

# 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 21<sup>st</sup> July 2020

*Dated this the 14<sup>th</sup> day of July 2020, Benta Hickley, Clerk to the Council.*

## Agenda

(Items marked \*: A discussion may take place but no vote will take place until the next meeting)

#01		<b>Councillors</b>
	A	<b>Present, and apologies and declaration of interest</b>
	B	(and questions from the public if appropriate):
#02		<b>Statutory items:</b>
	A	<b>Recording Requests received:</b> Request has been received. We will record the meeting <span style="float: right;">JC</span>
	B	<b>Minutes of previous meeting for approval:</b>
		i <b>May 2020</b>
		ii <b>June 2020</b>
#03		Matters arising from previous meetings of the Parish Council (unless due to be covered later):
	A	<b>Lighting on the Memorial Green:</b> Update if available
	B	<b>Community Right To Buy (CRTB)</b> Update if available
	C	i <b>Bench (Horton Road):</b> See 6/G
		ii <b>Damaged fence (Pope's Close):</b> Update from Cllr Cannon if available
	D	<b>Local Summit concerns:</b> Update if available
	E	i <b>Foundry Lane:</b> Scrap metal on Footpaths 4 and 5
		ii <b>Foundry Lane:</b> Planning approval or restrictions regarding concrete / scrap / waste site
	F	<b>Ash Dieback:</b> Update if available
	G	<b>Any other matters arising from the previous minutes*</b>
#04		<b>Planning applications and Highways:</b>
	A	<b>Planning Applications received:</b>
		i See Appendix A
		ii Any other application received before the meeting
	B	<b>Planning Enforcement Complaints:</b>
		i <b>19/01702 &amp; 19/50048/ENF Koppa Kitchen (Prev 5 Bells):</b> Update if available
		ii <b>Mitchell &amp; sons / Mill Lane:</b> Update if available
		iii <b>18 Coppermill Road:</b> Update if available
		iv Any other enforcement issues received before the meeting
	C	<b>Other planning issues, decisions and appeals:</b> Any item received before the meeting
	D	<b>Any other Planning items:</b>
		i <b>Joint Minerals and Waste Plan</b> – update if available
		ii <b>Land behind St Michael's church</b> - update if available
		iii <b>Community Infrastructure Levy (CIL):</b> Update if applicable
		iv Any other Planning items received before the meeting
#05		<b>Clerk's report / Chairman's Communications / RBWM Communications:</b>
	A	<b>Clerk's Report</b>
	B	<b>Chairman's Communications</b>
	C	<b>RBWM Communications</b>
#06		<b>To receive reports from Borough Councillors or Parish Councillors</b>
	A	<b>Ward Councillors' report:</b> Update if available
	B	<b>Borough Local Plan:</b> Update if applicable
	C	<b>Corona Virus / COVID19:</b> update as to how this affects the village

