

Horton Parish Council

To: Every Member of the Council for the Parish of Horton.
YOU ARE HEREBY SUMMONED TO ATTEND

A MEETING of the COUNCIL of the Parish of Horton

at 7.30pm to transact the business specified in the agenda set out hereunder: to be held in Champney Hall on

Tuesday 17th March 2020

Dated this the 10th day of March 2020, Benta Hickley, Clerk to the Council.

Agenda

#01		Councillors
	A	Present, and apologies and declaration of interest
	B	(and questions from the public if appropriate):
#02		Statutory items:
	A	Recording Requests received:
	B	Minutes of previous meeting for approval:
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):
	A	Village Christmas Tree / Lighting on the Memorial Green:
	B	Wraysbury Bridge lighting:
	C	Damaged hanging flower basket
	D	Community Right To Buy (CRTB)
	E	Full Fibre Broadband question raised by resident
	F	Horton Village Clean Up
	G	Conservation area proposal
	H	Pension for clerk and payment for using home as an office
	I	Any other matters arising from the previous minutes :
#04		Planning applications and Highways:
	A	Planning Applications received: see appendix
	B	Planning Enforcement Complaints: See appendix
	C	Other planning issues, decisions and appeals: see appendix
	D	Any other Planning items: See appendix
#05		Chairman's Communications / RBWM Communications:
	A	Clerk's items
	B	Christmas 2020
	C	Ramblers' Association
	D	Shrubs outside 4 Derby Cottages
	E	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
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:
	A	Clerk's report
	B	Ward Councillors' report: Update if applicable
	C	Heathrow Expansion update: Update if applicable
	D	Borough Local Plan: Update if applicable
	E	Neighbourhood Plan: Update if applicable
	F	Traveller Local Plan & Parish Community working group: Update if applicable
	G	HEELAS & Call for sites (Pickins Piece): Update if applicable
	H	NAG Report: Update if applicable
	I	BALC / HALC / DALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive
	J	Flood Warden's report Update if applicable
	K	River Thames Scheme report: Update if applicable
	L	Parish Council Reps: Updates if applicable

	i	Play equipment Rep: Report from Cllr Gibbons
	ii	Policies to be proposed for adoption: (available from https://tinyurl.com/HPCCllrsDrive) a) Standing Orders b) Financial Regulations c) Data Protection Policy d) Disciplinary Policy e) Equality & Diversity Policy f) Retention of Documents Policy g) Publication Policy
	iii	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk to report
M		Parish Liaison Meeting: Update if applicable
N		Greens Report: Update if applicable
O		Climate Change Committee: Update if applicable
P		Highway Issues (including Flytipping, Pavement Parking & Speeding): Any current issues
Q		Training update: Update if applicable
R		Parish Conference: Update if applicable
S		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
#07		Other Communications or Consultations:
A		Website Legislation (changes): Summary of options from Cllr Cole or Clerk
B		Horton Village as a Conservation Area
C		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
#08		Financial
A		Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant BRIAN last receipt advised was VAT: has flower basket money not gone in yet?
B		VAT Update: Update
C		Payment of invoices: to receive for approval a list of invoices received (including clerk's expenses)
D		Accounts For previous Q – submitted for approval
E		Adoption of asset register** BRIAN please ensure this is up to date***
F		Accounts (Cllr audit) (BRIAN have you sorted out all Neil's comments?)
G		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)
#10		Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC
		Tuesday 21 st April 2020 Tuesday 18 th August 2020
		Tuesday 12th May 2020 * AMP & AMPC Tuesday 15 th September 2020
		Tuesday 19 th May 2020 Tuesday 20 th October 2020
		Tuesday 16 th June 2020 Tuesday 17 th November 2020
		Tuesday 21 st July 2020 Tuesday 15 th December 2020

For information (not included as an agenda item)
Newsletters from BALC HALC & NALC are available from the HPC Google Drive.
Website reports and RBWM press releases are available from the clerk.

NOTE Meeting Rules apply - circulated to Members February 2019 and available from the clerk and at Parish Meetings.

I have arranged for this agenda and the previous minutes to be added to the Parish Council Website: www.hortonparishcouncil.gov.uk

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.

