

# Horton Parish Council Meeting

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

### Minutes

<b>#01</b>	<b>Present, and apologies and declaration of interest</b>		
	Present: Cllrs Bovingdon, Rayner, and SinclairHill together with the clerk Apologies received by clerk: Cllrs Crame and Patel Members of the public: none Clerk to write to Cllrs reminding them of their obligation to send apologies if they are unable to attend.		BH
<b>#02</b>	<b>Statutory items:</b>		
	A	<b>Recording Requests received:</b> none	
	B	<b>Minutes of previous meeting for approval:</b> 2 amendments have been requested to the notes on the Mineral & Waste plan discussion. These have been updated in the minutes to be signed. Proposed Cllr Bovingdon, seconded Cllr S, signed by the chair	
<b>#03</b>	Matters arising from previous meetings of the Parish Council (unless due to be covered later):		
	A	<b>Parking on Village Green:</b> to be moved to next agenda so we can receive an update from Cllr McAuley	MM
	B	<b>Parking on grass verge outside Champney Playing Fields and vandalism:</b> Update from Clerk. Garden Designs have requested allowing for smaller flower beds (as a physical barrier against parking) . £2490 +VAT (plus £300 for shrubs). Proposed Cllr Rayner, seconded Cllr SinclairHill. Clerk also advised the cars would need to be removed for the tree works to be carried out – notices would be put on cars and on the railings giving notice of this.	BH
	C	<b>Village lighting – street lamps on the green –</b> quote £5037.91 Proposed Cllr Rayner, seconded Cllr Crame. Cllr Rayner will order this through RBWM if the capital bid is unsuccessful.	CR
	D	<b>Any other matters arising from the previous minutes :</b> none	
<b>#04</b>	<b>Planning applications and Highways:</b>		Reply to Planning by
	A	<b>Planning Enforcement Complaints:</b>	
	i	<b>The Hermitage:</b> sent to Planning enforcement 16/7/18, most recently chased 11/10	
	ii	<b>18/02435 Whites Manor</b> (garage conversion): Planning Enforcement Officer (PEO) advised he has gained access: he advises that there is no evidence it is being used as a separate dwelling, and he has been told that the intention is to use it as a non-commercial office. PEO to check whether breach of planning has occurred. Clerk has asked whether kitchen and bathroom facilities have been created.	
	iii	<b>8 Coppermill Road:</b> An application to demolish and rebuild (14/90068) is closed. Planning have confirmed (11/10) that they will send PEO to investigate	
	B	<b>Planning Applications received:</b>	
	i	<b>18/02613 183 Coppermill Road</b> (raising roof, alterations to gables, new dormer) 183 Coppermill Road has already had what seem to be extensive extensions over the past few years. These have included certificates of lawfulness (where they have done things and had to have permission afterwards). This has a long planning history. They tried to demolish the existing bungalow and replace with a 4 bedroom house (twice) but it was refused. Then they had an outbuilding and wanted retrospective planning permission but that was withdrawn which is odd. They had planning permission for a single storey extension in 2015, which was permitted and it now looks like they want to demolish that extension and replace with a far bigger one including an additional floor using dormers. It would be out of keeping with the surrounding houses. Horton	22/10/18