D	<b>DALC /BALC / HALC / NALC updates:</b> Please see recent newsletters etc saved in shared drive <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a> <b>HALC:</b> COVID19 briefing note (including info on reopening play parks) <b>BALC:</b> Including Training info for new Councillors
E	<b>ECO / Climate Change Committee:</b> Update if applicable
F	<b>Flood Warden's report:</b> Update if applicable
G	<b>Greens Report:</b>
i	Horton Road benches
ii	Horton Road greens maintenance
iii	Any other Green items
H	<b>HEELAS &amp; Call for sites (Pickins Piece):</b> Update if applicable
I	<b>Heathrow Expansion update:</b> Update if applicable
J	<b>River Thames Scheme report and Waterways reports:</b> Please see this month's folder in the shared drive for Cllr Larcombe's report dated 6 <sup>th</sup> July 2020 ( <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a> )
K	LEFT BLANK
L	<b>Liaison Meeting (Parish &amp; RBWM):</b> No update
M	LEFT BLANK
N	<b>NAG Report / Police issues:</b> Update if applicable
O	<b>Neighbourhood Plan:</b> Update if applicable
P	<b>Parking, Speeding and other Highways issues:</b> Any current issues
Q	<b>Flytipping:</b> Any current issues
R	<b>Parish Council Reps:</b> Updates if applicable
i	<b>Play equipment Rep:</b> Report from Cllr Gibbons
ii	<b>Policies to be proposed for adoption:</b> (available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a> )
iii	<b>Defibrillator Guardians:</b> Cllrs Gibbons and Coogan and Clerk to report
S	<b>Parish Summit:</b> Update if applicable
T	<b>Traveller Local Plan &amp; Parish Community working group:</b> Update if applicable
U	<b>Training update:</b> see link in 06/D for training for new Councillors
V	<b>Horton Village as a Conservation Area:</b> Update if available
W	<b>Website:</b> Update or issues
X	LEFT BLANK
Y	LEFT BLANK
Z	<b>Any communications received after the agenda has been published*</b>
#07	<b>Other Communications or Consultations:</b>
A	<b>Any communications received after the agenda has been published*</b>
#08	<b>Financial</b>
A	<b>Any receipts:</b> to advise the Councillors of any receipts over and above the precept and the compensating grant
B	<b>VAT Update:</b> Update if available
C	<b>Payment of invoices</b>
i	to receive for approval a list of invoices received (including clerk's expenses)
ii	Issues with previous payments / Payments not recorded in previous minutes
D	<b>Accounts For previous Q submitted for approval:</b>
E	<b>Audit Status &amp; Actions:</b>
i	<b>Internal Auditor' Recommendations</b>
ii	<b>Submitted to External Auditor</b>
F	<b>Any other Finance items received after the agenda has been published*</b>
#09	<b>Questions from the public:</b> (If appropriate)
#10	Dates of future meetings: 2020, Third Tuesday of each month <b>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.</b>
	<b>Tuesday 21<sup>st</sup> July 2020 7:30pm</b> On Zoom. Contact the clerk for the details
	Tuesday 20 <sup>th</sup> October 2020

	Tuesday 18 <sup>th</sup> August 2020	Tuesday 17 <sup>th</sup> November 2020
	Tuesday 15 <sup>th</sup> September 2020	Tuesday 15 <sup>th</sup> 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](http://www.hortonparishcouncil.gov.uk)

Clerk to the Council: Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email [Clerk@HortonParishCouncil.Gov.uk](mailto:Clerk@HortonParishCouncil.Gov.uk). Parish Phone 07957 588 277

Note: Personal callers by appointment only.

## APPENDIX A

	New application			We have responded		Closed			
Ref N <sup>o</sup>	Address	Received @RBWM	Appln Type	Notes	date to be actioned by	Date Actioned	Action taken	Date of decision	Decision made
19/01702	Koppa Kitchen	21/06/2019	listed building consent					01/06/2020	REFUSED
20/00955	66 Coppermill	21/04/2020	Permitted Development Extended					01/06/2020	Prior approval required and granted
20/01172	6 Coppermill	20/06/2020	Application	Single storey side/rear extension following the demolition of the existing garage		29/06/2020	HPC has mailed Planning with concerns that this is to be used as a separate dwelling		
20/01254	Land West of Colne Brook	02/06/2020	Details required by condition 7						
20/01278	21 Coppermill Road	03/06/2020	Certificate of lawfulness	neighbours object		24/06/2020	Concerns raised with RBWM		
20/01286	Trevescan	04/06/2020	Certificate of lawfulness	Whether proposed enlargement of the existing rear dormer, x2 front rooflights, x1 dormer to both side elevations to enlarge 1st floor accommodation, and removal of the front dormer and both side chimney breasts		20/06/2020	Concerns raised with RBWM	10/07/2020	Permitted Development
20/01598	The Firs, Mill Lane	03/07/2020	Certificate of lawfulness	proposed side dormer to facilitate a loft conversion	Due to the nature of the alterations RBWM are not reconsulting				