Horton Parish Council Meeting

Tuesday 18th February 2020

Minutes

#01		Councillors	
	A	Present, and apologies and declaration of interest Present: Cllrs Gibbons, Cole, and Coogan and the Chair Cllr Bovington, and Ward Cllrs Larcombe and Muir Apologies: Cllr Patel, Cllr Crame, Cllr Sinclair Hill	
	B	(and questions from the public if appropriate): None	
#02		Statutory items:	
	A	Recording Requests received: none so recording was not permitted	
	B	Minutes of previous meeting for approval: Proposed and seconded (Cllrs Gobbins and Coogan) and signed by the Chair	
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
	A	Village Christmas Tree / Lighting on the Memorial Green: Clerk and RFO met three representatives from RBWM and lighting contractors (AA Lighting) on site. It was established that the existing tree uplighter was damaged and water had caused the RCB to trip which also affected the socket on the power pole. The faulty uplighter has been disconnected so the socket now works. AA Lighting to quote for replacement uplighter, and will include a cap for the power pole as this is an open topped pole at present.	
	B	Pavement Parking & Speeding: See #06P	
	C	Wraysbury Bridge lighting: Schedule of works have now been approved by all parties and should start in March 2020	
	D	Damaged hanging flower basket: Cheque has been received from vehicle's insurers and Window Flowers have been asked to replace the basket and the flowers	
	E	Community Right To Buy (CRTB): RBWM's CRTB officer had mistakenly emailed Horton Clerk with an update on the Wraysbury CRTB application. Horton Clerk has forwarded the email and has replied to chase our own applications.	BH
	F	Mud on Horton Road: Jayflex "do not accept that this complaint has any sound basis". Clerk has asked that any further complaints are accompanied by photographs.	All
	G	Any other matters arising from the previous minutes : None	
#04		Planning applications and Highways:	
	A	Planning Applications received:	
	i	20/00212 165 Coppermill: To consider lawfulness of garage: No comments invited but Clerk has advised RBWM that there is no 4 wheeled access to the proposed "garage"	
	ii	Any other applications received in time to be discussed at the meeting: None	
	B	Planning Enforcement Complaints: None	
	C	Other planning issues, decisions and appeals:	
	i	19/02195 Appeal - Garages 1 to 12 Milton Close: Clerk to send objections	BH
	ii	17/03426 Section 106 condition in 1970s to provide a foot bridge from AJNR. The Overview and Scrutiny Panel have requested an update on AJNR. (available at http://www.hortonparishcouncil.gov.uk/open-spaces.html) Clerk has written to the officers involved to add the bridge information and ask for their assistance in following up this promise. Clerk asked to advise officers that the area needs more maintenance and Cllrs are concerned regarding proximity of yet more mineral works, and possible water contamination	BH BH
	iii	Any other issues, decisions or appeals received in time to be discussed at the meeting: None	
	D	Any other Planning items:	
	i	Horton Municipal Graveyard: No update	
	ii	CIL payments: No update	
	iii	Joint Central & Eastern Berkshire Minerals and Waste Plan: Consultation (11 th February to 23 rd March) regarding potential new sand and gravel site between Horton Brook Quarry and Poyle	

