

Horton Parish Council

Tuesday 19th June 2018

Minutes

#01	Present, and apologies and declaration of interest		
	Present: Cllr Bovington, Cllr SinclairHill, Cllr Coogan, Cllr Rayner, Cllr Cole and one member of the public Apologies: Cllr Crame, Cllr McAuley, Cllr Patel		
	The Chair congratulated Cllr Rayner on his new position as Deputy Mayor Clerk advised the Councillors that she had received a letter of resignation from Richard Tillyer and he was no longer a member of the Parish Council. The Chair thanked him for all his past work on the PC, and hoped he would still be available in an advisory capacity. Clerk to advise RBWM of vacancy		BH
#02	Recording Requests received (none)		
	Minutes of previous meeting for approval:		
	Cllr Crame has asked that item #04 D, The report mentions potential sites . . . be amended to show the penultimate paragraph as <i>“This report mentions potential sites that have not been included in either the Neighbourhood Plan or the Borough Plan (Broom Farm, Horton Trading Estate, Berkyn Manor Farm, and World of Water at Hythe End), the SFRA report says flood problems can be mitigated on these site.”</i> Cllr Rayner proposed the amended minutes and Cllr Coogan seconded.		BH
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):		
	A	Agenda: Cllr Cole has asked for a review of meeting length and agenda items. PLANNING APPLICATIONS: Cllr Cole advised that these do not need to be published as part of the agenda; it was agreed that Planning Applications would be an undetailed item on the agenda, and the details would be on on a separate appendix so applications can be added up to the meeting time. MEETING DATES: Cllr Cole suggested that the lack of August meetings was historical from when Mr and Mrs Marlow were involved in the Council. It was discussed whether there should be 11 meetings a year (ie to reinstate August) but as there is no legal requirement and people are often away in August it was agreed to maintain the current arrangement unless/until it became a problem	BH
	B	Compensating Grant : The Clerk has received a reply (available on request) from Cllr MJ Saunders. In summary he apologised if Horton PC had understood it was accused of any wrong doing, and stated that this was not the case.	
	C	Parking on Village Green: There were no representatives from the shop or the Crown so this item will be deferred to the next meeting	
	D	Any other matters arising for the previous minutes : The event planned for Betty Marlow: invitations to over 40 people have been sent, and replies are coming in.	
#04	Planning applications and Highways:		Reply to Planning by
	A	Planning Enforcement Complaints:	
		1 16/02091/Full: construction of balustrade to create roof terrace (16/02091 Withdrawn, but constructed). Clerk has received a long reply form Brian Benzie of RBWM Planning enforcement. Once a decision is made on a subsequent application (17/03316) a decision will be made regarding 16/02091	
		2 18/50065/Enf: Conversion of garage to dwelling: Clerk has received a reply from Salman Azad of RBWM Planning enforcement. He has visited the site and is making arrangements to conduct an internal inspection	
	B	18/01402 Horton Garage: redevelopment of garage site (owner & agent invited to meeting). Cllr Crame advised that she was of the opinion that HPC should support this application as the	18/06: Reply period