# Horton Parish Council

## A **VIRTUAL** MEETING of the COUNCIL of the Parish of Horton

### Held on Tuesday 19<sup>th</sup> May 2020

## MINUTES

#01	Councillors	
A	<b>Present, and apologies and declaration of interest</b>	
	<b>Present:</b> Cllrs Crame, Cole, Patel, Gibbons and the Chair, Cllr Bovingdon, Ward Cllrs Cannon and Larcombe, and the clerk. <b>Apologies:</b> Cllrs Coogan and Dunga	
B	(and questions from the public if appropriate): None	
#02	Statutory items:	
A	<b>Recording Requests received:</b> 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	<b>Minutes of previous meeting for approval:</b> <b>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 ..."."</b> <b>Other change requests:</b> 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	<b>Lighting on the Memorial Green:</b> 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	<b>Community Right To Buy (CRTB):</b> No update received	
C	<b>Website Legislation (changes):</b> See 7A	
D	<b>Bench (Horton Road) and damaged fence (Pope's Close):</b> 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	<b>Insurance renewal: Quotes received from the following. A decision needs to be made at the meeting</b> 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
	<b>F</b>	<b>Any other matters arising from the previous minutes :</b>	
<b>#04</b>		<b>Planning applications and Highways:</b>	
	<b>A</b>	<b>Planning Applications received: 20/00856 165 Coppermill Road: Detached garage / workshop following demolition of existing outbuilding.</b> 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
		<b>i</b> Any application received before the meeting: None received	
	<b>B</b>	<b>Planning Enforcement Complaints:</b>	
		<b>i</b> <b>19/01702 &amp; 19/50048/ENF Koppa Kitchen (Prev 5 Bells):</b> Submitted June 2019 but still undecided. RBWM Enforcement officer advises this case is pending, and discussions with the officer and the agent continue	
		<b>ii</b> <b>Mitchell &amp; sons / Mill Lane:</b> 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	
		<b>iii</b> <b>18 Coppermill Road:</b> This part retrospective application has been refused permission – Clerk has asked RBWM what happens next?	
		<b>iv</b> Any other enforcements received before the meeting: None	
	<b>C</b>	<b>Other planning issues, decisions and appeals:</b>	
		Any item received before the meeting: None	
	<b>D</b>	<b>Any other Planning items:</b>	
		<b>i</b> Joint Minerals and Waste Plan – No update received	
		<b>ii</b> Land behind St Michael's church - No update received	
		<b>iii</b> <b>Community Infrastructure Levy (CIL):</b> 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	
		<b>iv</b> <b>Any items received before the meeting:</b> 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	
<b>#05</b>		<b>Chairman's Communications / RBWM Communications:</b>	
	<b>A</b>	<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>i</b> 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
<b>#06</b>		<b>To receive reports from Borough Councillors, Parish Councillors or Clerk:</b>	
	<b>A</b>	<b>Clerk's report if applicable:</b>	

