**Horton Parish Council**

**A VIRTUAL PARISH COUNCIL MEETING**

**Tuesday 19th January 2021**

**MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | *Time stamp* |
| **#01** |  | **Councillors** | *8.20* |
|  | A | **Present:** Cllrs Cole, Patel, Crame, Ward Cllr Muir, the clerk Benta Hickley and the Chair Cllr Bovingdon**Apologies:** Cllrs Coogan and Gibbons, Ward Cllrs Cannon and Larcombe**Declaration of interest:** None |  |
|  | B |  **Questions from the public if appropriate:** None |  |
| **#02** |  | **Statutory items:**  |  |
|  | A | **Recording of the meeting:** The meeting was recorded  | changed |
|  | B | **Minutes of previous meeting for approval:**  Proposed and seconded (Cllrs Crame and Patel) | BH |
| **#03** |  | **Matters arising from previous meetings of the Parish Council (unless due to be covered later):**  |  |
|  |  | Clerk explained that some items have been covered in a report to Cllrs and that as a Parish Council meeting members of the public are invited to attend but not participate. HPC will generally allow public to speak but may limit this to 2 minutes |  |
|  | A | **Broadband**: Clerk has created on-going document in shared drive with details of information received. <https://drive.google.com/file/d/1fvQEMncweDjE598wRwPRwNeLko3JqOW3/view?usp=sharing> . Trooly / Callflow appear to be adding overhead cables in Wraysbury, if they realise there is an appetite for improved service to Horton they may extend the overhead facilities. Clerk & RM to message them with numbers of households etc | RM & BH |
|  | B | **Lighting on Memorial Green**: Clerk met with RBWM and a lighting designer. They will look into a couple of ideas for lighting the green. Lights in the trees are not recommended as trees grow. They suggest either a taller post where the one way sign is (opposite Derby cottages) and an additional light there, or a solar powered light (low level light which increases when motion is detected) between the one way post and the flagpole. They will quote. Defer to next meeting so quote can be discussed  | BH |
|  | C | **Any other matters arising from the previous minutes\*:** None |  |
| **#04** |  | **Planning applications and Highways:** |  |
|  | A | **Planning Applications received:**  |  |
|  |  | **i** | **20/03319: 58 Coppermill Road** certificate of lawfulness re existing use of two annexes as separate dwellings |  |
|  |  | **ii** | **20/03366: Maple Corner** (replaces 20/03313) now single storey rear extension AND side & rear extension AND front porch extension |  |
|  |  | **iii** | **21/00041: Brookfield**  new stable building |  |
|  |  | **iv** | **20/02868 Koppa Kitchen at Horton Arms**  change of use, WITHDRAWN |  |
|  |  | **v** | **20/02509 183 Coppermill Road**: Certificate of lawfulness to determine whether the proposed outbuilding is lawful. Replaces almost identical application 20/02509 which was refused |  |
|  |  | **vi** | **21/00034 Miyajama** Single storey rear extension no greater than 6.00m in depth, 3.00m high with an eaves height of 2.80m (replaces 20/03020, refused) |  |
|  | B | **Planning Enforcement and Complaints:**  |  |
|  |  | **i** | **19/01702 & 19/50048/ENF (Listed building) Horton Arms (Prev 5 Bells):**  RBWM advise it is critical that’s the borough gets this right but it is now 2 years down the line (was first reported in January 2019). Clerk has chased |  |
|  |  | **ii** | **Foundry Lane –** Inspection of the site shows that two drums are still in the ditch. Clerk has written to RBWM with concerns  |  |
|  |  | **iii** | **19/03224 18 Coppermill Road: Appeal –** RBWM advised they will recommend an enforcement notice is issued requiring the removal of the extension. Clerk chased  |  |
|  |  | **iv** | **22 Milton Close:**  Resident has advised that owner is carrying out unauthorised building works. Clerk and Planning lead to look into this. Radian have advised this is not their issue, clerk has emailed RBWM enforcement |  |
|  |  |  | **24 Milton Close:** Residentis allegedly currently selling cars (car Trade) from his home address, this impacts street parking. Clerk has raised the issue with Planning  |  |
|  |  | **v** | **(Ref unknown) Beggar’s Roost:** “gym and cinema” is now an annex being offered for rent on www.Hotelmix.co.uk . Raised with RBWM Enforcement – they advised (9/11) that a Planning Contravention Notice is to be served.  |  |
|  |  | **vi** | **33 + 35 Coppermill Road:** Change of grass verge (to brick paving) outside the front boundary. Clerk raised query with planning and Highways. Also See 4C/iii/H |  |
