**Horton Parish Council**

**VIRTUAL MEETING** on **Tuesday 23rd March 2021**

**Minutes**

|  |  |  |  |
| --- | --- | --- | --- |
| **#01** |  | **Councillors** |  |
|  | **A** | **Present:** Cllrs Cole, McAuley, Dunga, Patel, Crame, the Chair Cllrs Bovingdon, Ward Cllrs Cannon, Larcombe and Muir, one member of public and the clerk, Benta Hickley**Apologies:** Cllrs Coogan and Gibbons**Declaration of interest**: None |  |
|  | **B** | Public Participation document and the Meetings Rules were summarised.**Questions from the public**: none |  |
| **#02** |  | **Statutory items:**  |  |
|  | **A** | **Recording of the meeting:** Themeeting was recorded |  |
|  | **B** | **Minutes of previous meeting for approval:** Propose and seconded (Cllrs Cole and Patel) | BH |
| **#03** |  | **Matters arising from previous meetings of the Parish Council (unless due to be covered later):**  |  |
|  | **A** | **Broadband**: see Broadband document on shared drive for recent info <https://tinyurl.com/HortonBroadband>. Clerk has had a call from Openreach. There **IS** a preliminary project covering our villages Requested by the Government, it is in the \***very**\* early stages: currently surveying and then costings, with an estimate that it \***may**\* start by Q3 next year. They do not have confirmed addresses and the website doesn’t even show anything yet. They suggest we check [https://www.openreach.com/fibre-broadband](https://www.openreach.com/fibre-broadband?fbclid=IwAR0SJA8O9UfLzXAPRMA_mEuK1tmewb7g8EgaeY02KJlW-UNh0-smnr4fNDg) in the autumn of 2021 and it should show the project status. The “check my availability” button on the page currently shows that at least some (for example) Coppermill properties have Fibre to the Cabinet - these residents should contact their provider to see what can be done in the meantime. |  |
|  | **B** | **Lighting on Memorial Green**: (including power pole): Cllr Patel and the clerk met the contractor and they discussed another alternative. Contactor to get new quotes. Cllr Patel proposed a subcommittee of himself and Cllrs Crame and Gibbons. Seconder Cllr Crame. All agreed |  |
|  | **C** | **Royal Letter box:** Has been reported to Royal Mail and they have acknowledged our request |  |
|  | **D** | **Memorial Clean**: Terry Doe thanked the Cllrs for their message and is happy to keep up the maintenance. Cllrs agreed this could be done without need for reference to the Cllrs | BH |
|  | **E** | **Any other matters arising from the previous minutes\*** None |  |
| **#04** |  | **Planning applications and Highways:** |  |
|  | **A** | **Planning Applications received**: 5 applications have been received. Details available from clerk or RBWM planning web pages. None are considered to be contentious – Planning lead to send usual answer under previously agreed powers | JC |
|  | **B** | **Planning Applications decided by RBWM**: Details available from clerk or RBWM planning web pages.  |  |
|  | **C** | **Planning Enforcement and Complaints**: Clerk is chasing RBWM for action | BH |
|  | **D** | **Other planning issues, decisions and appeals**:  |  |
|  |  | i | **HMO (House of Multiple Occupancy, (**in Housing directorate**) concerns detailed on shared document**. Ask Clerk or Planning Lead for link to shared HPC/RBWM document. Cllr Crame has asked for a FOI reply regarding who at RBWM is responsible for HMOs, what are the criteria for approving and what is the schedule of subsequent checks? |  |
|  |  | ii | **58 Coppermill Road (appeal)** RBWM have confirmed that HPC can submit comments in respect of planning appeals |  |
|  |  |  | **Planning applications awaiting decision**: No action required by HPC |  |
|  | **E** | **Other Planning related items** |  |
|  |  | i | **CIL update: no update**  |  |
|  |  | ii | **Any further Planning issues:** None |  |
| **#05** |  | **Clerk’s report / Chairman’s Communications / RBWM Communications:** |  |
|  | **A** | Clerk’s Report: (inc message from Clerk & RFO) |  |
|  |  | i | **Parish Noticeboard:** Cappagh have agreed to fund a new Parish Noticeboard. Once the funding has been received one will be ordered and installed near Champney Hall |  |
|  |  | ii | **No 10 bus and 305 bus service**: RBWM have confirmed the number 10 will be funded until the end of the school year while they look to identify viable long term funding. The borough do not propose withdrawing support for the 305 although they may need to adjust the operating hours |  |
