

Horton Parish Council

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

A VIRTUAL 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 electronically using ZOOM on

Tuesday 16th June 2020

Dated this the 9th day of June 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: Request has been received. We will endeavour to record the meeting	JC
	B	Minutes of previous meeting for approval:	
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
	A	Lighting on the Memorial Green: Update if available	DC
	B	Community Right To Buy (CRTB) Update if available	
	C	Bench (Horton Road) and damaged fence (Pope's Close): Update if available	
	D	Cllr Cole has raised number of queries in emails dates 2nd June	
	E	Any other matters arising from the previous minutes :	
#04		Planning applications and Highways:	
	A	Planning Applications received:	
	i	20/01172 6 Coppermill Road: Single story side / rear extension	
	ii	20/01088 211 Coppermill Road: Certificate of lawfulness re single storey rear extension	
	iii	20/01286 Trevescan Stanwell Road. Certificate of lawfulness of existing works	
	iv	20/01278 21 Coppermill Road. Certificate of lawfulness of existing works	
	v	Any other application received before the meeting	
	B	Planning Enforcement Complaints:	
	i	19/01702 & 19/50048/ENF Koppa Kitchen (Prev 5 Bells): Update if available	
	ii	Mitchell & sons / Mill Lane: Update if available	
	iii	18 Coppermill Road: Update if available	
	iv	Any other enforcement issues received before the meeting	
	C	Other planning issues, decisions and appeals:	
		Any item received before the meeting	
	D	Any other Planning items:	
	i	Joint Minerals and Waste Plan – update if available	
	ii	Land behind St Michael's church - update if available	
	iii	Community Infrastructure Levy (CIL): Update if applicable	
	iv	Communication from RBWM Planning Dept	DC
	v	Any other items received before the meeting	
#05		Chairman's Communications / RBWM Communications:	
	A	LEFT BLANK	
	B	"Local Electricity" Bill	
	C	New Horton Manor	
	D	Champney hall Management Committee Accounts	
	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 if applicable	

	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 and Waterways reports: 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/HPCCLrsDrive)
	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	Horton Village as a Conservation Area Update if available
	T	Corona Virus / COVID19 update as to how this effects the village
	U	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	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
	B	VAT Update: Update if available
	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	Audit Status & Actions
	i	Internal Auditor' Recommendations
	ii	Submitted to External Auditor
	F	Accounts (Cllr audit) : Update if available
	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 Face to face meetings are temporarily suspended on advice from Local and National Government: Until advised it is safe to meet in person the Cllrs will hold a virtual meeting on the dates previously agreed.
		Tuesday 21 st July 2020
		Tuesday 20 th October 2020
		Tuesday 18 th August 2020
		Tuesday 17 th November 2020
		Tuesday 15 th September 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
A VIRTUAL MEETING of the COUNCIL of the Parish of Horton
Held on Tuesday 19th May 2020
MINUTES