		new plan seems to be virtually the same as existing buildings. Further, she suggests it is supported on the grounds that we need to keep some commerce in the Village, that there has been a commercial garage here for many (50+) years, and that clearly the owner has tried to overcome all the original objections. Proposed Cllr Rayner, seconded Cllr Cole	extended to 22/06 BH
	C	18/01500 121 Coppermill Road: Replacement Dwelling application (owner & agent invited to meeting). This application was discussed. The property is one of several similar bungalows, and Councillors felt that a replacement dwelling would be out of character with its neighbours, would affect the street scene and was not in keeping with the locality, and therefore voted against it (proposed Cllr Bovingdon seconded Cllr Rayer). If RBWM is minded to approve the application, HPC ask that the following is taken into account: Horton Councillors would like the planning team to ensure that: there is adequate off-street parking provided under the proposals; any hard surfaces are made of porous materials and retained thereafter, or provision be made and retained to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the property; that rain water be stored within the confines of the property, not added to the main drains and that all permitted development rights be removed and no expansion permitted for at least ten years.	26 th June BH
	D	18/01646 Lucky For Some: Single storey rear extension (owner & agent invited to meeting). Richard Tillyer exercised his right to speak regarding this application. Mr Tillyer built this as one of three neighbouring properties about 20 years ago, At the time he was instructed by RBWM planning to move Coppertop forward to ensure Lucky For Some had adequate light, but the proposed extension to Lucky for Some will deprive Pine Lodge of natural light. Councillors understand that Mr Tillyer will make his own objections, but are minded to agree with his concerns. They ask that a pitched roof is used for the extension, and that it is offset by a metre away from the boundary with Pine Lodge (ie the NW wall is brought in away from the boundary). Proposed Cllr Coogan seconded Cllr Bovingdon. If RBWM is minded to approve the application, HPC ask that the following is taken into account: Horton Councillors would like the planning team to ensure that: 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, that only a single story is permitted, and that all permitted development rights be removed and no expansion permitted for at least ten years.	16 th July BH
	E	18/01462 195 Coppermill Road: Single storey front and rear extensions. Councillors queried why there was such a delay between RBWM receiving the application (18/5/18) and informing the Parish Council (12/6/18). The property is one of several similar bungalows, and Councillors felt that the proposed extension would be out of character with its neighbours, would affect the street scene and was not in keeping with the locality, and therefore voted against it (proposed Cllr Bovingdon seconded Cllr Coogan). If RBWM is minded to approve the application, HPC ask that the following is taken into account: Horton Councillors would like the planning team to ensure that: there is adequate off-street parking provided under the proposals; any hard surfaces are made of porous materials and retained thereafter, or provision be made and retained to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the property; that rain water be stored within the confines of the property, not added to the main drains and that all permitted development rights be removed and no expansion permitted for at least ten years.	11 th July
	F	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. 18/01638 165 Coppermill Road: No representation due date has yet been communicated to the PC so this will be deferred to the next meeting Other Planning items: Councillors observed that there is a noticeable absence of yellow planning application signs on properties that have submitted applications. This means that the public are not aware that an application has been submitted and also makes it much harder for Councillors to locate relevant properties for assessment. Clerk to ask the Planning team if the yellow signs are now optional or not required, and if this is not the case how does the planning	BH

		team treat applications which have not put up the yellow signs	BH		
#05		Chairman's Communications (including):			
	A	Any 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 (including):			
	A	Parish Conference: Report from Cllr Cole. Cllr Cole had not been able to attend. Clerk asked that he let her know if this happens again in case she is able to attend.			
	B	Pickins Piece: Report from Cllr Crame or Rayner: No update			
	C	NAG Report: Datchet PC have suggested that Datchet, Horton, Old Windsor and Wraysbury purchase a speed gun and display to be used by the Community Wardens in the four parishes. The cost would be £2920 plus VAT and delivery. As RBWM only has one set this would allow the items to be used far more regularly in the 4 parishes. This matter was discussed at the HPC meeting and although agreed in principle certain questions / proposed conditions were raised: Items only to be used by Community Wardens or Police (including PSCOs). Suppliers would need to provide 4 invoices for the relative proportions so all parishes can claim their share on the VAT. A maintenance contract should be costed and agreed. It should be agreed how much / how frequently they will be used in each village (we acknowledge Horton is the smallest Parish and has the fewest roads) and if not 25% each then the cost % should reflect the usage %. Clerk to report back to Datchet PC	BH		
	D	Zurich report re play equipment: Cllr McAuley not available to comment on report	BH		
	E	EIA Scoping notification – Heathrow: Cllr Crame has written repeating HPC's objections to Heathrow expansion (air quality / pollution, increased traffic movements, permanent disruption to and destruction of ancient land and waterways, and support of Colne Valley Trust's objections. Copy available on request			
	F	Councillors' reports of HPC policies & procedures			
		1 Supplier Questionnaire:	The Internal auditor advised that this was more than produced by other councils. Cllr Cole will produce a pared down version for the PC to consider	NC	
		2 Risk Assessment: See item R4 on internal auditor's report	The Internal auditor advised that this was appropriate. Cllr Coles will proof read and propose for adoption at the next meeting.	NC	
		3 Privacy Policy:	Cllr Cole to update references to Gov Acts etc and propose for adoption at July meeting	NC	
		4 Equality & Diversity:		NC	
		5 Financial Procedures: See item R4 on internal auditor's report	Cllr Cole advised there were some errors (clerk's rate of pay etc), and he will correct these and propose for adoption	NC	
	G	Ward Councillors' report: The Ward Boundary review finishes on 12 th July, and the Borough Plan inspector will be at the Town Hall next week to hear representation on the Plan.			
	H	Clerk's report (Misc items)			
		1	7.5T signage	RBWM propose mounting the weight restriction signs on yellow backing boards they will forward the proposed scheme to the two RBWM Ward Councillors for their comments. If they support the scheme, this will be included this in a programme of works as and when funding becomes available. Clerk to ask RBWM to contact Cllr Rayner & Lenton	BH
		2	Asset register	No changes since flower troughs were added April 2018	
		3	Attendance	Cllrs are reminded if they miss six consecutive meetings they shall cease to be a member of the authority (unless the Council votes to accept extenuating circumstances)	
		4	Audit	emailed internal auditor to see if we needed to be doing anything	
		5	Betty's Event	Invitations have been sent out, times had to change slightly due to Parish wedding	
		6	Cappagh	Kingsmead site – complaints about reversing beeps: although all	