|  |  | **vii** | **20/02579 21 Coppermill:** Certificate of lawfulness to determine whether the proposed dormers and roof lights to facilitate a loft conversion is lawful. A long detailed letter has been received from a neighbour advising that the existing element plans submitted do not represent the current building, that the previous application (20/00492)was not followed, proposed clear windows will overlook neighbours on both sides, and the property is undergoing additional works to convert it into 2 dwelling – not mentioned on the application. Has been brought to Planning Dept’s attention, awaiting reply. RBWM advised they would attend but are unable to provide even a rough date |  |
|  |  | **viii** | **20/00569: 70 Coppermill Road:** whether the existing use of the detached outbuilding as a separate residential dwelling is lawful– Refused. 06/11/20 Clerk messaged RBWM to ask what next?  |  |
|  |  | **ix** | **141 Coppermill Road: advertising 1 bedroomed flat**. Raised with RBWM  |  |
|  | C | **Other planning issues, decisions and appeals:**  |  |
|  |  | **i** | **HMO (House of Multiple Occupancy) concerns sent to RBWM 3/12 and reported via HMO site 15/1/2021** |  |
|  |  |  | **A** | Beggars Roost, Stanwell Road |  |
|  |  |  | **B** | Broom Lodge, Stanwell Road |  |
|  |  |  | **C** | 96 Coppermill Road |  |
|  |  |  | **D** | 21 Coppermill Road |  |
|  |  |  | **E** | 70 Coppermill Road |  |
|  |  |  | **F** | 22 Milton Close(outbuilding) |  |
|  |  |  | **G** | 183 Coppermill Road |  |
|  |  |  | **H** | 33 & 35 Coppermill Road:  |  |
|  |  |  | **I** | 16 Milton Close |  |
|  |  |  | **J** | 19 Milton Close |  |
|  |  |  | **K** | 24 Milton Close |  |
|  |  |  | **L** | 27 Milton Close |  |
|  |  |  | **M** | 29 Milton Close |  |
|  |  |  | **N** | Vine Cottage, Horton Road |  |
|  |  |  | **O** | Koppa Kitchen / Horton Arms / Five Bells Stanwell Road |  |
|  |  | **ii** | **Planning applications awaiting decision** |  |
|  |  |  | **A** | **20/01928/CLD Vine Cottage, Horton Road.** Certificate of lawfulness to determine whether the existing use of the building as a large HMO is lawful. Decision awaited |  |
|  |  |  | **B** | **20/02754: 6 Horton Gardens:** Erection of first floor. **REFUSED** |  |
|  |  |  | **C** | **20/02868 Horton Arms:** Change of use from Sui-Generis drinking establishment (previously Class A4) to (Sui-generis) smoking area. **WITHDRAWN** |  |
|  |  |  | **D** | **20/02941 The Firs:** Two storey side extension to create 1 dwelling. **GRANTED** |  |
|  |  |  | **E** | **20/02946 Horton Arms** Change of use of the ground floor from Sui generis (Public House) to Class E (Cafe/Restaurant). Decision awaited |  |
|  |  |  | **F** | **20/03020 Miyajima Stanwell Road:** Single storey rear extension. **REFUSED** |  |
|  |  |  | **G** | **20/03204 DaisyMead/7B Horton Gardens:** Single storey rear extension. Decision awaited |  |
|  |  | **iii** | **20/02381 165 Coppermill Road**: Resident had invited Cllr Crame to inspect the premises | JC |
|  |  | **iv** | **20/02132 211 Coppermill Road -** appeal submitted by owner |  |
|  | D | **Other Planning related items** |  |
|  |  | **i** | **CIL update:** no current update |  |
|  |  | **ii** | **Any other Planning items:**  |  |
|  |  |  | **A** | **Slough Spatial Strategy::** Cllr Crame has responded under previously delegated powers. Copy of reply is available from the clerk |  |
|  |  |  | **B** | **Updates / info from RBWM planning:** Clerk & Cllr Crame have created a spread sheet showing how often then need to chase RBWM Planning for information. Cllr Crame has requested a meeting with Head of Planning to discuss this lack of interaction | JC |
| **#05** |  | **Clerk’s report / Chairman’s Communications / RBWM Communications:** |  |
|  | A | **Clerk’s Report:**  |  |
|  |  | **i** | Clerk has completed a further two modules on the ILCA training (Finance and Community) and has one more module to complete. Clerk advised Cllrs that her Staff appraisal is due. Clerk to prepare, Cllr Crame to complete | BHBH & JC |
|  |  | **ii** | Query received from resident Mr Bhui re dead tree dug up outside his house: RBWM advise they plan to replant in 2022 |  |
|  |  | **iii** | A | Radian (now Arbi) have sent a contractor to create a footpath from #1  Close to Stanwell Road. This was not approved by RBWM: Abri to reinstate grass |  |