|  |  | iii | **Virtual meetings**: In view of the legislation allowing virtual meetings only being in place until 7th May it was agreed to bring the Annual Parish Meeting and the Annual Meeting of the Parish Council forward to Tuesday 4th May (proposed and seconded Cllrs Crame and Patel) Cllr Cole to please set up Zoom link | BHNC |
|  |  | iv | **Training / ILCA update:** Clerk has completed the ILCA Course: This has taken 12 hrs. It was proposed and second (Cllrs Crame and Patel) that she be paid (time) for her hours | BH |
|  |  | v | **Parish Council Agenda Appendix:** Clerk is trialling an appendix method to cut meeting time. Please forward comments and suggestions to the clerk | all |
|  | **B** | Tree inspection: No update | BH |
|  | **C** | **i** | **Powerpole on Memorial Green:** Power has been disconnected from the pole to make it safe. This will be repaired when the additional lights are installed on the green |  |
|  |  | **ii** | **Milton Close footpath:** RBWM are liaising with Abri regarding the unauthorised footpaths from the maisonettes to the public footpath |  |
|  | **D** | **Any other items received after the agenda has been published\***  | BH |
|  |  | i | Clerk advised the Wraysbury Parish Council and some others are encouraging people to adopt a street or become a litter ambassador. Cllrs asked her to look into costs  | BH |
|  |  | ii | Clerk has received street cleaning schedule (frequency), contact details for RBWM infrastructure and commissioning service and RBWM response time frames for reported items. Please contact clerk for copies |  |
|  |  | iii | Fencing has been removed between Poyle Poplars and Stanwell Road allowing access for quad bikes and off road bikes. Clerk has reported this to Slough BC and the RBWM. Cllr Cannon to check who is responsible | DC |
| **#06** |  | **To receive reports from Borough Councillors or Parish Councillors or others** |  |
|  | **A** | **Ward Councillors’ reports:** Cllr Larcombe reported that the RST petition created by Wraysbury PC had exceeded 1500 signatures so was due to be discussed by the Borough Council. The Horton stretch of Welley Road looks like a disaster zone. The fallen/cut trees at Welley Corner have been cut but left, and the earth bund is being increased in size which is causing damage to the fence. Cllr Larcombe will report as it is flytipping and dangerousCllr Muir reminded Cllrs about the library consultation and that our nearest library is in Datchet and is under threatCllr Cannon reported that he is chasing RBWM for a more regular commitment re gulley cleaningCllrs asked questions about HMO properties (A: they come under Environmental services / housing) District Enforcement (they are present in the towns but are called to every report of fly tipping to look for identifying information) Police presence (he will bring it up again with them) and why RBWM is aware of the Datchet Corona volunteers but doesn’t seem to know that Wraysbury and Horton Voluntary Care even exists ie recognition of what they do and provision of vaccinations (Cllr Cannon is very concerned that they were not aware and we are forgotten about). Cllr Cannon reported that concerns re levels of policing evidenced in the ward have been flagged to the police superintendent | EL |
|  | **B** | Borough Local Plan:  |  |
|  | **C** | Corona Virus / COVID19:  |  |
|  | **D** | **DALC /BALC / HALC / NALC updates**: Clerk reminded the Cllrs that these are added to the shared drive each month |  |
|  | **E** | ECO / Climate Change Committee:  |  |
|  | **F** | **Flood Warden’s report:**  |  |
|  |  | i | **EA Signage in Horton:** The EA have finally removed the sign at the top of Coppermill Road that always declared “there is no flood alert” However the supports for the signage are still in situ and it is hopes that a sign advising residents as to how they can register for flood alerts will be installed. The clerk is chasing EA |  |
|  |  | ii | **Land east of McAllisters:** Following complaints the clerk has written to McAllisters asking that the storage is kept tidy partly for aesthetic reasons and partly to prevent items ending up in the river. Cllr McAuley reported that McAllisters have put up a fence |  |
|  | **G** | **Greens Report:**  |  |
|  |  | i | Clerk asked for quotes for the annual works from ten contractors and quotes have been received from two (Garden Designs and Tactical). The quotes were comparable (appx 1.5% difference). It was proposed and seconded (Cllrs Crame and Cole) that we retain Garden Designs’ services. All in favour. Clerk to advise Contractors | BH |