		vehicles were fitted with white noise reversing alarms, they have a new loading shovel at the site, with standard beep beep alarms. They have apologised for this oversight, and advised that this machine will be fitted with white noise alarms early part of next week.	
7	Coppermill Road - speeding	Speed Indicator device/speed limit reminder due in next few weeks. RBWM reviewing sites for "30 for a reason" signage (may need additional posts)	
8	D of I and C of C forms please	DPI: Mark, Colin, Jillian, Richard CoC: Eileen, Mark, Richard	MM CR JSH EC MM
9	Defibrillator	No update	
10	dog bag dispensers	Brian has been asked to sort	
11	Eligibility Criteria (Cllrs & mayor)	HPC's thoughts regarding this were emailed to BALC	
12	Flower troughs	I have emailed Garden Designs to remind him they need to look their best for 14 th July	
13	HPC Website	Report available from Clerk	
14	Insurance	(CHMC & HPC – checking not overlapping) and chasing inspection of play equipment	
15	Joint Emergency Planning Unit	Email received from Carolyn Richardson. Site visits planned for August	
16	July meeting	Has been moved to 24 th July	
17	Ladders alongside Champney field	Removed (presumably by RBWM Streetcare as they were reported as fly tipped)	
18	Lights on Wraysbury station	Charlie Gaudoin chased by email, copied to Ben Smith 28/5/18	
19	Lorries driving through Horton	ATStannard have apologised. They are working at Kingsmead site and Datchet site but drivers have been reminded by transport manager that they must go the long way round. Clerk has TM's mobile number in case this happens again	
20	Oscar Roofing van	Awaiting clutch then will cease to park there	
21	Parish Graveyard	St M to meet with JC & CR. 31 st July	
22	Phone box	The BT contract and link to a phone box refurbishment website was sent to Jayflex for their comments (on holiday to 6/6)	28/5/18
23	Play Scheme	I have emailed Danny Gomm (RBWM youth services manager) to ask if they are arranging a 2018 play scheme	
24	Procedure for access to information	I am working on this (GDPR)	BH
25	Public sector show	Invitation to the event at ExCeL on 26 th June. Contact clerk if you wish to attend	
26	Record Retention	Schedule received from BALC. I'm working on it	BH
27	Skip & Swap	Suggestion from resident: That the PC arranges a skip or two and promotes a day where people can skip what they don't want but also look at furniture etc that is unwanted by the current owners but may be useful to others	BH
28	Trees at 221 Coppermill Road	were pruned in accordance with RBWM guide lines (1-2m from power line) Resident has been advised, hopefully now closed	
29	Village green lamps	Charlie Gaudoin (RBWM) has been asked to quote	
30	Village volunteers	Dhush (Groundwork South) and Carly (Horton) have been introduced by email as Horton volunteers also interested in joining Groundwork (?) in monthly volunteering at AJRN.	
	I	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. None	
#07	Other Communications or Consultations:		

