish Councils and Neighbourhood planning groups. RBWM needs local input and acknowledges it should have involved us more in the past. The BLP has finished. The stakeholder group will make decisions regarding planned / agreed / approved locations, and members have every right to oppose suggestions. The committee would look into mineral and waste management sites that call themselves recycling plants. One nominated representative per PC per meeting. Clerk has the Draft Terms of Reference –please ask if you want to see them.																																									
J	<b>Christmas Tree / event:</b> (and Stanwell Rd lights): Chair reported. Thanks to J.Rayner and son for arranging the erecting of the tree and the lights (and the decommissioning of the tree and storage of the lights). Thanks to Cherry Bob for the blue additional lights along Stanwell Road. Thank you to Leigh and Lee of Coldstream Guards for attending and switching on the lights with Scott																																									
K	<b>Play Equipment in Champney Field:</b> Cllr McAuley reported on a number of concerns. Some of the wooden posts have cracked where straps, ropes, poles etc. have been attached. The safety mat seems to be sinking into the grass and there is litter and weeds inside many of the tyres on the grass. The big orange ball equipment had children actually sitting inside it (which it is not designed for, nor is it safe). There is a wooden seat along the east boundary which looks unpleasant and unsafe. Clerk to contact manufacturers / removal companies. As an aside, it was noted than over ¾ of the wooden posts on the memorial green have split where the chains were attached.	BH BH																																								
L	<b>Other reports as appropriate:</b> Questions were raised about the heating at Champney Hall. The clerk advised she did not have the information to hand but would forward it to the Councillors: The following are extracts from two emails from Stuart Inger who has been working with the electrician. Sent 15/12/17 <i>"I met the electrician today and he fixed up 4 new sensors in the main hall - all seem to be working well now - they stay on for about 2 minutes and then switch off until the sensor is triggered again. There are 2 heater bars not working and he is going to see if he can match those for us."</i> And 08/01/2018 <i>"The heaters are all working, some don't have both bars but they should come on. When I went down today for the fire</i>	BH																																								

		<i>extinguisher man they were all switched off individually and the main switch was on. They should have been turned off with a key at the main switch but even if they were left on with no-one in there they would not have come on. I think someone panicked and decided they had to turn off each one before they left and must have done it with a big stick. They should individually be left on. I did not have a step ladder this afternoon so we did not put them on but I did use my key and put the switch to off."</i> There are fan heaters in the 'archive cupboard' but these have not been PAT tested	
<b>#07</b>		<b>Other Communications or Consultations:</b>	
	A	<b>Airports National Policy Statement</b> (Colne Valley's response), and <b>Draft Airports National Policy:</b> Village complaints mainly focus on traffic problems, pollution, noise, burden on infrastructure, and demand (prices) for housing. We should all have received a leaflet regarding the <a href="#">Heathrow Expansion consultation</a>	
	B	<b>BALC e-bulletin (1)</b> : Please contact the clerk if you would like a paper or electronic copy	
	C	<b>BALC e-bulletin (2)</b> : Please contact the clerk if you would like a paper or electronic copy Nominations for Buckingham Palace Garden Parties 2018: It was proposed and seconded (Cllrs Crame and Coogan) that Cllr Bovingdon be put forward for this. <i>These following items were deferred to the next meeting</i> <i>L10-17 Data Protection Officer</i> <i>Local Government Finance Settlement</i> <i>PC09-17 Review of Park Homes (Mobile Homes) Legislation</i> <i>PR19-17 Industrial Strategy</i> <i>PR18-17 Prudential Framework</i> <i>PR17-17 Disqualification Criteria (for Councillors &amp; Mayors)</i>	BH BH
	D	<b>Volker Highways:</b> Clerk reported that although Volker thought we had an office and office times we clearly do not so were not able to arrange a meeting during working hours, and they were not able to attend a meeting out of office hours.	