		<ul style="list-style-type: none"> <li>• Clerk is chasing New Horton Lodge's management company re the damaged brick wall, and low hanging trees.</li> <li>• 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</li> <li>• Damaged fence on Stanwell Road (between Foundry Lane &amp; Berkyn Manor Farm: Clerk trying to establish who is responsible for repair</li> </ul>	
B		<p><b>Ward Councillors' report:</b> Update if applicable</p> <p><b>Cllr Larcombe:</b> see below for comments under various headings</p> <p><b>Cllr Cannon:</b> Full council will be meeting on 28<sup>th</sup> 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		<b>Heathrow Expansion update:</b> No factual update received	
D		<b>Borough Local Plan:</b> 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		<b>Neighbourhood Plan:</b> No update received	
F		<b>Traveller Local Plan &amp; Parish Community working group:</b> No update received	
G		<b>HEELAS &amp; Call for sites (Pickins Piece):</b> No update received	
H		<b>NAG Report:</b> No update received	
I		<b>BALC / HALC / DALC / NALC updates:</b> Available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a>	
J		<b>Flood Warden's report:</b> No update received	
K		<b>River Thames Scheme report:</b> 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		<b>Parish Council Reps:</b> Updates if applicable	
	i	<b>Play equipment Rep:</b> 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	<del><b>Policies to be proposed for adoption:</b> (available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a>)</del>	
	iii	<b>Defibrillator Guardians:</b> 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		<b>Parish Liaison Meeting:</b> No update received	
N		<b>Greens Report:</b> No update received	
O		<b>Climate Change Committee:</b> No update received	
P		<b>Highway Issues (including Flytipping, Pavement Parking &amp; Speeding):</b> 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	<del>Corona Virus / COVID19 update as to how this effects the village</del> See #07/B					
	U	Any communications received after the agenda has been published: None					
<b>#07</b>	<b>Other Communications or Consultations:</b>						
	A	<b>Website Legislation (changes):</b> 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	<b>COVID19:</b> 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					
<b>#08</b>	<b>Financial</b>						
	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					
		<b>Date</b>	<b>Payee</b>	<b>Description / Invoice</b>	<b>Cheque number</b>	<b>Value</b>	
		19/5/2020	Parish Council Website	Inv. 016 annual website updating		£430.00	Not approved: see #07/A
		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	<del>Accounts For previous Q submitted for approval: Not applicable</del>					
	E	<b>Audit Status &amp; Actions</b>					
	i	<b>Internal Auditor's "Internal Audit Report 2019-2020" to be approved</b> (implementing recommendations has been deferred to next meeting) Proposed and seconded (Cllrs Crame and Cole)				BH	
	ii	<b>AGAR Part 3 Section 1 (page 4, Annual Governance Statement) to be approved</b> Proposed and seconded (Cllrs Crame and Patel)				BH	
	iii	<b>AGAR Part 3 Section 2 (page 5, Accounting Statements) to be approved</b> Proposed and seconded (Cllrs Crame and Cole)				BH	
	F	<b>Accounts (Cllr audit):</b> 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. 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					BH
	G	<b>Any other Finance items received after the agenda has been published:</b> None					
#09	<b>Questions from the public:</b> (If appropriate)						
#10	Dates of future meetings: 2020, Third Tuesday of each month <del>plus AMP/AMPC</del> <b>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.</b>						
		Tuesday 16 <sup>th</sup> June 2020	Tuesday 20 <sup>th</sup> October 2020				
		Tuesday 21 <sup>st</sup> July 2020	Tuesday 17 <sup>th</sup> November 2020				
		Tuesday 18 <sup>th</sup> August 2020	Tuesday 15 <sup>th</sup> December 2020				
		Tuesday 15 <sup>th</sup> 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](mailto:Clerk@HortonParishCouncil.Gov.uk).  
Parish Phone 07957 588 277



Agendas and previous minutes are available from the Parish Council Website: [www.hortonparishcouncil.gov.uk](http://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