A	<p>GDPR: The Clerk delivered a summary of HPC’s current position. The passworded register of addresses (email, and where appropriate postal) address and phone numbers is being created, and individuals asked to confirm via the website whether or not we can hold the information. The annual ICO subscription has been paid by DD. Cllr Crame raised a concern that (taken from briefing/training notes from CPALC) the “buck stops with the council and the councillors”. Cllr Cole advised the PC that he is qualified to lead the PC in GDPR, and that any errors will receive a ‘slap on the hand’ from the GDPR authorities. He is against spending the village’s money on the BALC GDPR lead who is no more qualified that he is. Proposed Cllr Rayner, seconded Cllr Coogan. Cllr Cole advised that addresses should remain on planning application appendix as they do not identify individuals.</p>				BH																																													
B	<p>Community Tensions: Questions from TVP. Inspector 190 Louise Warbrick asked, via Sargent Rachel Jinks 4972, for feedback regarding possible Community Tensions across the Borough relating to President Trump’s intended visit to the UK on Friday 13th July 2018. Four questions were raised and answered as follows:</p> <ul style="list-style-type: none"> • How do you feel President Trump’s visit will impact on your Community? None • Have media reports relating to policies caused specific problems/distress within your Community? No • How are your communities expressing their views in relation to the proposed visit? (social media, online commentary etc) None • What support is required within your Community from Police and Partners to mitigate identified tensions? Creation of Horton Village Police Station and old fashioned village bobby <p>Clerk to reply to PS Jinks</p>				BH																																													
C	<p>Joint Emergency Planning Unit: Information regarding this new unit is available from the clerk.</p>																																																	
D	<p>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. Cllr Cole raised an issue regarding using the Clerk@HortonParishCouncil.gov.uk email address for matters relating to Champney Hall. Although HPC is custodial trustee for Champney Hall Cllr Cole would like to see a separate email being used.</p>				BH																																													
#08	Financial																																																	
A	<p>Payment of invoices: to receive for approval a list of invoices received</p> <table border="1" data-bbox="204 1227 1394 1563"> <thead> <tr> <th>Date Cheque raised</th> <th>Payee</th> <th>Invoice</th> <th>Cheq #</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>19-Jun</td> <td>MH-P Internet</td> <td>3220</td> <td>300348</td> <td>516.00</td> </tr> <tr> <td>19-Jun</td> <td>Garden Designs</td> <td>2532</td> <td>300349</td> <td>255.00</td> </tr> <tr> <td>19-Jun</td> <td>Garden Designs</td> <td>2558</td> <td>300350</td> <td>759.00</td> </tr> <tr> <td>19-Jun</td> <td>HMRC</td> <td>Jun</td> <td>300351</td> <td>159.20</td> </tr> <tr> <td>19-Jun</td> <td>B&B Hickley</td> <td>Jun</td> <td>300352</td> <td>637.72</td> </tr> <tr> <td>19-Jun</td> <td>Garden Designs</td> <td>2569</td> <td>330053</td> <td>1015.00</td> </tr> <tr> <td>19-Jun</td> <td>MH-P Internet</td> <td>VOIDED</td> <td>300354</td> <td>VOIDED</td> </tr> <tr> <td>19-Jun</td> <td>MH-P Internet</td> <td>3238</td> <td>300355</td> <td>42.00</td> </tr> </tbody> </table>				Date Cheque raised	Payee	Invoice	Cheq #	Value	19-Jun	MH-P Internet	3220	300348	516.00	19-Jun	Garden Designs	2532	300349	255.00	19-Jun	Garden Designs	2558	300350	759.00	19-Jun	HMRC	Jun	300351	159.20	19-Jun	B&B Hickley	Jun	300352	637.72	19-Jun	Garden Designs	2569	330053	1015.00	19-Jun	MH-P Internet	VOIDED	300354	VOIDED	19-Jun	MH-P Internet	3238	300355	42.00	
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B	<p>Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant. None</p>																																																	
