

# Horton Parish Council

To: Every Member of the Council for the Parish of Horton,

YOU ARE HEREBY SUMMONED TO ATTEND THE ANNUAL MEETING of the PARISH COUNCIL of Horton  
at 7.30pm on Tuesday 7th May 2024 to transact the business specified in the agenda set out hereunder

Dated this the 1st day of May 2024, Jayne Kennedy, Clerk to the Council.

Summoned Councillors: Cllr Bovingdon, Cllr Buckley, Cllr Cole, Cllr Coogan, Cllr Hickley, Cllr Larcombe, Cllr Patel

1	<b>The election of the Chair of the Parish Council</b> Chair to sign the Acceptance of Office form
2.	<b>The election of the Vice Chair of the Parish Council</b> Vice Chair to sign the Acceptance of Office form
3.	<b>Apologies</b>
4.	<b>To consider Co-options to fill vacant seats – Current Vacancies 2</b>
5.	<b>Councillors’ Declarations of Pecuniary Interest:</b> Cllrs with changes to their interests to re-sign.
6.	<b>Declarations of Interest for this Agenda</b>
7.	<b>Open session for members of the public</b>
8.	<b>Committees and responsibilities:</b> <ul style="list-style-type: none"><li>• To consider whether any committees are appropriate for the forthcoming year – Currently there is a working party for Pickens Piece and a Staffing Committee.</li><li>• Terms of Reference for Committees and Working Parties</li></ul>
9.	<b>To Appoint Lead Councillors</b> <ul style="list-style-type: none"><li>• 9.1 Planning – Currently Cllr Cole, Cllr Hickley</li><li>• 9.2 Finance – Currently Cllr Cole</li><li>• 9.3 flags – Currently Cllr Cole</li><li>• 9.4 policies – Currently Cllr Cole</li><li>• 9.5 fly tipping – Currently Cllr Hickley</li><li>• 9.6 parking issues – Currently Cllr Patel</li><li>• 9.7 play equipment – Currently delegated to the Clerk</li><li>• 9.8 Greens – Currently delegated to the Clerk</li><li>• 9.9 water course and flooding – Currently Cllr Larcombe</li><li>• 9.10 staffing and training – Currently Cllr Cole</li><li>• 9.11 Defibrillator Guardian – Currently Cllr Coogan, Cllr Cole</li></ul>
10.	<b>To appoint representatives to other parish bodies:</b> <ul style="list-style-type: none"><li>• Champney Hall Management Committee – Currently Cllr Bovingdon, Cllr Hickley and the Clerk</li></ul>
11.	<b>To appoint representatives to appropriate bodies and / or to agree to subscribe where applicable:</b> <ul style="list-style-type: none"><li>• 11.1 DALC</li><li>• 11.2 BALC</li><li>• 11.3 NALC</li><li>• 11.4 Neighbourhood Action Group – Currently Cllr Hickley</li><li>• 11.5 RBWM Flood Forum – Currently Cllr Larcombe</li><li>• 11.6 Jayflex Community Liaison Meetings</li><li>• 11.7 Summerleaze Liaison Meetings Poyle Quarry - Invite decision and nominated attendee</li></ul>

