

Horton Parish Council Meeting Minutes v2

Tuesday 17th October 2017

#01 Present & apologies & declaration of interest:				
Present: Cllrs Tillyer, Coogan, Crame, SinclairHill and Cole together with the chair, Cllr Bovingdon and the clerk, Benta Hickley. Also present was one member of the public: Paul Shine. Apologies were received from Cllrs Rayner, McAuley and Patel				
#02 Minutes of previous meeting for approval:				
Cllr Cole asked for an error to be corrected at 2017/#03/B/R6. This to read "Audit process 'idiot's guides..." This change and the remaining minutes were proposed by Cllr Crame, and seconded by Cllr Coogan. Agreed unanimously.			BH	
#03 Matters arising from previous meetings of the Parish Council:				
(Ongoing matters: // Purchase of defibrillator // No updates received for these items)				
A	Parish Graveyard: Deferred as Cllr Rayner was absent			CR
B	Matters arising from Extra meeting (2016/17 Audit recommendations):			
	R4: Standing Order & Financial Regulations – Wraysbury Parish Clerk has been asked for assistance and this will also be raised with the internal auditor at a meeting at the end of the month			RFO
	R5: Risk Register & Succession Planning - general Risk Management to be lead by Cllr Crame. Documents saved off site (using Hickley off site network and Google Docs). Passwords for the lap top and the email accounts to be provided to Chair and Vice Chair			JC BH
	R6: Audit process 'idiot's guides' - RFO is meeting with Stuart Pollard, internal auditor at the end of October. Cllr Crame hopes to be present.			RFO
	R7: Precept value to be minuted – Precept value £24358.00. Proposed Cllr Crame, seconded Cllrs Cole and Bovingdon, unanimously agreed.			
	R12: Adoption of financial & other risk assessments - G&AM refers to Governance and Accountability Manual. Cllr Crame to prepare Risk Assessment – copy of Wraysbury's has been forwarded for her attention,			JC
	R13: Acquisition of LCRS software – Wraysbury have chosen not to use this. Datchet PC and BALC have yet to answer the clerk's enquiries			BH
	R14: Details of Charitable Accounts – There has been some confusion over this. Post has been going to the previous Clerk's house and then on to her daughter. A note from her daughter suggests that the Death Certificate and change of address has been sent to the Charity Commission, but this has not been actioned. The Clerks received a letter from the CC quoting " <i>despite repeated reminders you have failed to [reply]</i> " We called them and were advised that we had at least six months to contact them before any action was taken but in fact it appears the charity has been removed from the CC register. After some discussion it was proposed by Cllr Cole that these monies could be donated to charity thereby removing the audit requirement. Cllr Crame proposed Champney Hall so the money remained for the good of the village. This was seconded by Cllrs Coogan and Cole and unanimously agreed.			BH & RFO
B	R15: Asset register must be constructed – This has been populated back as far as 14/15 using computer records. Further back will need to be taken from paper records in the archive cupboard.			BH & RFO
ASSET REGISTER ITEMS (April 2014 to date)				
	DATE	DETAILS	VALUE	
	14/15	Play Equipment	£7,049.24	
	14/15	Hall heating	£5,997.00	
	14/15	Laptop	£297.95	
	14/15	Noticeboards	£389.90	
	15/16	Christmas tree lights	£493.76	
	16/17	Play swing	£156.00	
	16/17	Concrete benches	£870.00	
	16/17	Computer mouse	£12.99	
C	Memorial Green (No Horses): Cllr Cole has looked into making this a by law, but had been advised that "No horses by order of the Parish Council" would be as effective, if indeed it was needed. The nuisance is only occasional and can be dealt with under Anti Social Behaviour laws if necessary. This item will be revisited if the problem occurs again in the future.			
	Memorial Green (Chains & Fences): Councillors have asked that the chains be reattached			RFO