C	<p>Audit Update: Clerk to report, and Internal Auditor’s report to be considered for formal adoption. The Internal Auditor’s report had been sent to all Councillors and no queries had been raised. The Internal Auditor raised the following points</p> <table border="1" data-bbox="204 1742 1394 2072"> <thead> <tr> <th>Rec No.</th> <th>Recommendation</th> <th>HPC Clerk & RFO’s response</th> </tr> </thead> <tbody> <tr> <td colspan="3">Review of Payments and VAT</td> </tr> <tr> <td>R1</td> <td>Consideration should be given to the acquisition of a suitably designed rubber certification stamp to be affixed to every invoice or for the present slips to be more permanently affixed to the invoices.</td> <td>Completed September 2017</td> </tr> <tr> <td>R2</td> <td>Where the face value of cheques is erroneously recorded, the actual</td> <td>Noted and will</td> </tr> </tbody> </table>				Rec No.	Recommendation	HPC Clerk & RFO’s response	Review of Payments and VAT			R1	Consideration should be given to the acquisition of a suitably designed rubber certification stamp to be affixed to every invoice or for the present slips to be more permanently affixed to the invoices.	Completed September 2017	R2	Where the face value of cheques is erroneously recorded, the actual	Noted and will	BH RFO																																	
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		cheque value should be recorded in the cashbook and adjustment of the amount payable be made on the next invoice payment.	be followed	
	R3	Care should be taken to ensure that only true VAT is recorded as such in the cashbook for periodic recovery from HMRC.	Noted and will be followed (refers to Zurich IPT which is non recoverable.)	RFO
Assessment and Management of Risk				
	R4	The Council must ensure that it complies with the requirements of the G&AM, reviewing and adopting formally its financial and other risk assessments at least once during the financial year. The Council will also need to give a negative assurance in the year's AGAR at Box 5, Section 1.	Hoping to adopt both RA and FP in July 2018, diarised for annual re-adoption	NC
Asset Registers				
	R5	The Council must ensure that an appropriately constructed and comprehensive asset register is developed and maintained routinely in future: as indicated in the body of the report, once assets acquired pre-2014-15 have been identified, they should be assigned a "best estimate" value, which should then be used in reporting the asset value in future years' AGARs.	Noted and being carried out	BH & RFO
	R6	Additionally, in line with best practice, consideration should be given to the development of a photographic register of assets (street furniture, etc), which could prove useful in progressing any insurance reclaims in the event of theft or vandalism.	Noted: to be carried out	BH & RFO
		It was proposed (Cllr Rayner) and seconded (Cllr Bovington) that the internal audit and report be approved and adopted and submitted to the external auditors. Clerk & RFO to submit relevant forms to External auditors and website		BH & RFO
	D	Parish Account: Cllrs Cole and Rayner to propose previous quarters' accounts for adoption (or raise queries with the RFO). No longer applicable as the internal auditor has signed off the year's accounts At the last meeting the RFO was asked to look into opening a deposit account in addition to the current account. HPC's bankers offer one deposit account which pays 0.20% gross pa. This was discussed but not considered to be worthwhile. Proposed Cllr Rayner, seconded Cllr Bovington		
	E	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.		
#09	Questions from the public: (If appropriate) None			
#10	Dates of future meetings: 2018 & 2019, Third Tuesday of each month			
	Tuesday 24th July 2018 (moved from Tuesday 17th July)			
	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			

For information (not included as an agenda item)

- Newsletters from BALC, Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - circulated to Members May 2018 and available from the clerk and at Parish Meetings.
Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email Clerk@HortonParishCouncil.Gov.uk.

Parish Phone 07957 588 277

Note: Personal callers by appointment only.

I have arranged for this agenda and the previous minutes to be added to the Parish Council Website:

www.hortonparishcouncil.gov.uk