|  |  |  | B | Another resident has emailed to ask if she can have a footpath too: Clerk to reply answering resident’s questions and offering assisted bin collection service, and arrange for grass by path to be cut back  | BHBH |
|  |  | **iv** | Clerk has written to Cappagh requesting CSR funding for a parish noticeboard | BH |
|  |  | **v** | Arthur Jacobs Nature Reserve: Colne Valley Trust are still attending and carrying out maintenance (although no volunteers under lockdown rules). AJNR is being used by dog walkers and families on bikes, and a number of dens have been built in Poyle Poplars by families. Deep puddles on the path and a vandalised sign have been reported to, and are being sorted by, Colne Valley Trust |  |
|  | B | **Tree inspection:** Fox Tree Consultants have responded to request for tree report. Clerk liaising with Toby Fox and RBWM to establish which trees are our responsibility |  |
|  | C | **Any communications received after the agenda has been published\*** |  |
|  |  | **Petition to keep weekly (black) bin collections:** Cllrs felt this was a political item and should not be promoted by the parish council |  |
|  |  | **Public Spaces Protection Order (ASB re dog control & fouling, and re cycling in some pedestrianised zones):** Please visit <https://www.rbwm.gov.uk/home/council-and-democracy/consultations/consultation-proposals-introduce-public-space-protection-orders> to have your say |  |
| **#06** |  | **To receive reports from Borough Councillors or Parish Councillors**  | *37:50* |
|  | A | **Ward Councillors’ report**: Ward Cllr Muir was unable to give his report due to broadband issues |  |
|  | B | **Borough Local Plan:** No Update  |  |
|  | C | **Corona Virus / COVID19:** No Update [Clerk receives updates from RBWM with a request to make residents aware. These are added to the webpage or shared on FB] |  |
|  | D | DALC /BALC / HALC / NALC updates: Please see recent newsletters etc saved in [shared drive](https://tinyurl.com/HPCCllrsDrive)  |  |
| **`** | E | **ECO / Climate Change Committee:** No update available |  |
|  | F | **Flood Warden’s report**: No update |  |
|  | G | **Greens Report:**  |  |
|  |  | **i** | **Horton Road benches:** No update |  |
|  |  | **ii** | **Greens maintenance**: Roses on Memorial Green - Cllr Crame reported that she had reviewed the rose patch with a rose specialist and they felt that some of the existing roses would be ok after being pruned and we need perhaps ten replacement bushes. She would be interested in sponsoring some and proposed (seconded by Cllr Patel) that the PC sponsor some in memory of the late Councillor Jillian SinclairHill. Others could also sponsor one or two – but publicise by word of mouth rather than advertising campaign |  |
|  |  | **iii** | **Preserving treatment for posts on memorial green:** RBWM have advised they will check and will treat if necessary |  |
|  |  |  | **Mark’s email and RBWM’s email** |  |
|  |  | **iv** | **Memorial Stone:** Resident has offered to clean the memorial: The proposed chemicals have been checked and are suitable (resident to test a small area first). Cllrs unanimously agreed to accept the offer and thanked the resident for his offer. HPC to pay for the chemicals | BH |
|  |  | **V** | **Quote from Garden Designs for greens maintenance for 2021/22:** Deferred while clerk obtains other quotes | BH |
|  |  | **vi** | **Any other Green items:**  |  |
|  |  |  | **Arthur Jacob Nature Reserve:** Signage, maintenance and usage – see 5Av |  |
|  | H | **Devolved Services**: Apology received from Director of Adults Health and Commissioning – she had not intended to “not clearly identify the unique roll that Parish Council play.” As you may be aware, the Royal Borough has approved its **Transformation Strategy** which is intended to transform our services by developing new community centric ways of working that empower residents and stakeholders to work alongside us to achieve our vision and strengthen our partnership working across the authority and with our partners to ensure everyone is working to the same end of improving outcomes for all.” |  |
|  | II | LEFT BLANK |  |
|  | J | **River Thames Scheme report and Waterways reports**: Cllr Larcombe’s report to be sent out with minutes. To be added to next agenda | BH |
|  | K | LEFT BLANK |  |
|  | L | **Liaison Meeting (Parish & RBWM):** No update available: Zoom meetings are being arranged |  |
|  | M | LEFT BLANK |  |
|  | N | **NAG Report / Police issues:** |  |
|  |  | **i** | **NAG group**: NAG group meeting due for early December didn’t happen. Clerk chasing new date.  | BH |