# Horton Parish Council

## A **VIRTUAL** MEETING of the COUNCIL of the Parish of Horton

### Tuesday 16<sup>th</sup> June 2020

### Minutes

#01	<b>Councillors</b>		
	A	<b>Present:</b> Clls Crame, Dunga, Patel, Cole (at 6:59 minutes), Ward Cllr Muir, the Chair Cllr Bovingdon, and the clerk. <b>Apologies:</b> Ward Cllrs Cannon and Larcombe, Cllrs Gibbons and Coogan <b>Declaration of interest:</b> None	
	B	(and questions from the public if appropriate): None	
#02	<b>Statutory items:</b>	(2)	
	A	<b>Recording Requests received:</b> Request has been received. The meeting has been recorded, and once it has been checked will be available from the clerk. Once the new website is up and running this and subsequent meeting recordings will be available from the website	
	B	<b>Minutes of previous meeting for approval:</b> This was accidentally missed – to be revisited at the next meeting	BH
#03	<b>Matters arising from previous meetings of the Parish Council (unless due to be covered later):</b>	(3)	
	A	<b>Lighting on the Memorial Green:</b> Cllr Cannon was due to update the PC regarding the state of AA Lighting's business but he was not available to comment. Cllrs discussed the potential detriment to the PC and decided that if the works were to be paid for <b>after</b> they have been completed there is no detriment. Works (supply and installation of new flood light on Memorial green and associated works and making good, £683.14 net, to include the power pole working for the Christmas lights) proposed and seconded (Cllrs Crame and Patel). Clerk to advise AA Lighting	BH
	B	<del>Community Right To Buy (CRTB) Update if available</del>	
	C	<b>Bench (Horton Road) and damaged fence (Pope's Close):</b> Jayflex have offered to meet one morning (max 4 attendees) to discuss location etc. Cllrs Crame and Bovingdon and the Clerk have volunteered. Clerk and Cllr Muir to check who is responsible for which stretches of land (road to ditch / ditch / ditch to footpath / footpath to fence). Cllr Muir suggested a "Tommy Bench" as this has been successful in Datchet	BH BH /GM
	D	<b>Cllr Cole has raised number of queries in emails dates 2<sup>nd</sup> June:</b> Clerk and Cllr Cole have spoken and all issues have been sorted and misunderstandings resolved	
	E	<b>Any other matters arising from the previous minutes :</b> Following comment after the last meeting Clerk asked all Cllrs to re-read the Code of Conduct, especially "Respect for others: a) You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government." Copy of Code of Conduct is available from the website and the Clerk	
#04	<b>Planning applications and Highways:</b>	(11)	
	A	<b>Planning Applications received:</b> When these were checked ready for the meeting it was discovered that the RBWM website was down for maintenance. It is disappointing that Parish Councils were not advised in advance that this would be the case. Also disappointing is that PCs were not advised that Planning Lists would no longer be issued to Parishes: contrary to RBWM's duty of cooperation and the Parish Charter. Planning Lead Cllr has mandate to reply on behalf of HPC so these application will be responded to when the website is available.	
	i	<b>20/01172 6 Coppermill Road:</b> Single story side / rear extension	
	ii	<b>20/01088 211 Coppermill Road:</b> Certificate of lawfulness re single storey rear extension	
	iii	<b>20/01286 Trevescan Stanwell Road:</b> Certificate of Lawfulness of existing works	
	iv	<b>20/01278 21 Coppermill Road:</b> Certificate of Lawfulness of existing works	
	v	Any other applications received before the meeting	
	B	<b>Planning Enforcement Complaints:</b>	