#01		Councillors	
	A	Present, and apologies and declaration of interest	
		Present: Cllrs Crame, Cole, Patel, Gibbons and the Chair, Cllr Bovingdon, Ward Cllrs Cannon and Larcombe, and the clerk. Apologies: Cllrs Coogan and Dunga	
	B	(and questions from the public if appropriate): None	
#02		Statutory items:	
	A	Recording Requests received: none so recording was not permitted. Cllr Cole suggested the meetings be recorded in future. Cllr Crame to check how this can be achieved	JC
	B	Minutes of previous meeting for approval: Cllr Cole emailed "#01B Please change "Cllr Cole advised that this was not a statutory requirement but Clerk has been ..." to "Cllr Cole advised that this was not an absolute requirement and that the Parish Council was entirely able to waive this as has been done in the past. The Clerk stated that she has been ..."." Other change requests: Cllr Cole requested a change to 2020/04/21/#02/B, but the clerk reminded him that the wording in the minutes was taken directly from his email of 21/4/2020. Cllr Cole agreed it would be right to retain this wording. The minutes, as amended above, were proposed and seconded (Cllrs Patel and Crame) and will be signed by the Chair for the records	BH FB
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):	
	A	Lighting on the Memorial Green: AA Lighting have quoted £683.14 to remove and dispose of the existing foundation and damaged flood light and supply and install new concrete foundation and LED flood light. See 2020/04/21/#03/A for query raised. Ward Cllr Cannon asked that this item be deferred as he has not been able to fully research this concern	DC
	B	Community Right To Buy (CRTB): No update received	
	C	Website Legislation (changes): See 7A	
	D	Bench (Horton Road) and damaged fence (Pope's Close): Jayflex are willing to contribute to the cost of installing benches if RBWM give consent. They would like HPC to engage in a supervisor regime to prevent accumulation of litter, discourage anti-social gatherings and graffiti [<i>Clerk to establish what they expect from this</i>]. Jayflex have seen a significant increase in the use of the footpath and have tidied the path, cut the grass verge and trim mature trees and shrubs. They are happy to commit to this work in the future and have asked that we ensure the drainage ditch is maintained. [<i>RBWM's responsibility? Custom and practice. Do Riparian Responsibilities exist?</i>] They are also prepared to sow seasonal wildflowers along the verge, and suggest a meeting with a representative from HPC. They advise that the damaged fence is a chain-link fence along Popes Close. It has suffered from vandalism (which has allowed fly tipping). Cllr Cannon is looking into arranging repairs. To be deferred	BH DC BH to re-agenda DC BH
	E	Insurance renewal: Quotes received from the following. A decision needs to be made at the meeting Came & Co: £1002 excluding play equipment report (about £100 pa) Hiscox / Gallagher : No quote received yet	

		Zurich: £1665.49 (or £1617.87 for 3 years, £1570.23 for 5 years) After a long discussion Cllrs agreed to accept Came & Co's quote (and separate arrangements for play equipment inspection) and renew with them for one year. Proposed and seconded (Cllrs Patel and Crame, all in favour) Clerk to advise Zurich and Came and Co of the decision.	BH
	F	Any other matters arising from the previous minutes :	
#04		Planning applications and Highways:	
	A	Planning Applications received: 20/00856 165 Coppermill Road: Detached garage / workshop following demolition of existing outbuilding. This application was received late on Tuesday so Cllr Crame has not had the opportunity to research the application and the planning history. She proposed she deal with it after the meeting as per previously delegated authority. Seconded Cllr Patel	JC
		i Any application received before the meeting: None received	
	B	Planning Enforcement Complaints:	
		i 19/01702 & 19/50048/ENF Koppa Kitchen (Prev 5 Bells): Submitted June 2019 but still undecided. RBWM Enforcement officer advises this case is pending, and discussions with the officer and the agent continue	
		ii Mitchell & sons / Mill Lane: Enforcement Officer has visited and will be writing to the landowner. The works are not compliant and the letter will reflect that it is now a criminal offence not to reply. Further works have been notified to the officer and he will re-inspect	
		iii 18 Coppermill Road: This part retrospective application has been refused permission – Clerk has asked RBWM what happens next?	
		iv Any other enforcements received before the meeting: None	
	C	Other planning issues, decisions and appeals:	
		Any item received before the meeting: None	
	D	Any other Planning items:	
		i Joint Minerals and Waste Plan – No update received	
		ii Land behind St Michael's church - No update received	
		iii Community Infrastructure Levy (CIL): We have received our six monthly letter: it advises that no CIL monies have been paid to RBWM for Horton since the last report in October. 30 Coppermill Road has started building but has been registered as a self-build so relief has been granted	
		iv Any items received before the meeting: Site HA41 in Datchet (north of Churchmead school) has updated their plan to show that RBWM's flood zone assessment is ...incorrect, ... deeply flawed, ... based on inaccurate date. Details available from clerk if required. Cllr Crame advised that Datchet and Horton Parish Councils have supported this proposal. , but that we don't propose to follow up with any further comments as the developer is trying to get support to force the Borough to go with his proposal. Cllr Cannon explained this is not an application and will not necessarily alleviate traffic issues in Datchet Centre or for local residents: it will improve traffic from M4 to Slough	
#05		Chairman's Communications / RBWM Communications:	
	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	
		i Webmaster has emailed re use of personal emails and GDPR: If anyone is sending emails on behalf of the parish council please do not use your own email address but request an @HORTONPARISHCOUNCIL.GOV.UK email address from the clerk. Cllr Cannon advised that if all PC emails were sent via authorised email addresses the parish could easily comply with Freedom of Information requests (where someone might ask for all information held on a given subject) so for their own protection they should use an HPC email. Most Cllrs do not email each other or externally about HPC matters. Cllrs do email the clerk, but all emails to and from the Clerk's email are retained.	All
#06		To receive reports from Borough Councillors, Parish Councillors or Clerk:	
	A	Clerk's report if applicable:	