|  |  | **ii** | **Other Police / NAG issues** – Clerk received a message from local farmer advising that he had received a number of complaints about quad bikes and off road bikes “racing around Horton roads and fields” and driving on pavements and on the wrong side of the road, and that he had reported them to the police but had no response. Info has been emailed to neighbourhood police team for comments, and farmer has been asked to ask residents to report future instances direct to the police. [However the complaint was logged and included in TVP Alert report dated 18/1/21] |  |
|  |  | **iii** | **Request for increased lighting on Memorial Green:** See #03B |  |
|  | O | LEFT BLANK |  |
|  | P | **Parking, Speeding and other Highways issues:** Any current issues |  |
|  |  | **i** | **Speeding in Coppermill Road**: RBWM have confirmed they will be installing a temporary road traffic management scheme in Coppermill Road in the next few weeks. Please click on the link to see the proposed initial sites for the equipment (<https://drive.google.com/file/d/17qIHcIJkisIWEPrZjvukLQuHbjBki8F_/view?usp=sharing>) The drawing shows the build outs as permanent features, RBWM are proposing to initially introduce a trial scheme at these 8 locations using temporary features. They would look to implement the permanent scheme later in the spring subject to satisfactory results from the trial scheme and positive public feedback. Once a consultation document is available we will let people know but in the meantime please send comments to Clerk@HortonParishCouncil.gov.uk. Clerk to add info to website, and to let the neighbourhood police team and waste collection team know [and 305 & 10 bus providers]. Cllrs discussed that this may cause chaos given the number of parked cars on the road (increased number during lockdown) but on balance this will help slow vehicles down and that is our objective. Cllr Patel has walked the plan and suggested there may be too many bump outs: best to see how it goes and see people’s reactions. The suggestion of speed bumps was raised but this has been raised in the past and RBWM have recommended the bump outs (and any change to the plan at this stage would delay implementation) Cllr Cole asked if repeater 30mph signage could be requested as the street lamps are not at the appropriate distances. Clerk to look into this, and to chase RBWM re consultation (where and when and how) | BHBHBH |
|  |  | **ii** | **Pavement parking (Milton Close)**: Deferred to next meeting |  |
|  |  | **iii** | **24677-13016 Damaged fence outside Berkyn Manor Farm:** No update available, clerk to chase |  |
|  |  | **iv** | **24677-42831 Flooding between 5 Bells / St M Reported** works will be carried out by 15/02/21 |  |
|  |  | **v** | **Flooding on Stanwell Road near Champney Close –** Cllr Cannon escalated to management |  |
|  |  | **vi** | **Other parking, speeding and highways issues:** None |  |
|  | Q | **Flytipping & Waste:** Any current issues |  |
|  |  | **i** | **24677-23181 Fly tipping outside Asquith Court:** Clerk chasing RBWM regularly. All info has been forwarded to Cllr Cannon | BH |
|  |  | **ii** | **Fly Tipping prosecution and monitoring:** Tony Robinson at RBWM arranging for District Enforcement to visit Park Lane and AJNR to check for evidence of origin of fly tipped waste. He will also look into legislation and costs regarding us installing our own CCTV, and dummy CCTV. Clerk to chase | BH |
|  | R | **Parish Council Reps:** Updates if applicable |  |
|  |  | **i** | **Play equipment Rep:** Cllr Gibbons was unable to attend. Clerk to email and ask for updates re condition of equipment **New Risk Assessment, cleaning equipment, inspection training:** Deferred**Maintenance quotes**: Neither Cllr Gibbons or Cllr McAuley were able to attend the meeting. Cllrs are concerned that we have made no progress towards carrying out the maintenance works recommended in August. Clerk to email both and ask for updates re condition of equipment and recommendations for repair / maintenance works | BHBHBH |
|  |  | **ii** | **Policies to be proposed for adoption:** (available from <https://tinyurl.com/HPCCllrsDrive> ) None at present |  |
|  |  | **iii** | **Defibrillator Guardians:** Cllrs Gibbons and Coogan and Clerk to report |  |
|  |  |  | Defibrillator Guardians Clerk reported: Equipment checked and all in order  |  |
| **Weekly**: Check the defibrillator is inside the cabinet. | Checked |
| **Weekly**: Check the “green” ready light is on. | Checked |