		i	<del>19/01702 &amp; 19/50048/ENF Koppa Kitchen (Prev 5 Bells): Update if available</del>	
		ii	<b>19/50206 ENF Mitchell &amp; sons / Mill Lane:</b> Some works appear to have been carried out. The tarmac appears to have been dug up and concrete pots (with trees) placed on the soil. A chain link fence has been erected between the public footpath and the soil area. Cllrs questioned whether Mitchell & Son actually owned this area. Clerk to ask RBWM.	BH
		iii	<b>18 Coppermill Road:</b> Update if available: chased 8th June and 15 <sup>th</sup> June. Nothing received	
		iv	Any other enforcement issues received before the meeting	
	C	<b>Other planning issues, decisions and appeals:</b>		
		Any item received before the meeting: None		
	D	<b>Any other Planning items:</b>		
		i	<del>Joint Minerals and Waste Plan – update if available</del>	
		ii	<del>Land behind St Michael’s church – update if available</del>	
		iii	<del>Community Infrastructure Levy (CIL) – Update if applicable</del>	
		iv	Communication from RBWM Planning Dept: They ceased sending emails notifying clerks about received applications from March but failed to notify HPC clerk or explain until June. . The weekly list of new planning applications, sorted by ward in alphabetical order, is available <a href="http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=weeklyList">here</a> ( <a href="http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=weeklyList">http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=weeklyList</a> ) and The council’s website also allows access to weekly lists of both new applications and decisions made within wards. This is available via the <a href="http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=advanced&amp;searchType=Application">Public Access Weekly List.</a> ( <a href="http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=advanced&amp;searchType=Application">http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=advanced&amp;searchType=Application</a> ). Clerk to check with other clerks whether they received notification	DC BH
		v	Any other items received before the meeting: None	
#05		<b>Chairman’s Communications / RBWM Communications:</b>		(19)
	A	<b>Local Council Summit:</b> (15 <sup>th</sup> October 2020) see #06/I		
	B	<b>“Local Electricity” Bill:</b> This is a private members bill, which, if made law, would allow new community scale clean energy infrastructure which could help strengthen local economies and communities. A message has been sent to MP Adam Afriyie from Planning Lead asking him to support this bill as our mineral extraction and waste infill land could be ideal to benefit from this.		
	C	<b>New Horton Manor:</b> Property Manager has been in touch to advise that he is getting quotes for the overhanging trees, and the works on the damaged wall should start w/c 22 <sup>nd</sup> June		
	D	<b>Champney hall Management Committee Accounts:</b> These would have been presented at the Annual Parish Meeting. Copies are available from the Clerk		
	E	<b>Any communications received after the agenda has been published:</b> none		
#06		<b>To receive reports from Borough Councillors, Parish Councillors or Clerk:</b>		(21)
	A	<b>Clerk’s report if applicable:</b> RBWM sent out an electronic newsletter including links to “a thorough list of restaurants delivering takeaways ...” which went as far as including Egham and Englefield restaurants but listed nothing for Datchet Horton or Wraysbury. Clerk has raised the matter with our Ward Cllrs. Cllr Cannon replied that he will raise it with the authors. I have reported the damaged fence post between Foundry lane and the entrance to Berkyn Manor Farm.		
	B	<b>Ward Councillors’ report:</b> Cllr Muir reported that all RBWM staff are working from home, and all Mayoral duties currently suspended. He is in regular contact with his colleagues and will pass on relevant information and / or investigate concerns as appropriate		
	€	<del>Heathrow Expansion update: Update if applicable. Nothing received</del>		
	D	<b>Borough Local Plan:</b> RBWM advise (via a press release) that the BLP is now a step closer to delivery. The examination progress was paused due to COVID19 but the Planning Inspector and the Council are discussing how they can move forward fairly and safely. Cllr Crame advised that there is a very long (24 page) response from the inspector. She is not accepting new comments but people who had already commented can make new representations. RBWM will need to reply as to how they plan to address the points raised by the response. (Points such as the lack of GRT Plan), RBWM has a significant number of strategic policies (compared to other local authorities), 25 of which they expect Neighbourhood Plans to conform to. She has concerns as to whether the Spatial Strategy is adequate because of transport and		