		<ul style="list-style-type: none"> • Clerk is chasing New Horton Lodge's management company re the damaged brick wall, and low hanging trees. • Clerk has forwarded residents' complaints re the fire pit and the non-abidance of social distancing of occupiers at Milton Close maisonettes on Stanwell Road to RBWM and to Radian. RBWM Highways are arranging to remove the brazier / oil drum. Concerned residents are advise to call 101 if they have concerns re social gatherings • Damaged fence on Stanwell Road (between Foundry Lane & Berkyn Manor Farm: Clerk trying to establish who is responsible for repair 	
B		<p>Ward Councillors' report: Update if applicable</p> <p>Cllr Larcombe: see below for comments under various headings</p> <p>Cllr Cannon: Full council will be meeting on 28th May. They will be amending Planning procedure leading to a virtual procedure.</p> <p>Cllr Crame asked about the Mineral Plan: HPC responded in time but has heard nothing since.</p> <p>Cllr Cannon will chase</p> <p>Cllr Crame asked about fortnightly bin collections: Cllr Cannon advised this was due to a request from Serco for a three month variance in their contract as they did not have the manpower to maintain weekly collections. Weekly collection will resume after the three months. Volume of recycling has increased during this time. If bins are not collected please report via RBWM Report It webpage.</p>	DC
C		Heathrow Expansion update: No factual update received	
D		Borough Local Plan: Cllr Larcombe raised a concern regarding the discharge of drainage water (Sustainable Urban Drainage, SUD) from the potential Mildridge Farm / Queen Mother Reservoir. No planning application has yet been submitted regarding this site.	
E		Neighbourhood Plan: No update received	
F		Traveller Local Plan & Parish Community working group: No update received	
G		HEELAS & Call for sites (Pickins Piece): No update received	
H		NAG Report: No update received	
I		BALC / HALC / DALC / NALC updates: Available from https://tinyurl.com/HPCCLrsDrive	
J		Flood Warden's report: No update received	
K		River Thames Scheme report: Cllr Larcombe's report dated 16/5/2020 is attached as appendix A. Cllr Larcombe has also emailed Duncan Sharkey at RBWM with a number of items that he wanted to draw to his attention. These do not directly affect Horton. Cllr Larcombe realised a concern regarding lack of RBWM funding for the RTS and that this may mean the Datchet Wraysbury stretch is not part of the RTS scheme. Cllr Cannon advised that the funding would be raised by a proposed flood levee. If funding was not available the Environmental Agency would make a decision regarding the Datchet Wraysbury works.	
L		Parish Council Reps: Updates if applicable	
	i	Play equipment Rep: Cllr Gibbons all is in order and she has replace missing / damaged signs advising that the play equipment is closed due to COVID19. There has been no evidence of this being violated.	
	ii	Policies to be proposed for adoption: (available from https://tinyurl.com/HPCCLrsDrive)	
	iii	Defibrillator Guardians: Cllrs Gibbons and Clerk reported	
		<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: No update received	
N		Greens Report: No update received	
O		Climate Change Committee: No update received	
P		Highway Issues (including Flytipping, Pavement Parking & Speeding): Litter in ditch opposite Horton Gardens has been notified to Thames Water. They will arrange for engineers to remove the litter and, if necessary, will arrange for a contractor to do additional works.	