| **Monthly**: Check pad expiry. (If less than one month order new pads via the defib supplier). | 09/2021 |
| **Monthly**: The keypad lock may need spraying with WD40 or similar. | Checked |
| **Monthly**: Check the battery is okay. | checked |
|  | S | **Parish Summit:** No update available |  |
|  | T | Left blank |  |
|  | U | **Training update:** No update available |  |
|  | V | **Horton Village as a Conservation Area:** Cllr Cole will look at the Conservation Area documents and see if we can proceed. Clerk for forward the documents she has | NCBH |
|  | W | **Website:** New Website up and running – comment and feedback? |  |
|  | X | LEFT BLANK |  |
|  | Y | **Community Right To Buy**: Chased. Cllrs are concerned about the Crown (looks boarded up but is still open, serving takeaways Wednesdays to Sundays) and also the 5 Bells (Horton Arms) due to lack of maintenance. Clerk to add 5 Bells to CRTB register | BH |
|  | Z | **Any communications received after the agenda has been published\*:** None |  |
| **#07** |  | **Other Communications or Consultations:** |  |
|  | A | **Any communications received after the agenda has been published**\*: None |  |
|  |  | **Complaints re Cemex field east of Welley Road:** It appears Cemex have used unwanted equipment to secure the fencing but residents have complained it’s an eyesore. Clerk to message Cemex | BH |
|  |  | **Thames Valley Police consultation re front counter provision:** Clerk to object on behalf of Parish Council | BH |
| **#08** |  | **Financial** |  |
|  | A | **Any receipts:** to advise the Councillors of any receipts over & above the precept and the compensating grant: none |  |
|  | B | **VAT Update:** No update available |  |
|  | C | **Payment of invoices:** to receive for approval a list of invoices received: Proposed and seconded (Cllrs Crame and Bovingdon) Clerk to arrange payment | BH |
|  |  | **Date** | **Payee** | **Invoice** | **Description** | **Value £** |  |
|  |  | 15/12 | Neil Cole | 61771190 | zoom | 11.99 | BH |
|  |  | 15/12 | B & B Hickley | Month 9 | Use of home and “petty cash” purchases | 60.00 | BH |
|  |  | 15/12 | B & B Hickley | Month 9 | Wages (132.91 + 807.66) | 940.57 | BH |
|  |  | 15/12 | HMRC | Month 9 | B & B Hickley | 26.34 | BH |
|  |  | 15/12 | Berkshire Pension | Month 9 | B & B Pension | 303.11 | BH |
|  | D | **Accounts For previous Q submitted for approval.** Please see Q2 Final version in shared drive: This has not been reviewed by Cllrs. Clerk to send document by email | ALLBH |
|  | E | **Audit Status & Actions:** None to report |  |
|  | G | **Budget & Precept:** Clerk presented a pie chart (as requested) to show the breakdown of budget items (appendix A), and answered questions. The Clerk & RFO asked Cllrs consider a precept (band D) of £91.67 (up from £72.67) an increase of 26% (some will be funded from reserves). Cllr Cole proposed increasing the precept more so all expenditure was covered by the precept not reserves. Clerk and RFO explained this was something that needed to be considered on the first presentation of the budget (December) not a few days before it needs to be received at RBWM. Cllr Crame proposed the band D precept be raised to £91.67, seconded Cllr Bovingdon. Cllr Cole abstained, all other Cllrs in favour | RFO+BH |
|  |  | **RBWM budget consultation:** You can your say at <https://rbwmtogether.rbwm.gov.uk/royal-borough-of-windsor-and-maidenhead-2021-22-budget-consultation> |  |
|  | H | **Any other Finance items received after the agenda has been published\*:** None |  |
| **#09** |  | **Questions from the public: (If appropriate):** None | *1:19:30* |
| **#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. |  |
|  |  | Meetings to be held on Zoom. The link is available from the Parish website (meetings page). Please read the “Meetings Rules” and the “Public Participation at Meetings” documents |  |
|  |  | Tuesday 16th February 2021 | Tuesday 20th July 2021 |  |
|  |  | Tuesday 16th March 2021 | Tuesday 17th August 2021 |  |
|  |  | Tuesday 20th April 2021 | Tuesday 21st September 2021 |  |
|  |  | Tuesday 18th May 2021 | Tuesday 19th October 2021 |  |
|  |  | Tuesday 25th May 2021 (APM & APCM\*) | Tuesday 16th November 2021 |  |
|  |  | Tuesday 15th June 2021 | Tuesday 21st December 2021 |  |

END OF MINUTES

The meeting finished at 20:42

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

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Appendix A

Total budget shown by item