	Memorial Green - traffic & parking: Cllr Crame has spoken to the owners of the MOT garage and they advise that they do not park any cars on the one way section of Horton Road. Cllr Patel has observed that it seems to be people leaving their car there for a day or two then moving it. He has been asked to take registration number of offenders.	JP
D	Fly tipping: Banners priced at Vistaprint at appx £60 for 4 (50cmx91cm) plus VAT and P&P. Proposed Cllr Crame, Seconded Cllr Coogan – 4 to be bought to be located at: entrance to PP & AJNR car park; gate between Broome Lodge and Ashgood Farm; at north end of Sunnymeads bridge and in Park Lane.	BH
E	Arthur Jacobs' Nature Reserve & Poyle Poplars: It appears that the AJNR Trust (set up in 1996) may have been replaced by Groundwork around 2002. Paul reported a rat infestation between the pedestrian gate and Horton Depot. Clerk to advise RBWM. Jason Mills (Countryside manager Highways Parks & Countryside, Braywick Park) advises that <i>the paths are on a monthly cut while the open wildflower / grass areas are cut annually (by RBWM contractor ISS) A local charity, Groundwork South, also run a nature conservation volunteer group that visit the site one weekend in every month. The volunteers focus on removing invasive weeds (hemlock) and cutting back the reed beds to improve the site for nesting birds (Reed warblers).</i> He also states that <i>all the trees on the site have been inspected by RBWM Tree Officers and are not considered a significant risk. The maintenance of the trees are carried out under their instruction where necessary. Some of the paths are prone to rapid overgrowth of nettles and he will request that both our contractors and volunteers pay special attention to these areas on their visits.</i> Clerk to check when the next visit is due so a representative of the Parish Council can meet them there. Councillors also mentioned that a large branch from a tree in the PP area adjacent to Stanwell Road has partially fallen. At present it is kept off the road by the neighbouring trees and the fence but we are concerned that it will fall onto the road and cause an accident. Clerk to ask Jason Mills to please get this checked.	BH BH
F	Lighting (new street lamps): Councillors understood that if RBWM could not replace the current lamps with Victorian style lamp the Parish Council would be given a quote to see if they would be able to pay the difference. However councillors have reported new lamps around the village including on the village green where they are shining into dwellings. Councillor Rayner to be asked to look into this	CR
G	Landfill at Kingsmead Quarry Report: Complaints re early starts and noise from reversing vehicle alarms: Joe from Cappagh advised that all vehicles have white noise reversing alarms, and they never start work as early as 5:15am. Clerk to contact the residents who complained and ask to be notified asap, with time and date if this happens again	BH
H	Pickins' Piece: Fair Licence: -QUERY. It appears that the Fair Licence mentioned in the Pickens Piece papers was a temporary licence for a Circus in 2012. Cllr Coogan believes the land was covenanted to the village in 1986. She will bring copies of letters regarding this to the next meeting - Also to investigate (B) The pack of papers the council has about Pickins' Piece mentions a lease – we do not have a copy of this: (C) The pack of papers mentions payments for the last 20 years – but accessible records do not indicate that payments have been made	EC
I	Brookfield House (Horton Road access): RBWM planning advise that this was approved, even though the kerb was never dropped. The Planning office are also looking into the complaint regarding the noise and excess parking	
#04 Planning applications and Highways:		
A	17/01125 & 01512 & 02593 – construction at 28-30 Coppermill Road: no action required	
B	16/03678: 9 Layburn Crescent SL3 8QL: (is this Horton?): Councillors are unclear whether this is in Horton. Cllr Cole advised that land from the Honda roundabout to Datchet is included in Horton. Clerk and Cllr Cole to check what evidence they can find	BH NC
C	16/04001 New Mill Cottage, Mill Lane (Previously 471678 in Oct 1993). Cllr Crame has raised this with Planning at RBWM and is awaiting a reply. A neighbour has provided the clerk with chronological reports of applications and consents since October 1993	
D	Public Right of Way & Milestones statement: This item did not get discussed at the meeting but Cllr Cole advised the clerk that he felt that the document had little purpose. The report made it clear that Horton is small, and someone in the document kept complaining that they cannot walk around the reservoir but had little else for the village. EDITED – see January 2018 minutes, item 2 <i>Having read the "Public Right of Way & 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>	BH
E	17/02516/FULL - Millbridge Stud: The Clerk apologised that the Council's comments regard this application were not sent within the consultation period. It was suggested that in future at the July and November meetings (ie before a two month gap) a planning subcommittee could be established to look at any application received within that period. To be discussed at November meeting	BH
F	17/02454/FULL - 165 Coppermill Road Cllr Rayner was asked to call it in (Planning permission refused)	
G	17/02487/Discharge - Site of Paper Works, Stanwell Road: Clerk emailed planning on 08/10 regarding items not discharged. No reply. To be chased	BH
H	Cllr Crame brought the RBWM Cabinet Manifesto to the Councillors' attention. Included in this a section (3.10) that explains that the borough will support local planning decisions. This does not appear to be the case. It also appears	