		<p>Councillors think that the proposed works would be over-development on the plot and over-bearing on the neighbours as they are bungalows. If RBWM is minded to approve the application HPC ask that the following is taken into account:</p> <p>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. Additionally any gates that are provided shall open away from the highway and be set back a distance of at least 7 metres from the nearside edge of the carriageway of the adjoining highway (<i>Relevant Policies - Local Plan P4.</i>), and any concerns expressed by neighbours are taken into account as the boundary is so close on both sides.</p>	
	ii	<p><b>18/02778 163 Coppermill Road (2 storey side extension)</b></p> <p>163 Coppermill Road had an application refused in 2014 when they tried to raise the roof to put in a third storey. They did get permission in 2015 to put on a 2 story side extension. This application seems to be an addition to that and is virtually on the boundary of 165 and 161. Horton Councillors take the view that this proposal would be over-bearing and would completely fill the plot, and looks like over-development. They are also concerned that there is a large outbuilding at the back of the house and access only seems to be through the house. In the event of an incident could emergency services reach it with vehicles and equipment?. 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. Additionally any gates that are provided shall open away from the highway and be set back a distance of at least 7 metres from the nearside edge of the carriageway of the adjoining highway (<i>Relevant Policies - Local Plan P4.</i>), and any concerns expressed by neighbours are taken into account as the boundary is so close on both sides.</p>	30/10/18
	C	<b>Other Planning issues, decisions and appeals</b>	
	i	<b>17/03850/VAR Development Management Panel meeting (19/9/18)</b> Cllr Crame was planning to speak at this meeting	
	ii	<b>18/01979 Kyle Freight</b> Decision - granted	
	iii	<b>18/01997 17 Coppermill Road</b> Decision - refused	
	iv	<b>18/02046 28-30 Coppermill Road</b> Decision – agreed to vary	
	v	<b>Joint Minerals and Waste Plan</b> –Cllr Crame has submitted HPC’s response. A copy is available from the clerk. Cllr Crame has asked for a face-to-face meeting with RBWM Planning regarding concerns over the Jayflex site (Horton Brook Quarry, east of Horton Road between Horton and Colnbrook) and the lack on consultation with Colnbrook Parish Council	
	vi	<b>18/02419 Little Court:</b> Decision – refused listed building consent	
	D	<b>Any other planning items received after agenda is published and before the meeting:</b> none	
<b>#05</b>		<b>Chairman’s Communications / RBWM Communications:</b>	
	A	<b>Cllr Grey (press release)</b> Councillors were saddened to hear this news.	
	B	<b>Polling Districts:</b> RBWM is running a consultation to ask for views on proposed polling districts and places. Cllr Rayner asked the clerk to check if there were any proposed changes for Horton or Wraybury	No changes
	C	<b>Quality Matters</b> (Learning & Development). Clerk has signed up for this RBWM training and will report back to Councillors.	BH
	D	<b>Any communications received after the agenda has been published:</b> The Chair will inform the Councillors but no discussion or vote will take place until the next meeting	
<b>#06</b>		<b>To receive reports from Borough Councillors, Parish Councillors or Clerk (including):</b>	
	A	<b>Clerk’s report</b> (Misc items)	

	<b>Councillors</b> were given a copy of this report. Bolded items were discussed and if applicable discussion notes have been added		
	7.5t signage	Discussed at meeting with RBWM on 2/10. Yellow backing boards have been ordered – will be in place 6-8 weeks	
	>7.5t vehicles	Discussed at meeting with RBWM on 2/10. – AJ & DS advise that smart SID (speed indicator device) can check classification (by capturing number plates) and owners of unauthorised lorries can be contacted	
	D of I and C of C forms please	DPI: Mark, Colin, Jillian CoC: Eileen and Mark	BH
	<b>Fly tipping</b>	<b>Discussed at meeting with RBWM on 2/10 - RBWM has 2 mobile CCTV units – we have asked AJ &amp; DS to pass on that we would like them to be used at the two main problem areas, AJNR carpark and Park Lane</b>	
	HPC Website	Report available from Clerk	
	Lights on Wraysbury station	This will be considered by RBWM as Cllr Rayner has submitted a capital bid	
	Memorial Green planters	Glyn Larcombe to arrange for plaques showing PC's appreciation of Mrs Marlow's works	
	NAG plans to buy speed gun:	Discussed at meeting with RBWM on 2/10. AJ & DS felt this would be a risk assessment matter. BH to send them a copy of the NAG decision not to purchase as "Speed watch groups are no longer permitted to use hand held devices"	
	Procedure for access to information	Clerk is working on this	
	Queen Mother Reservoir (shrubs and trees)	Thames Water: Trees and shrubs along east boundary being cut back by end of October	
	Record Retention	Schedule received from BALC. Clerk is working on it	
	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	
	<b>Speeding (Coppermill Road)</b>	<b>Discussed at meeting with RBWM on 2/10. Horton should be on the rota for the SID equipment</b>	
	Supplier Questionnaire	Completed questionnaire has been received from Garden Designs	
	Trees along approaches to both stations	Discussed at meeting with RBWM on 2/10. Approaches to both stations have trees which are growing into the roads. Lorries have to straddle white lines to protect their nearside. Also when wet the boughs hang down and are knocked by high vehicles – the boughs often breaking and falling onto the road. AJ & DS to look into this	
	Wraysbury Station bridge	Discussed at meeting with RBWM on 2/10. HPC concerned about the structure of the bridge as it is being used unevenly. DS to talk to RBWM	
	B	<b>Neighbourhood Plan and Borough Plan:</b> no update. Wildlife Data Maps to be deferred to next meeting	BH
	C	<b>Pickins Piece:</b> No update	
	D	<b>NAG Report:</b> 1 crime reported in Horton last month (burglary - car stolen) 8 each in Datchet and Wraysbury, mainly (4 and 3 respectively) criminal damage. Following last month's HPC meeting the clerk contacted Mrs Marlow's family regarding the question of funds held for the Food Station (FS) and/or NAG. It appears that this has been resolved previously and the family were upset that it was raised again. There was an account for the Food Station with Betty Marlow and Jeff Pick as signatories. Before she died this was transferred and the signatories are Jeff Pick and two senior police officers. This money was solely for the FS. The clerk and NAG rep Cllr Crame have apologised to the family for any distress caused and this has been acknowledged and accepted.	

