

Horton Parish Council

MEETING of the COUNCIL on
Tuesday 24th July 2018

Minutes

#01	Present, and apologies and declaration of interest		
	Present: Cllrs Cole, McAuley, SinclairHill, Coogan, Rayner, the Chair Cllr Bovingdon and the clerk Apologies: Cllr Crame Questions from the public : none		
#02	Statutory items:		
	A	Recording Requests received: None, so recordings have not been authorised	
	B	Minutes of previous meeting for approval: Proposed Cllr Cole, seconded Cllr Coogan, signed by the chair	BH
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):		
	A	A Councillor's concerns regarding another Councillor's Disclosable Pecuniary Interest form: Cllr Cole had emailed the Clerk regarding Cllr Coogan's DPI: <i>"The first item on next month's agenda will be a request for a point of order to exclude Eileen from all future meetings. Her DPI is wrong. She has stated neither she nor her "partner" own nor rent nor lease any property in the village."</i> Cllr Coogan explained the situation to the Councillors. The clerk had taken legal advice which suggested that short of employing a trust lawyer to clarify the situation, Cllr Coogan had given the answer to the best of her knowledge. Cllr Coogan agreed to update her DPI to include more explanation.	
	B	Parking on Village Green: Cllr McAuley suggested an informal chat with the owners of the shop and the pub on the memorial green; to establish their preferences regarding restrictions, and these proposals can then be put to the Parish Council for consideration. Cllr McAuley to arrange this and to report back.	M M
	C	Any other matters arising from the previous minutes: The memorial event for Betty Marlow went well. The family messaged to thank the Parish Council and Champney Hall Management Committee: "a huge thank you to everyone involved in making last Saturday such a personal and memorable occasion and to everyone who attended. It was a perfect tribute to Mum." There was an article in the Royal Borough Observer. Cllr Bovingdon asked that plaques with Mrs Marlow's name be created to go in front of the troughs.	BH
#04	Planning applications and Highways:		
	A	Planning Enforcement Complaints:	
	i	The Hermitage: It appears that extension works are being carried out, but HPC had not had sight of any application. This matter has been sent to Planning enforcement for their comments	
	ii	Westerley: reply from enforcement. Planning enforcement officer advises that nothing will be done until a decision is reached from the Planning Inspectorate regarding 17/03315 and 17/03316 (boundary treatment and glass screen to the rear). Copy of the letter is available from the clerk on request	
	B	Planning Applications received:	
	i	18/0638 165 Coppermill: single story rear extension. This is a retrospective predetermined application, and the Parish Council is not invited to comment, but is supporting neighbour's complaints	
	ii	18/01979 Unit B Horton Trading Estate: Installation of window. Cllr Crame reported that this is part of internal plans to change a store room to an office, and the new window does not seem to overlook anyone. Cllr Cole expressed a concern regarding fire risk. Clerk was asked to reply to RBWM Planning, saying: The PC would like to support the planning application in full with one minor concern. The new ground floor meeting room and cupboard appear to have no means of emergency escape. A room in excess of 5 m in length could present a fire trap if adequate fire escapes or firefighting equipment is not in place. The PC would request that the Planning officer is mindful of this and includes informed planning conditions as appropriate in order to mitigate this.	BH
	iii	18/01997 17 Coppermill Road: Single storey rear extn and side dormer. Cllr Crame advised that this new application (replacing 18/00258) is reduced in size and appears to be	BH