		Flytipping is appearing on Park Lane. Cllr Gibbons has reported this and asked RBWM to check CCTV records Cllr Cole advised that police had stopped fly-tippers on Park Lane: The driver and passengers were arrested and the van confiscated by police.				
	Q	Training update: No update received				
	R	Parish Conference: No update received				
	S	Horton Village as a Conservation Area: No update received				
	T	Corona Virus / COVID19 update as to how this effects the village See #07/B				
	U	Any communications received after the agenda has been published: None				
#07	Other Communications or Consultations:					
	A	Website Legislation (changes): Summary of options from Cllr Cole and Clerk. Clerk has obtained quotes from the following suppliers:				
		Provider	Initial cost	Annual cost		
		Website for Parish Councils .co.uk	£349	£150		
		Parish Councils Websites . org				
		Vision ICT	£650	£175		
		Parish Council. Website	£399 + £285 poss	£200		
		Parish Council Websites . com				
		Hugo Fox	Free	Free		
		HCI Date	£30	£30		
		Mike Henson (current provider) discounted	£400	£350		
		My Parish Council.co.uk	£1100 +£100	£120		
		Netwise	£400	£250		
		After a long discussion Cllrs voted (proposed Cllr Crame, seconded Cllr Cole) that the clerk should approach Vision ICT and ask them to take on creation of and management of the website and management of the emails. Clerk to ask existing provider for a settlement fee (including any transfer costs) and to appoint Vision ICT. Cllr Cole offered to assist.				BH
	B	COVID19: Update on current status in Horton Parish: Cllr Crame and Cllr Cannon both reported that the three villages were coping well. There are daily issues being handled by Wraysbury & Horton Voluntary Care but no dramas. Cllr Cole complimented WHVC on the service they are providing				
	C	Any communications received after the agenda has been published: None				
#08	Financial					
	A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant: None since last meeting				
	B	VAT Update: No update received since last meeting				
	C	Payment of invoices: to receive for approval a list of invoices received All starred (*) payments were proposed and seconded (Cllrs Crame and Patel) Clerk and RFO to set up payments with Unity Bank so these can be paid on line				
		Date	Payee	Description / Invoice	Cheque number	Value
		19/5/2020	Parish Council Website	Inv. 016 annual website updating		£430.00
		19/5/2020	HMRC	Re B Hickley PAYE Month 2		£87.78
		19/5/2020	Berkshire Pension Fund	Re B Hickley pension month 2		£294.99
		19/5/2020	B & B Hickley wages	Month 2 (£721.62 + £129.36)		£850.98
		19/5/2020	Auditing Solutions	Inv. A6420 Internal Audit 2019-20		£534.00
		19/5/2020	Window Flowers	Inv. 32186 Summer 2020 hanging baskets		£714.00
		19/5/2020	Garden Designs	Inv. 3464 agreed annual works		£489.00

	19/5/2020	Garden Designs	Inv. 3488 agreed annual works		£550.20	*	
	19/5/2020	Garden Designs	Inv. 3497 agreed annual works		£1225.00	*	
	19/5/2020	ICO (Information Commissioners Office)	GDPR / Data Protection fee		£40.00 <small>discounted to £35</small>	*	
	19/5/2020	Berkshire Pension Fund	To replace Cq N° 300590 issued 21/4/2020: wrong payee		£824.46	*	
	D	Accounts For previous Q submitted for approval: Not applicable					
	E	Audit Status & Actions					
	i	Internal Auditor's "Internal Audit Report 2019-2020" to be approved (implementing recommendations has been deferred to next meeting) Proposed and seconded (Cllrs Crame and Cole)				BH	
	ii	AGAR Part 3 Section 1 (page 4, Annual Governance Statement) to be approved Proposed and seconded (Cllrs Crame and Patel)				BH	
	iii	AGAR Part 3 Section 2 (page 5, Accounting Statements) to be approved Proposed and seconded (Cllrs Crame and Cole)				BH	
	F	<p>Accounts (Cllr audit): The clerk queried several emails from Cllr Cole when he stated that the PC had "massively overspent" and had "blown the budget" (x5) as she felt this had not been the case: rather that the claim was invalid and unfair and questioned the integrity of the PC, the RFO and the Councillors. Cllr Cole accepted that the expenditure in question (replacing street lamps £6268, defibrillator £2328, part back payment to Champney Hall £6425, installation of CCTV £3495, membership of Colne Valley Trust £500) were all discussed at several meetings and approved by Cllrs to be bought from reserves. The precept has increased but not to replace this spending from reserves but rather to meet higher wages bill (now that the clerk and RFO are being paid in line with Government recommendations) and pension contributions, together with increased greens maintenance works and other future projects.</p> <p>Cllr Cole asked Cllrs to be permanently aware that they are spending someone else's money Replies to other queries relating to Cllr Cole's audit of the accounts will be emailed to him</p>					BH
	G	Any other Finance items received after the agenda has been published: None					
#09	Questions from the public: (If appropriate)						
#10	<p>Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC Face to face meetings are temporarily suspended on advice from Local and National Government: Emergency legislation has been received re the Annual Meeting of the Parish Council (AMPC) which may be postponed until May 2021. There is no duty for the Parish Council to convene the AMP. Until advised it is safe to meet in person the Cllrs will hold a virtual meeting on the dates previously agreed.</p>						
	Tuesday 16 th June 2020		Tuesday 20 th October 2020				
	Tuesday 21 st July 2020		Tuesday 17 th November 2020				
	Tuesday 18 th August 2020		Tuesday 15 th December 2020				
	Tuesday 15 th September 2020						