	E	<b>Windsor Lions / Wi-Fi to Champney Hall:</b> Clerk advised that the Champney Hall Management Committee bid for funding to provide phone line and Wi-Fi to the hall was successful. Thanks to Windsor Lions the hall has now come into the 21 <sup>st</sup> Century. User name and password to be set up by Cllr Cole and Brian Hickley	NC RFO
	F	<b>Fast Internet / fibre to west Horton:</b> This item withdrawn at Councillor Cole's request	
	G	<b>Eton &amp; Eton Wick Neighbourhood Plan:</b> Clerk advised that Eton and Eton Wick NP has been submitted. The clerk has an email containing the links if anyone wants them	
	H	<b>Highways Parks &amp; Countryside (Communities) workshops:</b> Clerk advised that workshops are planned where councillors can meet officers and contractors to discuss and capture service improvements. Please contact the clerk if you are interested	BH
	I	<b>Complaint re lack of action re trees opposite 221 Coppermill Road:</b> Clerk advised this issue (raised in June) is still ongoing. Clerk to chase Trees@RBWM	BH
	J	<b>Community-Led housing events:</b> Clerk advised that this was sent out with only slightly more than 24 hours' notice. Jenny Humphreys (communications officer) promised to be aware of this in future	
	Ki	<b>Any communications received after the agenda has been published:</b> BALC advised that the Parish Council was eligible for a Transparency Code grant from the government to buy lap top, software or printer if needed. Due to a short cut-off date this was discussed by some Councillors by email. Cllr Cole felt strongly that as the residents had already paid for the council it was the Parish Council's responsibility to pay for a printer not to apply for external funding. Clerk to look into a few suggested alternatives and submit proposal to Councillors next month	BH
	Kii	<b>Any communications received after the agenda has been published:</b> Cllr Cole asked about a doggy waste bin in Champney Field. Could we also let him know which company we used	BH
<b>#08</b>		<b>Financial</b>	
	A	<b>Determination of Annual Budget and Precept</b> (to include discussion re staff remuneration) : The budget was presented by RFO Brian Hickley. Projected spending to end of year 17/18 is £22285, and the proposed new budget is £26524. Significant items: <ul style="list-style-type: none"> <li>• Clerk wages left budgeted at higher amount as Clerk will soon be in a position to record all hours worked and this may be more than currently claimed.</li> <li>• Greens budget has increased to cover cost of new planters</li> <li>• Insurance budget includes allowance for paying for risk assessment and data protection assistance</li> <li>• Youth budget kept at £700 in case we choose two days of Summer Club</li> <li>• Audit budget includes allowance for additional assistance</li> <li>• Champney Hall projected expenditure is artificially high due to charity monies being paid so this has stayed low in the budget</li> </ul>	

		The precept was proposed as £24617.00 and was approved by the Councillors. Proposed and seconded Cllrs Crame and Cole. Figures to be submitted to RBWM	RFO																																																
B		<b>External Auditor Appointment for 2017/2018</b> : Clerk advised that for the next five years our external auditor will be PKF Littlejohn LLP																																																	
C		<p><b>RFO's updated finance report for Q2</b> (and Cllr Cole &amp; Rayner's reports) : Cllr Cole reported that</p> <ul style="list-style-type: none"> <li>• He would prefer to see Benta or Brian on cheques - <i>all cheques are paid into a joint account so that does not seem relevant, and all responsibilities and outgoings are shared 50/50</i></li> <li>• He considered the cheque stubs to be illegible and greater care should be taken when completing them. <i>We will endeavour to ensure this is done</i></li> <li>• The 'misc' category should be removed. <i>This was inherited from the internal auditor. RFO to ask his opinion at the next audit</i></li> <li>• More detail should be included ie details regarding £300 to Wycombe Wanderers (Road marshals for Remembrance day, not a season ticket)</li> <li>• Mrs Marlow's