		Quarry (Bridle Way 4: footpath from Foundry Lane Horton to Drift Way, Colnbrook). Exhibition and presentation will be at Champney Hall afternoon of 17 th March, with presentation to Parish Council (invitations sent to Colnbrook and Poyle) from 7:15pm	All
#05	Chairman's Communications / RBWM Communications:		
	A	Blocked drains: The blocked drains at and around the junction of Horton Road and Stanwell Road have been reported to RBWM by various residents and the clerk. Works are due to be completed by middle of March.	
	B	Mud on Stanwell Road footpaths: Road sweepers visit each road (and footpath) every 6 weeks. Clerk is waiting to receive schedule from RBWM so Horton roads can be checked after scheduled clean	BH
	C	Unpaid invoice: RBWM sent an email threatening debt recovery action regarding an apparently unpaid invoice for the May elections. RBWM had written twice to chase the payment but letters had been sent to the home of the previous clerk, not the HPC address shown on the RBWM website, on the HPC website, or on any emails from the clerk. Clerk was able to send proof of payment being made via the Post Office cheque crediting scheme, and evidence that the cheque had been cashed. It was subsequently confirmed by the borough as having been received. Clerk has raised several procedural issues with the borough	
	D	WiFi (Broadband) query: A resident has made a complaint and has asked the PC to take on the challenge of full fibre broadband to the village. Cllr Cole advised that this is Central Government policy, not within the remit of the Parish Council. He provided some history to the issue: CalFlow previously provisioned enabled full fibre to the Cabinet 39 which serves the western half of the village at Colnbrook near the "U" bend, and BT OpenReach provisioned Cabinet 40 which serves the eastern half of the village at the top of Bells Lane. These are too far away for the aluminium wires to support the distances required to reach the centre and west of the village. There are business options and community options however essentially the only options available now are a private installation of a leased line which will be in the region of £4000 plus for the install and then £300 - £500 per month which would be prohibitive to all but the most determined people, or satellite systems which are not effective. Grants are available for some of this work on a case by case basis. This is not an issue that the Parish Council can assist with. Clerk to reply to the resident	BH
	E	Any communications received after the agenda has been published: None	
#06	To receive reports from Borough Councillors, Parish Councillors or Clerk:		
	A	Clerk's report: None	
	B	Ward Councillors' report: Ward Cllr Deputy Mayor Muir reported that Cllrs are in the process of approving the budget which will see a 3.99% increase (including adjustments for elderly care and children's services). He hopes to join the litter picks in Horton and Wraysbury planned for this coming Sunday and is hoping to secure funding to have the memorial stone on the village cleaned. Ward Cllr Larcombe reported that funding for the River Thames Scheme (RTS) appeared to still be short by about £54million. He would be asking full council to clarify their contribution (a loan would need to be approved by central govt, and this had not appear to have been processed). At best the works will be completed in 2027. Cllr Larcombe has raised a concern regarding RTS's Channel 1 design detail. The RTS will cross the existing channels and they need to be kept separate (conventionally by way of the channel being diverted into a tunnel under the RTS). He will follow this up. Question: Ward Cllrs were asked about the appropriateness of replacing all car park ticket machines: this had been explained as a scheme to update machines to read advantage cards but there were major issues with this and now advantage card discounts were to be discontinued, making the new machines unnecessary. Ward Cllrs had not been involved in the decision to replace the machines, but advised that many residents loaned their advantage cards to non-residents and this misuse was a contributing factor to the decision to withdraw the benefit.	EL
	C	Heathrow Expansion update: Clerk read a list of items on a compiled 'Community Compensation Fund Wish List'. Cllrs had nothing to add but were asked to message the clerk if they thought of anything. Horton's list is attached as Appendix A.	