			submitted to the planners' recommendations following the previous application. Councillors asked the clerk to write to planning advising that they do not object to the revised plans but if RBWM is minded to approve the application HPC ask that the following is taken into account: 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.	
	C	Traveller Land Availability Assessment: Cllr Crame proposed that she reply to say, again, that we do not want any sites to be nominated for Horton and that this view is supported by the local Gypsy and Traveller community. Agreed Cllr Cole and Coogan		BH
	D	Legal position re yellow planning notices: Head of Planning, Jenifer Jackson, advised that the Council fulfils its statutory duty to notify those adjoining the application site by direct letter to those properties. The site notice is displayed by the case officer when they go out on site. They regularly have issues with site notices being removed because they contain useful information. She added that she thinks this is an issue which it is worth reviewing internally and she will do that with colleagues.		
	E	Any communications received after the appendix has been published and before the meeting date: Planning Decisions received:		
		i	18/01202 1 Island Cottages: Refused (Greenbelt, flood zone, harmful to character and appearance of area, poor standard of amenity: small, limited natural light, very small garden with no compensating easily accessible public open space). Full report available from clerk	
		ii	18/01370 Lucky For Some: withdrawn 4 th June	
#05	Chairman's Communications :			
	A	Any communications received after the agenda has been published:		BH
		I	The Chair asked the clerk to arrange for the footpath between St Michael's church wall and Horton Arms to be cut back, and the tree to the east of Champney Hall gates to be 'lifted'	BH
		ii	The chair asked if any other Cllrs had been aware of tractors through the village at 10:30pm last weekend or cars racing at 2:30am. No one had any information	
#06	To receive reports from Borough Councillors, Parish Councillors or Clerk (including):			
	A	Borough Plan and Neighbourhood Plan: The NP committee have arranged an independent screening opinion by a qualified firm that is familiar with our area and their conclusion is that a full SEA screen out. This report will be sent to RBWM in the hope that they will reverse their earlier decision and that the NP can now be submitted. The BP has been looked at by the RBWM Residents Action Group's QC and he has advised that there are many errors in it, and there are serious flaws in the sustainability appraisal and the inspection proceeding should be suspended.		
	B	Pickins Piece: Chased by Cllr Crame		
	C	NAG Report: The July meeting was cancelled. Sargent Jinks sent through a problem solving template speeding profile. Available from Clerk. NAG meeting dates for the remainder of 2018 at 15 th August (W), 26 th September (D), 7 th November (H) and 12 th December (W)		
	D	Zurich report re play equipment: Cllr McAuley commented that he felt the report was less detailed than he would like. Clerk to advise Zurich that we would like to have a representative (ideally Cllr McAuley) present at the next inspection. Cllr McAuley will make the necessary repairs by September's meeting.		BH M M
	E	Heathrow: Cllr Crame sent details of a voluntary Quiet Night Charter that is being introduced this year to reduce noise and the number of flights late into the night. Cllr Crame to find out more information		JC
	F	Councillors' reports of HPC policies & procedures (Cllrs reminded 7/7/18)		
		1	Supplier Questionnaire:	Cllr Cole reported that this was unnecessarily wordy but no essential changes were required. He was not prepared to propose its adoption. Adoption proposed by Cllr McAuley and seconded by Cllr Coogan
		2	Risk Assessment:	Cllr Cole reported that this was unnecessarily wordy but no essential changes were required. He was not prepared to propose its adoption. Adoption proposed by Cllr McAuley and seconded by Cllr

			Coogan		
		3	Privacy Policy:	No report received	
		4	Equality & Diversity:	No report received	
		5	Financial Procedures	Cllr Cole reported that this was unnecessarily wordy but no essential changes were required. He was not prepared to propose its adoption. Adoption proposed by Cllr McAuley and seconded by Cllr Coogan	
	G	Ward Councillors' report: Councillors asked Cllr Rayner about lack of street lights along Horton Road north of Pickins Piece. Cllr Rayner said he would raise this with the borough along with lack of bollard markers along this stretch. Clerk to contact Thames Water regarding the trees and shrubs along Horton Road (H to C) Councillors asked about the vans parked along the front of Champney Field. Cllr Rayner advised that HPC had previously wanted to turn the stretch of grass into a flower bed with a low rail in front. Clerk to get quotes for this. Cllr Rayner advised that there had been complaint about parking and loose dogs in Foundry Lane. Cappagh had contacted Cllr Rayner regarding a one-off wide load that is due to arrive at 2am one morning soon. He asked Cappagh to contact the Chair add the Clerk but neither had been contacted. RBWM plans to spend £1.9m on road repairs. Please let Cllr Rayner know of any that need attending to. Cllr Rayner will approach Cappagh and see if they will contribute to the Phone Box project; also some local residents may contribute. Cllr Rayner asked if there was any update on land ownership in the village: RFO & Clerk have been unable to access the information- he would ask his agent if they could assist, and so how much they would charge.			CR CR BH BH CR CR
	H	Clerk's report (Misc items) Councillors were given a copy of the reports. Starred items were discussed and if applicable discussion notes have been added			
		1	AJNR	Groundwork South will be working at Arthur Jacob Nature Reserve on the afternoons of 11th August and 8th September and are always looking for volunteers to help maintain this beautiful area. Contact Dhush Selvarajah Project Assistant (Ranger) Groundwork South Mobile: 07718 043080, Office: 01895 832662	
		2	CIL Financial Summary	Clerk has received a report showing how much has been paid to RBWM and parish councils under the Community Infrastructure Levy. Available on request	
		3	Coppermill Road	Resident (number 82) has concerns over tree on Cemex's side looking due to fall on his house. Through Cappagh I have put resident & Cemex in touch with each other and Cemex should by now have inspected the tree and discussed it with the resident	
		4	D of I and C of C forms please	DPI: Mark, Colin, Jillian CoC: Eileen and Mark	
		5	Defibrillator	See Clerk's report item 18	
		6	dog bag dispensers	Brian has been asked to sort	
		7	Electoral Review	Outcome: as previously suggested by the LGBC they have published their recommendation that Horton be joined with Datchet and Wraysbury. On line survey: link is https://www.surveymonkey.co.uk/r/LGBCE	
		8	Garden Designs	Certificate of accreditation and schedule of insurance received. Public liability insurance certificate to be requested	
		9	Greens	I have asked RBWM to cut back the section overgrowing onto the footpath over the bridge just west of Welley corner	
		10	HPC Website	Report available from Clerk	
		11	Kingsmead Plant	Complaint made by resident regarding reversing beeps. I have followed up, awaiting answer	
		12	Lights on Wraysbury station	Charlie Gaudoin chased by email, copied to Ben Smith. To be chased	
		13	Mill Lane	Resident contacted me to tell me that a hedge is preventing a safe view along Stanwell Road to the west. This is not a borough responsibility: I am trying to arrange with Garden Designs for the hedge to be cut back	
		14	NHS Survey:	Designing the future of urgent care: Link below, poster will go in	