	that Horton PC have not signed the draft memorandum of understanding. Cllr Rayner to be asked if he know why not. Should future comments be sent with the phrase “your manifesto says ...”?	CR
#05 Chairman’s Communications:		
A	Reform of Data Protection Regulation: Deferred to next meeting.	
B	Electoral Review for Royal Borough: It is proposed to reduce the number of RBWM ward councillors from 57 to 43. Cllr Crame has looked the sizes of local wards, and feels that if Horton and Wraysbury do not put forward their own proposal they may be forcibly merged with other ward/s. Consider Old Windsor or Datchet, or Colnbrook? Cllr Crame proposed Cllr Bovingdon talked to the Chairs in Wraysbury and Datchet and ask what they are proposing, and Cllr Cole talk to Cllr Rayner. Secoded Cllrs Cole and Coogan	JC
C	RBWM Councillors to meet Clerk & Chair: Cllr Christine Bateson, Alison Alexander and Andy Jeffs plan to visit every RBWM Parish Council Chair and Clerk. Horton’s visit will be on 6 th November at 6pm. We are waiting for their confirmation on where the meeting will be held.	BH
D	Kingsmead Site – complaints: Joe from Cappagh advises that the reversing beeps are all white noise, and they never start work as early as 5:15am. I have reported back to the complainers and asked for times and dates if this happen again.	
E	Year of Mental Health Progress: A press release was received regarding this (see Clerk for details)	
F	Horton Summer Activities: RBWM Youth Manager confirmed appx 25 from Horton, 15 from Wraysbury, 5 from elsewhere. Ages were appx 13@0-7, 23@ 8-12 and 9 @ 13+	
G	BALC AGM (28th November) notification: If Councillors are able to attend or would like more information please contact the clerk	
#06 To receive reports from Borough Councillors:		
A	Accident on corner of Coppermill Road: Deferred to next meeting. It was commented that the Stanwell Road / Coppermill Road junction is still treated as a junction rather than a roundabout by most drivers	CR
#07 Other Communications or Consultations:		
A	Register of Community Assets: (to be revisited at next meeting). Councillors suggested that the Neighbourhood Plan would be a good starting point for suggestions of buildings to be considered for the RBWM register of Community Assets (for community benefit). These are: <ul style="list-style-type: none"> • Old School House, Horton • Little Court, Bells Lane • The Old Rectory, Horton Road • Church of St Michael, Stanwell Road • The 5 Bells Public House, Stanwell Road, Horton (now known as The Horton Arms) • Horton Cedars, Datchet Road • Lych Gate to north of St Michael’s Church, Stanwell Road • Dairy of Berkyn Manor (at NE corner of house, Off Stanwell Road • Horton Lodge, Horton Road • Ashgood Farmhouse, Stanwell Road • The Crown Public House and attached barn, The Green • Brookfield, Datchet Road • Mildridge Farmhouse, Horton Road • Churchyard wall, West of St Michael’s Church, Stanwell Road 	BH
B	HPC Asset Register: See item #03B R15	
	Land Registry: The clerk has tried to research HM Land Registry: Champney Hall is found on the system but “Sorry, we do not have a record of any titles for this property. This does not necessarily mean that the property is unregistered”. We were unable to find out how to search for any details for land such as Champney playing fields	CR
C	Councillors’ Declaration of Interest forms: AKA Disclosable Pecuniary Interests of DPI. A draft has been proof read by Cllr Coogan, and copies will be distributed at the next meeting for Cllrs to sign.	BH
D	Councillors’ Code of Conduct forms: A draft has been proof read by Cllr Coogan and once the errors have been corrected copies will be distributed at the next meeting for Cllrs to sign.	BH
E	Neighbourhood Plan: No further update: The Character Assessment is being finalised but no changes will be made to the plan	
F	Flower Container / Mrs Marlow: The original suppliers do not seem very interested in answering emails. Cllr Crame knows of some other suppliers and will forward some suggestions.	JC
G	Neighbourhood Action Group: Meeting planned for 5 th October was cancelled. It will be rescheduled, probably for early next year	JC
H	Report on state of play equipment: Cllr McAuley was not able to attend the meeting but sent a short report via Cllr Cole. The play equipment is all fine, but there is some flytipping on the green which is unsightly and may cause injury.	BH
I	Signage outside Milton Close maisonettes: Despite many promises the offensive sign was not removed by Radian housing officers. The Clerk made a formal complain via email to be told that the Parish Council is not one of the groups that are permitted to make formal complaints. However in the meantime the sign has been removed. Thank you to Cllr Coogan for her assistance.	
J	Fast Internet / fibre to west Horton: Cllr Cole explained that Horton is served by two internet cabinets: one (up to 40 Mbps) at the top of Bells Lane (fed from Colnbrook exchange), and one at the BP station at “the u-bend” – where	