name is still on statements – <i>this is not due to lack of trying, by both her daughter and the RFO. Where possible position is now being used rather than name</i></li> <li>• Can bank statements please be emailed to Cllrs Cole and Rayner as well as RFO – <i>Cllr Cole has requested this on the bank web site</i></li> <li>• The bank balance is high, and Cllr Cole expressed concern regarding the financial guarantee limit. <i>Noted</i></li> <li>• He was concerned that we have £8000 for admin and £1600 for clerk. <i>The budget submitted shows £8000 for clerk and £1600 for admin – there may have been an error on the spread sheets sent to Cllr Cole, apologies if this was the case</i></li> <li>• He would like to see a separate budget for the website - <i>noted</i></li> </ul>	RFO RFO RFO																																																
D		<p><b>2016/2017 account and audit:</b> External Auditors report advised that we need to record the following: Mazars report that the audit has been concluded and that the statement of accounts has been published. Rights of inspection have been conferred on local government electors by section 25 of the Local Audit and Accountability Act 2014 and electors may exercise these rights by contacting the RFO via <a href="mailto:Clerk@HortonParishCouncil.gov.uk">Clerk@HortonParishCouncil.gov.uk</a> or by writing to Horton Parish Clerk Champney Hall, Stanwell Road, Horton, SL3 9PA. Within two weeks we will arrange a mutually convenient time and date.</p>																																																	
E		<p>Payment of invoices: to receive for approval a list of invoices received:</p> <table border="1"> <thead> <tr> <th>Date issued</th> <th>Payee</th> <th>Invoice details</th> <th>Cheque number 300</th> </tr> </thead> <tbody> <tr> <td>16-Jan 2018</td> <td>B&amp;B Hickley</td> <td>Month 10</td> <td>482</td> </tr> <tr> <td>16-Jan 2018</td> <td>HMRC</td> <td>Month 10</td> <td>483</td> </tr> <tr> <td>16-Jan 2018</td> <td>Garden Designs</td> <td>2379</td> <td>484</td> </tr> <tr> <td>16-Jan 2018</td> <td>B&amp;B Hickley</td> <td>7626147</td> <td>485</td> </tr> <tr> <td>16-Jan 2018</td> <td>B&amp;B Hickley</td> <td>Month 9</td> <td>486</td> </tr> <tr> <td>16-Jan 2018</td> <td>B&amp;B Hickley</td> <td>9287610058</td> <td>487</td> </tr> <tr> <td>16-Jan 2018</td> <td>Mazars</td> <td>SOT0126</td> <td>488</td> </tr> <tr> <td>16-Jan 2018</td> <td>HMRC</td> <td>Month 9</td> <td>489</td> </tr> <tr> <td>16-Jan 2018</td> <td>Garden Designs</td> <td>2342</td> <td>490</td> </tr> <tr> <td>16-Jan 2018</td> <td>Garden Designs</td> <td>2248</td> <td>491</td> </tr> <tr> <td>16-Jan 2018</td> <td>Window Flowers</td> <td>13633</td> <td>492</td> </tr> </tbody> </table>	Date issued	Payee	Invoice details	Cheque number 300	16-Jan 2018	B&B Hickley	Month 10	482	16-Jan 2018	HMRC	Month 10	483	16-Jan 2018	Garden Designs	2379	484	16-Jan 2018	B&B Hickley	7626147	485	16-Jan 2018	B&B Hickley	Month 9	486	16-Jan 2018	B&B Hickley	9287610058	487	16-Jan 2018	Mazars	SOT0126	488	16-Jan 2018	HMRC	Month 9	489	16-Jan 2018	Garden Designs	2342	490	16-Jan 2018	Garden Designs	2248	491	16-Jan 2018	Window Flowers	13633	492	
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#09		<b>Questions from the public:</b>																																																	
		(If appropriate) none																																																	
#10		<b>Dates of future meetings:</b> 2018, Third Tuesday of each month																																																	
		Tuesday 20 <sup>th</sup> February 2018 Parish Council Meeting																																																	
		Tuesday 20 <sup>th</sup> March 2018 Parish Council Meeting																																																	
		Tuesday 10 <sup>th</sup> April 2018 <b>Annual Parish Meeting</b>																																																	
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		Tuesday 15 <sup>th</sup> May 2018 <b>Annual General Parish Council Meeting</b> & Parish Council Meeting																																																	

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](mailto: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](http://www.hortonparishcouncil.gov.uk)**