				main noticeboard and I have requested electronic poster for the community website https://your-voice-matters.eastberkshireccg.nhs.uk/communications/the-big-conversation/	
		15	Notice of Vacancy of Councillor	This has been posted for required period. No election to be called, a new Cllr can be appointed by co-opting	
		16	Parish Graveyard	St M to meet with JC & CR. 31 st July	
		17	Password	The passwords for the parish laptop and parish email address have changed. The chair and vice chair have been given a sealed dated envelope containing the new passwords, and have been asked to shred the old envelopes	
		18	Phone box	Jayflex are still “very interested in supporting” our project. They have offered £2500 towards the purchase, refurbishment and relocation of the phone box. Mitchellson Formwork and Engineering have donated £200 to the project. This matter was discussed by the Councillors. It may be impractical to move, re-site and refurbish the phone box on Coppermill road: instead Clerk to investigate prices of refurbished phone boxes. Alternatively to ask if Jayflex and Mitchellsons agree to funding being used for a defibrillator and secure housing.	BH
		19	Play Scheme	Danny Gomm (RBWM youth services manager) advises they are not offering villages based play schemes this year, just a few town based fun days (A & M & W)	
		20	Police & Crime Commissioner Newsletter July 2018	This has been emailed to most councillors, printed for Cllrs SinclairHill & Coogan and is available on the Community website http://www.stmichaels-orton.org/village/village-home.php	
		21	Procedure for access to information	I am working on this	
		22	RBWM: Royal Borough Voluntary Sector Awards 2018	Nominations are now open. www.VoluntarySectorAwards.org.uk . Nominations need to be in by July 27th	
		23	Record Retention	Schedule received from BALC. I’m working on it	
		24	Skip & Swap	Suggestion from resident: The idea was that a skip be ordered and delivered to Champney Hall carpark one Saturday morning. Residents can use it to get rid of unwanted items – but initially leaving stuff next to the skip in case it can be used by other residents. The skip would need to be manned to prevent non-residents taking advantage. Clerk to get skip quotes	BH
		26	Travelling Home	Should all have received an invitation from Vicar Colin: this is next Sunday (29 th July). A question was raised regarding the Traveller flag flying from the Parish Flagstaff. Cllr Cole advised that it represents an Administrative Area and therefore can be flown from a public flagstaff without consent from RBWM Planning dept.	
		26	Village green lamps	Charlie Gaudoin (RBWM) has been asked to quote. To be chased	BH
	I			Flood Warden’s report: Duncan Parker, Flood Lead, advised that he has been in touch with the EA every two weeks regarding the trees growing in the river by Wraysbury Station. Replies have included this is not a flood issue; this is good for the fish; insufficient manpower and resources to deal with the problem; and nowhere to deposit anything removed from the river. Meanwhile this stops silt making its way down the river and increases the silting problem upstream in Wraysbury, Coppermill Road, Horton and Colnbrook. Under EA riparian rules, homeowners who back onto the river are responsible for their part of the river; however they have stopped residents from working on their own part of the river which negates riparian rules. Two properties along Coppermill road have had issues with trees either falling or likely to fall. The owners are arranging a meeting with Chris Martin of EA and representatives from Cemex (land owners on other side of river), Mr Parker has been in touch with Adam Afriyie (MP) and Francis Batt (local paper) sending photos of Wraysbury bridge ten years ago and now. The Chair thanks Mr Parker for all his help	