E	<b>Phone Box &amp; Defibrillator:</b> Cllr Rayner to meet with Andrew Scott of Cemex to see if they will help fund this, and he advises that the Rayner Family Trust will also make a donation. Once we have the funding we can order the phone box and then get the offered defibrillator from Cappagh.	
F	<b>Heathrow:</b> no update	
G	<b>Ward Councillors' report:</b> RBWM is undergoing some reorganisation. The MD (Alison Alexander) is leaving in May 2019. Cllr Rayner has submitted capital bids for CCTV in Horton village, traditional lamps for Horton village green street lamps, purchase of land for a graveyard at rear of St Michael's church, and lights on Wraysbury Station bridge. He has been asked to stand for the vacancy created by Cllr Grey's death but has decided not to. The EA are continuing archaeological survey works along the Thames and will be working on Horton (South of the river and at Kingsmead) in the second half of October.	
H	<b>BALC / HALC / NALC updates:</b> some reports have been handed to the Cllrs present and will be emailed to other councillors – Cllrs to advise clerk if anything needs to be addressed at the next meeting. <a href="#">Link to BALC, HALC &amp; NALC info</a>	BH ALL
I	<b>Flood Warden's report / River Thames Scheme report:</b> Flood Warden advises that the 'weed boat' will hopefully soon be in action on the river, and that the RBWM MP, Adam Afriyie is taking Mr Parker's concerns up with the EA, and has asked for info regarding possible next steps.	
J	<b>Municipal (additional) Grave Yard update</b> Deferred to next meeting	BH
K	<b>"Borough First"</b> Letter for Councillors from Brian Millin who is standing as an independent Candidate in Bray Parish. Borough First exists to help community minded people become independent RBWM Councillors. Info available from the clerk or <a href="mailto:Info@TheBoroughFirst.org">Info@TheBoroughFirst.org</a>	
L	<b>Number 10 bus update:</b> Wraysbury Speed Watch teams (who also champion improvements to the number 10 bus service) advise that there is a new timetable for the bus that will include busses to and from Slough, taking children to and from school, and taking people to and from T5	
M	<b>Strimming St Michael's churchyard:</b> The church has asked that the PC funds some of the 15 strims required each year. Cllrs proposed a meeting between representative of St M and of HPC plus maybe the ST M volunteers and Mark Sleep of Garden Designs to see what can be done at what costs. (Poss 26 <sup>th</sup> November at PCC meeting?)	FB CR BH
N	<b>Any communications received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting: none	
<b>#07</b>	<b>Other Communications or Consultations:</b>	
A	<b>CCTV:</b> Champney Hall – CR Capital Bid. Clerk to write to Cllr Airey to ask him to attend a meeting to discuss CCTV	BH
B	<b>Website makeover:</b> Offered free by the web hosts. Clerk to accept this offer	
C	<b>South Central Ambulance service &amp; London Ambulance Service:</b> Clerk advised Cllrs that "South Central" and "London" ambulance services would be establishing a partnership.	
D	<b>Hanging Baskets</b> (quote): £556.50 for 7 hanging baskets provided and maintained for the winter season. Proposed Cllr Bovingdon, seconded Cllr SinclairHill	BH
E	<b>HPC meeting with RBWM:</b> Cllrs Bovingdon, Rayner and Crame, and the clerk, met with Andy Jeff and David Scott of RBWM on 2/10/18. The significant matters have been dealt with under the Clerk's report (#06A).	
F	<b>Any communications received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting - none	
<b>#08</b>	<b>Financial</b>	
A	<b>Payment of invoices:</b> to receive for approval a list of invoices received	
	<b>Date</b>	<b>CQ #</b>
	<b>Payee</b>	<b>Description</b>
	<b>Invoice</b>	<b>Amount</b>