		infrastructure network, housing concerns (social and affordable housing, and Mildridge Farm and the requirement for adequate land to be left undeveloped around historic buildings): these will need to be answered before the BLP can be approved											
	E	<del>Neighbourhood Plan: Update if applicable. Nothing received</del>											
	F	<del>Traveller Local Plan &amp; Parish Community working group: Update if applicable. Nothing received</del>											
	G	<del>HEELAS &amp; Call for sites (Pickins Piece): Update if applicable. Nothing received</del>											
	H	<del>NAG Report: Update if applicable. Nothing received</del>											
	I	<p><b>BALC / HALC / DALC / NALC updates:</b> Available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a>.</p> <p><b>BALC:</b> The Parish Conference (2 or 3 times a year) has been replaced by a Local Council Summit: (15<sup>th</sup> October 2020) which they expect Borough Councillors, Parish Councillors along with Officers and Clerks to attend. Cllrs asked the Clerk to reply reminding RBWM that Cllrs are volunteers who in many cases also hold a full time job and it is unreasonable to ask them to take a day's leave to attend. The suggestion is that at least one person represents HPC. Clerk and Cllr Crame to write to RBWM, and Cllr Muir agreed that one person should be sufficient and he will take this up with the borough on our behalf. Cllrs also raised the issue that Parish Conference dates were often changed at short notice – this can be inconvenient for an evening meeting but is not acceptable for a day</p> <p><b>BALC</b> has sent information regarding a Gov. proposal that Developers will be able to be involved in decision making regarding developments. Clerk has sent this to Cllrs – also to forward to Ward Cllrs. Cllr Muir will update up when he has more information.</p>	BH GM BH										
	J	<del>Flood Warden's report: Update if applicable</del>											
	K	<b>River Thames Scheme report and Waterways reports:</b> Cllr Larcombe has reported to RBWM that the footpaths 4 (between Popes Close and the Jayflex site) and 5 (from Foundry Lane to Drift Way in Colnbrook) are not up to standard. He will report in detail at the meeting. Cllr also commented that there seems to have been an increase in skip lorries and activity using the site and asked the clerk to check what the licence permits.	BH										
	L	<p><b>Parish Council Reps:</b> Updates if applicable</p> <p><b>i</b> <b>Play equipment Rep:</b> Report from Cllr Gibbons: We have started using a 39 point check list. Cllr Gibbons advises all is in order (<i>item 39 asks for a log book to be signed: minuted confirmation recorded in lieu of log book</i>)</p> <p><b>ii</b> <b>Policies to be proposed for adoption:</b> (available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a> )</p> <p><b>iii</b> <b>Defibrillator Guardians:</b> Cllrs Gibbons and Clerk reported: Equipment checked and all in order</p> <table border="1"> <tr> <td><b>Weekly:</b> Check the defibrillator is inside the cabinet.</td> <td>Checked</td> </tr> <tr> <td><b>Weekly:</b> Check the "green" ready light is on.</td> <td>Checked</td> </tr> <tr> <td><b>Monthly:</b> Check pad expiry. (If less than one month order new pads via the defib supplier).</td> <td>09/2021</td> </tr> <tr> <td><b>Monthly:</b> The keypad lock may need spraying with WD40 or similar.</td> <td>Checked</td> </tr> <tr> <td><b>Monthly:</b> Check the battery is okay.</td> <td>checked</td> </tr> </table>	<b>Weekly:</b> Check the defibrillator is inside the cabinet.	Checked	<b>Weekly:</b> Check the "green" ready light is on.	Checked	<b>Monthly:</b> Check pad expiry. (If less than one month order new pads via the defib supplier).	09/2021	<b>Monthly:</b> The keypad lock may need spraying with WD40 or similar.	Checked	<b>Monthly:</b> Check the battery is okay.	checked	
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	M	<del>Parish Liaison Meeting: Update if applicable. Nothing received</del>											
	N	<p><b>Greens Report:</b> Cllr Patel has raised the issue of the footpath between former 5 Bells and St Michael's church. Clerk has contact Garden Designs.</p> <p>Cllr Crame raised the issue of the Ash Dieback fungus: Can the clerk please ask the RBWM Parks team and other knowledgeable bodies to check the AJNR and PP trees for this fungus and confirm whether or not this is a concern</p>	BH										
	O	<del>Climate Change Committee: Update if applicable. Nothing received</del>											
	P	<b>Highway Issues (including Flytipping, Pavement Parking &amp; Speeding):</b> There is a frequent issue with black and orange sacks of cleaning materials being left on the grass verge opposite Koppa Kitchen (former 5 Bells). Bells Lane neighbours are trying to find out who leaves them, and there is a question over whether they are collected as Fly-tipping or are collected by anyone else. Clerk to report the matter to PCSO Les and Community Warden Duncan, and to Jeff Pick and NAG group	BH										
	Q	<del>Training update: Update if applicable. Nothing received</del>											
	R	<del>Parish Conference: Update if applicable. Nothing received</del>											
	S	<del>Horton Village as a Conservation Area: Update if applicable. Nothing received</del>											
	T	<b>Corona Virus / COVID19</b> update as to how this effects the village: a synopsis of the last update is attached as an appendix											