D	Borough Local Plan: No update		
E	Neighbourhood Plan: Update: The NP was overwhelming voted in (769 votes, 90 from Horton, 642 for and 125 against), and now legally represents the views of the local community when planning decisions are made. Clerk advised Cllrs that she accepted they may not all have supported the Plan, but she would have appreciated knowing in advance that two were going to campaign against its adoption, rather than bring contacted with a “do you know what your Cllrs are doing” message. In future please keep Clerk informed so she can explain to residents if they ask		All
F	Traveller Local Plan & Parish Community working group: No update		
G	HEELAS & Call for sites (Pickins Piece): No update		
H	NAG Report: Next meeting due early March. NAG has been discussing Parish Surgeries, with representatives (police, community wardens, Ward Cllrs etc) being available or publicised dates. This has started in Datchet (The Bridge) and Wraysbury (the Old Baptist Church) but has not started in Horton. Ward Cllr Muir suggested the church as a venue. This is open on Tuesdays from 11am for a service, and from 11:45 for coffee: last Tuesday of the month to be trialled starting next Tuesday. Clerk to email other representatives		BH
I	BALC / HALC / DALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive . Chair of Wraysbury PC had attended last DALC meeting and had sent a report. RBWM £3.7m over spend, would be cutting library services and discounted parking. Parish Conference to be renamed Local Council partnership, and DALC secretary to be renamed DALC Clerk.		
J	Flood Warden’s report: No update		
K	River Thames Scheme report: See #06/B above		
L	Parish Council Reps: Updates if applicable		
	i	Play equipment Rep: Report from Cllr Gibbons – Champney Field play equipment all in order. The condition of the play equipment at Old Mill Place has been raised on Facebook. Historically it appears to have been built by Persimmons, but passed on to the Resident’s association. It is on the H/W border. Clerk to contact Wraysbury Clerk to confirm boundary and responsibility. [Local knowledge suggests that Wraysbury PC were awarded the section 106 funding for this development]	BH
	ii	Proof reading policies Rep: Cllr Dunga sent his apologies so these items have been deferred to the next meeting	SD BH
	iii	Defibrillator Guardians: Cllrs Gibbons and Coogan and Clerk reported all in order:	
		<i>Weekly: Check the defibrillator is inside the cabinet.</i>	Checked
		<i>Weekly: Check the “green” ready light is on.</i>	Checked
		<i>Monthly: Check pad expiry. (If less than one month order new pads via the defib supplier).</i>	09/2021
		<i>Monthly: The keypad lock may need spraying with WD40 or similar.</i>	Checked
		<i>Monthly: Check the battery is okay.</i>	Checked
M	Parish Liaison Meeting: Meeting booked in Champney Hall for 6:30pm on 10 th March. Cllrs welcome to attend or to submit issues to clerk in advance		All
N	Greens Report: No update		
O	Climate Change Committee: Notification for the recent meeting was sent with very short notice, so no one was able to represent Horton. Clerk has asked Datchet representative to send a copy of his report to HPC		
P	Highway Issues (including Flytipping, Pavement Parking & Speeding):		
	i	Horton Village Clean-up has been arranged for Sunday 23 rd February: meeting at 10am at Champney Hall. HiVis vests and litter pickers and waste bags due to be provided by RBWM. Residents are particularly concerned about the car park at the Koppa Kitchen (Prev 5 Bells). Clerk to ask owners if they will contribute to the village efforts and join the Clean-up team.	BH
	ii	Filled black bin bags opposite Koppa Kitchen (Old 5 Bells): Clerk has messaged RBWM Highways to ask if they know about these. No reply, chased	BH
	iii	Road sweeping: Road sweepers visit each road (and footpath) every 6 weeks. Clerk is waiting to receive schedule from RBWM so Horton roads can be checked after scheduled clean	BH
	iv	Speeding: Clerk has received proposals from RBWM for a possible give-way/priority passing points scheme on Coppermill Road (see Appendix B). RBWM funding is not currently available for this. Cllrs asked how much this would cost – clerk to find out	BH
	v	Pavement parking: Clerk has chased RBWM for proposals	BH

	vi	Long term parking at Dawn Redwood Close: Vehicles have been moved																												
	Q	Training update: No update																												
	R	Parish Conference: No update																												
	S	Any communications received after the agenda has been published: None																												
#07	Other Communications or Consultations:																													
	A	<p>Website Legislation: Cllr Cole explained that the “new” legislation was in fact enacted two years ago and the purpose was to ensure that people with accessibility requirements could use local authority web sites. For example an image should be accompanied by a description of the image for users with impaired vision. He explained that we needed to use a licenced / authorised host to be able to use the .gov.uk top level domain name and email, but we do not necessarily have to use the same company to design or and maintain the web site. He considers that to be a waste of public money. Cllr Cole has the skills to maintain a compliant website on HPC’s behalf (and did during his previous stint as a Parish Councillor until the Council asked him to stop), but in the event of his not being able to we don’t have anyone to replace him although many children are taught these skills at school now. He feels we don’t need anything fancy – we have very few visitors to the site so there is no point in paying for a web designer. If the PC votes to continue to pay for any webmaster he would vote against it. Clerk to send new spec info to Cllr Cole for next meeting and clarify costs.</p>			BH NC																									
	B	<p>Horton Village as a Conservation Area: Cllr Coogan has read through the proposal and is happy for it to be progressed. Clerk to investigate next stage.</p>																												
	C	<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</p>																												
#08	Financial																													
	A	<p>Any receipts: Receipts over and above the precept and the compensating grant: £3204.15 from HMRC (VAT)</p>																												
	B	<p>VAT Update: See #08/A</p>																												
	C	<p>Payment of invoices: to receive for approval a list of invoices received. Proposed and seconded (Cllrs Gibbons and Bovingdon). Signed Cllrs Patel and Bovingdon</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Details</th> <th>Cheque number</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>18-Feb</td> <td>B. Hickley</td> <td>Feb</td> <td>300581</td> <td>£208.69</td> </tr> <tr> <td>18-Feb</td> <td>HMRC</td> <td>Month11</td> <td>300582</td> <td>£199.93</td> </tr> <tr> <td>18-Feb</td> <td>B. Hickley</td> <td>Month 11</td> <td>300583</td> <td>£786.84</td> </tr> <tr> <td>18-Feb</td> <td>Garden Designs</td> <td>3374</td> <td>300584</td> <td>£72.00</td> </tr> </tbody> </table>			Date	Payee	Details	Cheque number	Value	18-Feb	B. Hickley	Feb	300581	£208.69	18-Feb	HMRC	Month11	300582	£199.93	18-Feb	B. Hickley	Month 11	300583	£786.84	18-Feb	Garden Designs	3374	300584	£72.00	
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	D	<p>Accounts For previous Q: Cllr Cole has been doing a first stage ‘audit’ of the accounts, and had prepared a list of a few queries. RFO was aware of the raised items but asked for his thanks to be conveyed to Cllr Cole and he will clarify and resubmit the accounts</p>			RFO																									
	E	<p>Any other Finance items received after the agenda has been published: None</p>																												
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#10	Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC																													
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	Tuesday 16 th June 2020		Tuesday 15 th December 2020																											
	Tuesday 21 st July 2020																													