	16/10/18	300269	Garden Designs	Grass areas cut & strimmed	2723	£255.00
	16/10/18	300370	HMRC	PAYE B&B Hickley	Month 7	£159.60
	16/10/18	300371	B & B Hickley	Wages mid Sept to mid Oct	Month 7	£637.32
	16/10/18	300372	PKF Littlejohn LLP	External Auditor	SB201803112	£240.00
	16/10/18	300373	B & B Hickley	6 month's expenses	May -Oct	£430.36
B	<b>Any receipts:</b> to advise the Councillors of any receipts over and above the precept and the compensating grant: August 2018 £343.24 VAT refund					
C	<b>Audit Update:</b> Report from clerk: The auditors gave us very little time to resolve 4 queries, but the final report only shows one item. They state that we did not provide "an adequate explanation for the variance between the prior and current year values in Box 6 of Section 2". This item is total expenditure (£29120 to March 2017 and £17762 to March 2018) As best the clerk and the RFO could understand the report they were asking for values ("Explanation of variances Box 6: Could you please provide written explanation with figures explaining the £11,762 decrease?") but there was insufficient time to ask for an explanation. The report and all the statutory documents are now on the website.					
D	<b>Quarter 1 accounts:</b> Cllr Rayner proposed this was not required, seconded Cllr Bovingdon. The accounts can be requested from the RFO at any time.					
E	<b>Any other Finance items received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting - none					
#09	<b>Questions from the public:</b> none					
#10	<b>Dates of future meetings:</b> 2018 & 2019, Third Tuesday of each month					
	Tuesday 20 <sup>th</sup> November 2018					
	<b>No meeting scheduled for December 2018</b>					
	Tuesday 15 <sup>th</sup> January 2019					
	Tuesday 19 <sup>th</sup> February 2019					
	Tuesday 19 <sup>th</sup> March 2019					
	Tuesday 16 <sup>th</sup> April 2019					
	Tuesday 21 <sup>st</sup> May 2019					
	Tuesday 18 <sup>th</sup> June 2019					
	Tuesday 16 <sup>th</sup> July 2019					
	Tuesday 20 <sup>st</sup> August 2019 (only if required for planning purposes)					
	Tuesday 17 <sup>th</sup> September 2019					
	Tuesday 15 <sup>th</sup> October 2019					
	Tuesday 19 <sup>th</sup> November 2019					
	Tuesday 17 <sup>th</sup> December 2019 (only if required for planning purposes)					

For information (not included as an agenda item)

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

## END OF MINUTES

The meeting finished at 8:15pm

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

21/11/2018

Note: Personal callers by appointment only.  
Email [Clerk@HortonParishCouncil.Gov.uk](mailto:Clerk@HortonParishCouncil.Gov.uk).  
Parish Phone 07957 588 277

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