	U	<b>Any communications received after the agenda has been published:</b> None																																																																																																																																																																
#07	<b>Other Communications or Consultations:</b>																																																																																																																																																																	
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#08	<b>Financial</b>											(38)																																																																																																																																																						
	A	<del>Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant. NONE</del>																																																																																																																																																																
	B	<del>VAT Update: Update if available. NONE</del>																																																																																																																																																																
	C	<p><b>Payment of invoices:</b> to receive for approval a list of invoices received (including clerk's expenses) Clerk will no longer buy stationary in advance and will buy through Viking Direct and the Parish Council will be asked to pay the invoices.</p> <p>Payments that will be proposed at the meeting (photo of the invoices from new payees will be emailed to those with on-line approval once RFO has completed the proposal requirements). Proposed and seconded (Cllrs Cole and Crame)</p>										BH																																																																																																																																																						
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	i	<p><b>Internal Auditor' Recommendations:</b> The internal auditor recommended "Members should review the level at which formal tender action is required taking account of the usual annual turnover, ideally setting the value at around £10,000." <b>Currently our Standing Orders show the amount as £25000.</b> After a long discussion it was established that Cllrs could agree to lower this value but they were concerned that doing so would cause a significant amount of extra work for the clerk and would also cause extra work for the likes of the green contractor, and would possibly eliminate the likelihood of them being prepared to quote. In view of this it was proposed and seconded (Cllrs Crame and Bovingdon) that it be left at £25000. Clerk to ask Internal Auditor for more info as to why he suggested the decrease</p>										BH																																																																																																																																																						
	ii	<p><b>Submission to External Auditor:</b> The documents are all ready and have been scanned. We have to advise the external auditors of the dates when we propose to put a "notice of public rights and publication" form on the website. Once the new website is live the clerk will complete the NOR&amp;P, upload the notice and submit the audit documents</p>										BH																																																																																																																																																						
	F	<del>Accounts (Cllr audit) - Update if available</del>																																																																																																																																																																
	G	<b>Any other Finance items received after the agenda has been published:</b> none																																																																																																																																																																
#09	<b>Questions from the public:</b> (If appropriate)																																																																																																																																																																	
#10	<p>Dates of future meetings: 2020, Third Tuesday of each month <del>plus AMP/AMPC</del></p> <p>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 21 <sup>st</sup> July 2020					Tuesday 20 <sup>th</sup> October 2020																																																																																																																																																												

	Tuesday 18 <sup>th</sup> August 2020	Tuesday 17 <sup>th</sup> November 2020	
	Tuesday 15 <sup>th</sup> September 2020	Tuesday 15 <sup>th</sup> December 2020	

### END OF MINUTES

The meeting finished at 20:20pm

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](mailto:Clerk@HortonParishCouncil.Gov.uk).

Parish Phone 07957 588 277

Agendas and previous minutes are available from the Parish Council Website: [www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)

## Appendix A

### Summary of recent WHCV update (May 2020)

The Helpline continues to provide a very responsive service and are still passing on messages and new requests on a daily basis, albeit there seem to be far less direct calls now.

Similarly, the Pastoral Care Team have started to wind down a bit as people gain a little more confidence to venture out and accept visitors - still at a distance of course. However, for the people still being contacted, this still provides a lifeline. By no means are we yet out of the woods and there are still many people very reluctant to change the situation yet and commit to any form of socialising.

The Pharmacy continues to provide deliveries through volunteers. The numbers are slightly less but also less frantic as people are able to plan their requirements. However, total deliveries by pharmacy team in April 360 by volunteers were 203; total deliveries to Shielded patients 23.

Shopping - Since Helen's last update in April the demand for shopping has almost halved. We were doing ten shops per week then but now this has reduced to an average of five.

The total number of customers on our books to date is 31 of which 26 have had some shopping done for them. Since we set up this service we have carried out 70 shops with a total value of approximately £1,500.

The areas which seem to have become busier are Meals on Wheels and food bank. This is not surprising really because this has gone on for a very long time. We are now supplying more than 80 meals a week; 7 days a week. The most in one day so far has been 17, and the least, 8.

Similarly, food bank requirements go up and down. Whilst we have only a handful of people in both Villages who have asked for help with food, we do also have some households where people have been given temporary housing locally whilst Social Services look for somewhere permanent for them to live. HMG apparently decided to ensure that there were no more rough sleepers but there are others who needed help too. So, in conjunction with Windsor Homeless, we are providing food to these people 3 times a week. The good news is that already we know of 4 of who have been found new housing. This has included two women who were victims of domestic abuse, one of whom had a 5-day old baby.

The team want to express their gratitude to everyone who is still working hard to make our initiative such a success. I have received numerous cards and thanks from people who are relying on us, and I suspect they will continue to do so for some time yet.