	Horton Road meets Colnbrook High Street which is slow due to the distance travelled and technology used (a matter of physics). The Bells Lane cabinet provides fast internet while the Colnbrook one is not able to. Cllr Cole advised that as west Horton residents get average internet speed of less than the national government guidelines of 3Mbps (1.2 or 1.3 Mbps) they should apply for an RBWM subsidy to connect to faster internet. It may well be that if they receive a high number of subsidy applications they instead decide to fund a new faster cabinet in the village	NC																				
K	RK Leisure Group: See notes below from meeting before PC meeting started																					
L	Road Closure for Remembrance Sunday: The road closure has been booked, and the wreaths have been ordered. Cllr Crame will organise refreshments after the service, and it was proposed Matty Doe be asked to lay the wreath. Proposed Cllr Bovingdon, seconded Cllr Cole. (It was subsequently suggested that John Tanner's son be asked. Clerk to check with Kathy Atkinson who knows both families)	BH																				
M	Windsor Lions: Grant applications are invited, clerk aims to apply for connecting Champney Hall to the internet. Other grants are also available – Cllr Crame asked the clerk if she see if she can apply for money to improve Champney Hall kitchen to allow the provision of “lunch club”	BH																				
N	Wasps Nest in Mill Place: This has been reported to the borough but they seem to be unable to act until they can establish who owns the land. Hopefully cold weather will soon kill them																					
#08 Financial																						
A	Payment of invoices: to receive for approval a list of invoices received:																					
	<table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice</th> <th>Cheq #</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>17/10/17</td> <td>B & B Hickley</td> <td>Oct</td> <td>466</td> <td>£928.68</td> </tr> <tr> <td>17/10/17</td> <td>Garden Designs</td> <td>2224</td> <td>467</td> <td>£318.00</td> </tr> <tr> <td>17/10/17</td> <td>Garden Designs</td> <td>2262</td> <td>468</td> <td>£258.00</td> </tr> </tbody> </table>	Date	Payee	Invoice	Cheq #	Value	17/10/17	B & B Hickley	Oct	466	£928.68	17/10/17	Garden Designs	2224	467	£318.00	17/10/17	Garden Designs	2262	468	£258.00	
Date	Payee	Invoice	Cheq #	Value																		
17/10/17	B & B Hickley	Oct	466	£928.68																		
17/10/17	Garden Designs	2224	467	£318.00																		
17/10/17	Garden Designs	2262	468	£258.00																		
	The signatories were Cllrs Bovingdon and SinclairHill																					
B	<p>Bank Reconciliation: Cllr Cole provided a detailed report which is available from the clerk on request.</p> <p>In summary Cllr Cole agreed the opening balance (April 2017). He suggested some values would be better placed in different columns, and agreed that the £3 discrepancy was due to an invoice being overpaid. He asked about a credit note but the suppliers have asked us to simply reduce payment of their next invoice to us. He observed that there should be a note linking the expenditure of £9600 last year (tarmac on Champney car-park) with the prepayment of £8000 from Champney Hall Management Committee and £1600 VAT reclaim. Cllr Cole agrees the closing balance as of 30th June 2017</p> <p>Cllr Cole agreed the opening balance (1st July 2017) but felt it should be recorded differently. He observed that the £3 difference was still in existence and there was a further £55 difference (net difference £52) from a cheque that was cashed but not shown in this spreadsheet. There is also a missing cheque value £271.86. Once these have been addressed he will be able to sign off the 2nd Quarter accounts.</p>																					
#09 Questions from the public: None																						
#10 Dates of future meetings: Third Tuesday of each month																						
	Tuesday 21st November 2017																					
	No Parish Council meeting in December 2017																					
	Tuesday 16 th January 2018																					
	Tuesday 20 th February 2018																					
	Tuesday 20 th March 2018																					

Clerk to the Council. Mrs Benta Hickley
4B Bells Lane, Horton, SL3 9PW Note: Personal callers by appointment only.
Email Clerk@HortonParishCouncil.Gov.uk .

Version 2 created 13/11/17 at 9:12pm

Amended 14/02/2018 to match item 2 on January 2018 minutes

Pre-meeting	RK Leisure joined the Councillors before the start of the meeting to put forward their ideas for the village and for the fishing lakes in Horton
<p>Brothers Raphael and Benjamin (co founders of R K Leisure) and Charlotte Grant and Rory from Brunel Planning introduced themselves and explained how they wanted to help us achieve some of our NP objectives. Cllr Crame made it very clear that we were happy to listen but that (a) the NP cannot be changed, and (b) even if HPC, in the future, were to back RK Leisure plans this would not mean that they would be approved by RBWM, and that (c) Horton needed to be considered as a very separate community to Wraysbury.</p> <p>The brothers believe that they own some of the best fishing lakes in UK if not in Europe. They want to improve the facilities at the Horton lakes, and are happy to improve the facilities for the village at the same time. They are looking at a restaurant and community spa on the site of the Kingsmead sailing club (accessed off Datchet road) together with fishing huts, and are happy to consider a number of starter / down size properties (with priority given to local residents) and footpath access allowing walks around the lakes. They hope that incorporating local needs their application to build on Green Belt land will be considered, although there is already a club house on the site to the restaurant / spa will be permitted development.</p> <p>The councillors mentioned a number of facilities that affect the village - we have no medical centre or primary school, and Champney Hall's facilities are not all they could be</p> <p>The RK Leisure representatives left at 7:30 having been thanked for their time</p>	