	J	Any communications received after the agenda has been published: None				
#07		Other Communications or Consultations:				
	A	GDPR: Clerk advised she has created a passworded file containing all email addresses, phone number and home addresses stored by the Parish Council. She has identified and requested consent to store details from 79 individuals. 28 have replied giving consent or a preferred email address. RBWM advise that the borough DPO (Data Protection Officer) is Martin Tubbs. Cllr Cole advises that he has a GDPR Foundation Certificate				
	B	CCTV: Champney Hall are considering installing CCTV in the hope that it will reduce damage and vandalism to the hall and field. The Councillors were asked if the CCTV could come under the GDPR banner of HPC. Cllr Cole advised that even clear CCTV did not generally contribute to successful arrest of culprits. The matter of concerns regarding filming children attending the preschool could be overcome by not filming during school hours, Cllr Rayner said he would talk to RBWM to see if they could install and manage a CCTV system for the village				CR
	C	Mineral & Waste Plan: Cllrs were reminded that Ian Mutuel, who is in charge of RBWM's Mineral and Waste Borough Plan will be at Wraysbury Parish Council meeting on 20 th August from 7pm and HPC Councillors are invited to attend. There will be a consultation starting 6 th August, and an exhibition at Datchet Village Hall on 6 th September. Clerk to email Mr Mutuel as to why we didn't received notification of this				BH
	D	Highway resurfacing: The road between Datchet and Windsor is closed for the next two weeks, and Staines Road (Hythe End) will be closed overnight on 7 th August				
	E	NALC: Judicial Review / Ledbury: This relates to complaints against councillors. This would normally be dealt with as a code of conduct matter rather than a grievance (even if the complainant is a member of staff). After an informal first instance the matter may need to be referred as a conduct complain cannot be dealt with under grievance procedure, and needs to be referred to the monitoring officer as the local authority has no power to deal with it. The full NALC report is available from the clerk.				
	F	RBWM Residents Action Group: See #06A				
	G	Parish Council Vacancy: The vacancy notice was displayed on a village notice board and the HPC website for the required period, and no one contacted the borough. The vacancy can now be filled by co-opting any interested party				
	H	Bells Lane wheelie bins: Two weeks running the recycling bins have not been emptied. RBWM advise there was an issue with the truck accessing the road. The Clerk has spoken to residents – trees have been cut back, traffic cones are put out late on Wednesdays to remind people not to park at the top of the road, and the driver of a large truck has been asked to park elsewhere overnight on bin days. This will hopefully remove the problem				
	I	Champney Hall & Playing field – vandalism: Trees, bins and Champney Hall doors have been vandalised in the last few weeks: it is possible that the cars and vans parked along Stanwell Road have allowed the vandals to carry out the damage largely unobserved from the road and the maisonettes. Councillors discussed replacing the grass with flower-beds and a low wooden railing (similar to on the opposite side of the road). Clerk to get quotes.				BH
	J	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				
		Date	Payee	Invoice ref	Cheque number	Value
		24/07	Garden Designs	2582	356	£255.00
		24/07	HMRC July	July	357	£159.20
		24/07	B&B Hickley	July	358	£637.72
		24/07	Auditing Solutions	A5535	359	£420.00
		24/07	Garden Designs	2603	360	£315.00
		28/06	ICO (annual Data Protection / GDPR registration fee)	Direct Debit		£35.00
		30/06	Bank Charges			£18.00
	B	Any receipts: to advise the Councillors of any receipts over and above the precept and the				

		compensating grant. See #06 H 17. This has not been banked as we cannot be sure we will buy the phone box			
	C	Audit Update: Report from clerk			
	R1	Rubber stamp for invoices	Bought and used since September 2017		
	R2	If a cheque is erroneously recorded	Noted and will be followed in future		
	R3	Errors when recording VAT	Noted and will be followed in future		
	R4	Adoption of Financial Procedures and Risk Assessments	Both adopted July 2018 and diarised for 11 months' time.		
	R5	Asset register – where value unknown a best guess should be recorded	Noted and will be followed in future		
	R6	Photographic record of assets	This has been started and is about 50% complete	BH	
	R7	Asset register should record net values	Noted and will be followed in future		
	E	Asset Register: Asset register dated 24 th July has been adopted (proposed Cllr Bovingdon, seconded Cllr McAuley)			
		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: 2018 & 2019, Third Tuesday of each month				
	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				

The meeting finished at 8:55pm

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.
 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

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