	<ul style="list-style-type: none"> <li>Local Access Forum – Currently Cllr Hickley</li> </ul>																																																		
12.	<p><b>To note the following annual or long-term contracts have been awarded:</b></p> <ul style="list-style-type: none"> <li>12.1 Greens maintenance – Garden Designs</li> <li>12.2 Internal Auditor – Auditing Solutions</li> <li>12.3 Payroll Services – My Controller</li> <li>12.4 Web hosting – Vision ICT</li> <li>12.5 Insurance – Quotes to be looked at and a decision made</li> </ul>																																																		
13.	<b>Approval of Minutes of the April meeting on 16th April 2024</b>																																																		
14.	<p><b>Planning Applications:</b></p> <p>Ref. No: 24/00867/FULL - 20 Milton Close - Status: Awaiting decision  Ref. No: 24/00995/FULL - 30 Coppermill Road - Status: Awaiting decision  Ref. No: 24/01005/FULL - Whites Manor, Bells Lane - Status: Awaiting decision</p>																																																		
15.	<p><b>To receive reports from:</b></p> <ul style="list-style-type: none"> <li>17.1 The Clerk</li> <li>17.2 The Chairman</li> <li>17.3 RBWM Ward Councillors</li> <li>Pollution Tube Project Report</li> </ul>																																																		
16.	<p><b>Meeting schedule for 2024-2025</b></p> <ul style="list-style-type: none"> <li>Tuesday 18<sup>th</sup> June 2024</li> <li>Tuesday 16<sup>th</sup> July 2024</li> <li>Tuesday 20<sup>th</sup> August 2024</li> <li>Tuesday 17<sup>th</sup> September 2024</li> <li>Tuesday 15<sup>th</sup> October 2024</li> <li>Tuesday 19<sup>th</sup> November 2024</li> <li>Tuesday 17<sup>th</sup> December 2024</li> <li>Tuesday 14<sup>th</sup> January 2025</li> <li>Tuesday 18<sup>th</sup> February 2025</li> <li>Tuesday 18<sup>th</sup> March 2025</li> </ul>																																																		
17.	<p><b>Finance -</b></p> <ul style="list-style-type: none"> <li>19.1 Payment Approval</li> </ul> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/05/2024</td> <td>Garden Designs</td> <td>8089,8105</td> <td>Greens</td> <td>£1,075.80</td> </tr> <tr> <td>07/05/2024</td> <td>SLCC</td> <td>MEM248977-1</td> <td>Subscriptions</td> <td>£183.00</td> </tr> </tbody> </table> <p>Paid in the month due to 7 day terms – Quote approved April 2024.</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>30/04/2024</td> <td>Allen Electrical</td> <td>152771</td> <td>Maintenance</td> <td>£208.80</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>19.2 Approval of Payroll to be paid in May</li> </ul> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/05/2024</td> <td>Staff</td> <td>Month 2</td> <td>Personnel</td> <td>£1,063.11</td> </tr> <tr> <td>07/05/2024</td> <td>HMRC</td> <td>Month 2</td> <td>Personnel</td> <td>£113.68</td> </tr> <tr> <td>07/05/2024</td> <td>Berkshire Pension</td> <td>Month 2</td> <td>Personnel</td> <td>£430.60</td> </tr> <tr> <td>07/05/2024</td> <td>Staff</td> <td>Month 2</td> <td>Admin</td> <td>£52.50</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>19.3 Final Budget Report for 2023-24</li> <li>19.4 Internal Audit Report if available</li> <li>19.5 Approval of the Fixed Asset Register</li> <li>19.6 Approval of the 2023/24 Accounts including Q4</li> </ul>	Date	Payee	Invoice Number	Budget Line	Amount	07/05/2024	Garden Designs	8089,8105	Greens	£1,075.80	07/05/2024	SLCC	MEM248977-1	Subscriptions	£183.00	Date	Payee	Invoice Number	Budget Line	Amount	30/04/2024	Allen Electrical	152771	Maintenance	£208.80	Date	Payee	Invoice Number	Budget Line	Amount	07/05/2024	Staff	Month 2	Personnel	£1,063.11	07/05/2024	HMRC	Month 2	Personnel	£113.68	07/05/2024	Berkshire Pension	Month 2	Personnel	£430.60	07/05/2024	Staff	Month 2	Admin	£52.50
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	<ul style="list-style-type: none"> <li>• 19.7 Banking Arrangements</li> <li>• 19.8 Chairs Allowance</li> <li>• 19.9 Insurance Cover</li> <li>• 19.10 Approval of the current level of reserves</li> </ul>
18.	<b>Documents:</b> <ul style="list-style-type: none"> <li>• 20.1 Standing Orders</li> <li>• 20.2 Financial Procedures</li> <li>• 20.3 Members code of Conduct</li> </ul>

[www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)

Clerk to the Council: Mrs Jayne Kennedy, c/o Champney Hall, Stanwell Road, Horton, Slough. SL3 9PA

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Parish Phone 07957 588 277

Planning Appendix (as at 2024/05/01)								
Ref	date	address	details	No action from HPC	HPC to respond	HPC responded	awaiting RBWM decision	Decided
<b>4A: New applications received since last meeting</b>								
24/01005 /FULL	Thu 25 Apr 2024	Whites Manor Bells Lane Horton Slough SL3 9PW	Part single, part first floor, part two storey (front,side,rear) extensions, 2no. rear Juliet balconies, solar panels and alterations to fenestration following the demolition of the existing elements.					
24/00995 /FULL	Wed 24 Apr 2024	30 Coppermill Road Wraysbury Staines TW19 5NT	Single storey rear extension, enlargement of existing roofspace and existing side dormer and alterations to fenestration.					
24/00867 /FULL	Tue 09 Apr 2024	20 Milton Close Horton Slough SL3 9PP	First floor side extension			✓	✓	
<b>4B: Applications awaiting decision from RBWM</b>								
24/00704 /LBC	Thu 28 Mar 2024	Brookfield Park Lane Horton Slough SL3 9PR	Consent to relocate the bell, chimney caps and for parapet treatment.					
<b>4C: Applications decided since last meeting</b>								