The meeting closed at 21:03pm

END OF MINUTES

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

River Thames Scheme - RBWM funding shortfall

And Ordinary watercourse maintenance

16 May 2020: A brief report to Datchet, Horton and Wraysbury Parish Councils on the RBWM £43m partnership funding shortfall.

Background: My previous report dated 3/4/2020 referred to the RTS and the RBWM partnership funding shortfall.

Update: The RBWM Press Release dated 30/3/2020 stated the RTS total cost is £475m. This is incorrect and should read **£640m**. The Press Release also stated:

A spokeswoman from the Royal Borough of Windsor & Maidenhead said:

"We and the River Thames Scheme are committed to seeing the fruition of the whole of the scheme and we are pleased that the outline business case (OBC) will continue to feature the Berkshire section of the scheme.

The RFCC sub-committee meeting 1/4/2020 draft Minutes state:

David Bedlington confirmed that the full cost of RTS is £640m and that approval is now being sought for £60m to develop the scheme to Final Business Case. HMT have confirmed that the scheme cannot progress without the full funding for the scheme being in place. Of the two main funding bodies, Surrey County Council have confirmed their funding, but RBWM have very recently confirmed that they are unable to commit to the funding at present.

*Governance of the scheme is via the leaders of the six local authorities that make up the RTS Sponsor Group supported by the EA. **RBWM confirmed** to the Sponsor Group that they are fully committed to the scheme, **but are unable to raise the funding at present**. In view of the funding shortfall for the scheme, the Sponsor Group held an extraordinary meeting in March and decided to seek strategic approval for the whole RTS scheme, but not to delay its progress and therefore develop the Surrey part of the scheme to Final Business Case at this stage. **The Committee advised that it is not in a position to comment on the funding shortfall as this is an internal matter for RBWM.***

My concerns:

On **26/9/2017** RBWM agreed to put some money into the RTS project. RBWM then had **over two years** to make arrangements for the balance. 31 months later and the RBWM Partnership funding for the River Thames Scheme is still **an unresolved problem**.

I have not been and am still not included in any discussions on RTS partnership funding arrangements but it appears to me that Channel 1 is being excluded from the project and **only the Surrey part of the scheme is being developed to the Final Business Case stage**.

My understanding of the current situation is still that **WITHOUT ADDITIONAL FUNDING – THE DATCHET, HORTON AND WRAYSBURY SECTION OF THE RIVER THAMES SCHEME WILL NOT BE PROGRESSED**.

ORDINARY WATERCOURSE MAINTENANCE

Previously reported issues remain unresolved. In particular the blockage at Feathers Lane, Wraysbury has not been cleared despite having been reported in April 2019.

At present I cannot support recommendations for annual weed growth spraying. In Wraysbury the lack of water flow is due to blockages caused by timber, builders waste and fly tipping.

END