END OF MINUTES

The meeting finished at 8:48pm

All votes were unanimous unless specified.

** Un-adopted Minutes – these are not deemed to be a record of the meeting 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

Agendas and previous minutes are available from the Parish Council Website: www.hortonparishcouncil.gov.uk

Appendix A

Suggested Wish List from Heathrow Community Compensation Fund:

- improvements and extension to Champney Hall
- replace secondary glazing for residents and businesses (some 30+ years old)
- CCTV new infrastructure
- community facilities
- traffic management (especially speeding and to stop H & W being used as rat run M25 to M4)
- regular amount of future funding as we can't predict what we will suffer from ten years down the line)
- Bus service
- repairs to both railway bridges
- public transport to Heathrow
- Bridge from AJNR to EMRML /
- village cleaner (litter picker etc)
- dedicated support from Heathrow skilled staff: to help with grant applications, application for conservation status, application for access only status, to lobby Health Centre to open H or W facility, investigate and prosecute fly-tippers, anti-littering assistance at road junctions . . . etc
- Road narrowing on Coppermill Road
- Village enforcement Officer (like Colnbrook's)
- Horton Village to be designated access only
- Wraysbury's Old Baptist Church acquired for the community
- Park Play Equipment overhaul
- Dr Surgery
- Lakes, and Staines Moor and Magna Carta River (flood alleviation scheme) incorporated into Ankerwyck Country Park with public access, countryside recreation and nature conservation
- Outdoor gym equipment
- Stanwell Road (road and footpaths) to be swept daily in winter months
- CCTV or other Fly tipping prevention methods in all hot stops
- Improved pavements
- Alternative speed prevention scheme on Old Ferry Drive (Wraysbury)
- Replace Sunnymeads lights with a set that work properly
- Cameras to record and identify >7.5 ton lorries going through village
- Traffic by-pass in Datchet
- Longer train platform in Datchet
- All weather path (for walking or running) around the lakes
- Improved street lighting
- Speed cameras
- Lake side picnic tables (Wraysbury)

Appendix B

This map is a proposed plan showing details of the proposed scheme and is not intended to be used as a legal document. It is for information only and does not constitute an offer of any product or service. © 2020 Project Centre
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SITE LOCATION PLAN
SCALE 1:5000

Priority Type 1
New islands to be constructed 500mm from existing kerb face.
Islands to be of size 1.5 x 5.0m with minimum width between islands of 3.0m.
Give-way lines to be installed 10m from islands.
150mm solid white line to be installed around islands.
New signs 01 & 02 to be installed on relevant islands with keep left & keep right bollards.

Priority Type 2
New islands to be constructed 500mm from existing kerb face.
Island to be of size 1.5 x 5.0m.
Give-way lines to be installed 10m from islands.
150mm solid white line to be installed around islands.
New signs 01 & 02 to be installed back-to-back on island with keep left & keep right bollards.

JAN 2020	ORIGINAL ISSUE	R12	R18	R11

Project Centre
100019000

Coastguard
100019000

Highways England
100019000

COPPERMILL ROAD, HORTON
SPEED REDUCTION SCHEME

GENERAL ARRANGEMENT

FOR INFORMATION

DATE	REVISED	BY	DATE	REVISED	BY

Sign 01

Sign 02