|  |  | ii | WindowFlowers have quoted £612.50 for the usual seven summer hanging baskets (first increase in a while, +3%) Proposed and seconded (Cllrs Bovingdon and McAuley) | BH |
|  |  | iii | There is a white wooden box and an animal trap on Champney playing field. Clerk and Community Warden have been unable to remove them. Garden Designs to be asked to remove them (proposed and seconded Cllrs Crame and Patel) | BH |
|  |  | iv | The benches along Horton Road have been installed, and the family that requested them have contacted the clerk to thank the Parish Council |  |
|  | **H** | Devolved Services:  |  |
|  | **I** | LEFT BLANK |  |
|  | **J** | **River Thames Scheme report and Waterways reports:** Cllr Larcombe advised he was disappointed that the information regarding channel 1 had been removed from the Environment Agency and Government website and channels 2 and 3 had been renamed (Runnymede Channel and Spelthorne Channel). His latest monthly report is in the shared drive. Cllr Crame to write to RBWM to advise that we are against the dropping of Channel 1 and to ask what is being done to protect Horton. [Wraysbury Parish Council invited representatives from HPC to an extra-ordinary meeting regarding this matter – it was decided that our message would be deferred until WPC Chair had written to RBWM so we could comment on her letter] Clerk reported that she had replied to Cllr Cannon and the EA suggesting what should be considered to protect the village, and had received an acknowledgement | JC |
|  | **K** | LEFT BLANK |  |
|  | **L** | **Liaison Meeting (Parish & RBWM):** Wednesday 17th March. We had submitted most of our queries in advance, and answers had been obtained. However it was noted that one attendee had been invited in error and spend well over an hour at the meeting unnecessarily. During the meeting three “all parish clerks” emails were referred to which the clerk had not received. She queried this twice but was assured the sender had the right email address – and subsequently received an apology that she had been missed off the distribution list. Finally we had raised a number of planning (and HMO) issues and asked for a member of those teams to be present but they were not represented. They advised that there had been 28 cases investigated by District Enforcement in Datchet Horton and Wraysbury in the last 5 months but most of these were minor infringements |  |
|  | **M** | LEFT BLANK |  |
|  | **N** | **NAG Report / Police issues**: 1st March. Clerk and Cllr Crame reported on a number of issues:* Police have been asked to be more visible (inc FB posts, visits to shops etc)
* There are Covid Cars dealing with covid related issues
* CO2 canisters and flytipping should be reported even on private land
* Double yellow lines outside the school are being replaced with no loading zones
* Legislation will soon make pavement parking an offence
* Bollards will be installed at the end of Park Lane to prevent access by quad bikes to the path between the lakes. To be funded by RK Leisure
* Next meeting will be hosted by Wraysbury on 1st June
 |  |
|  | **O** | LEFT BLANK |  |
|  | **P** | **Parking, Speeding and other Highways issues:** * Cllrs raised concerns about Coppermill Road bumpouts (inadequate priority signage and unable to see the bumpouts at night): Clerk to raise these items with the project team. The consultation has been sent to residents on Coppermill Road. Clerk was asked to promote the consultation on Facebook. Residents have reported the bus has been seen speeding – Clerk has asked for bus number and appx time and will take this up with the bus company
* Clerk has arranged a meeting with RBWM Parking Principle and contracts manager to review parking at Milton Close. (new legislation will make pavement parking an offence) Cllrs Patel and Bovingdon hope to attend, and clerk has invited a representative from Abri to attend. The plot next to number 12 belongs to Abri and has previously been used for parking
* Clerk has reported the No Entry signage on Horton Road as being faded and dirty. The road markings have now been repainted
 | BH |
|  | **Q** | **Flytipping & Waste**: Cllr Cannon reported that District Enforcement was attending every report of flytipping checking for identifiable material that can be pursued. RBWM are creating Public Spaces Protection Order which will allow District Enforcement to enforce dog fouling, and will bring them out to the rural areas more often |  |
|  | **R** | **Parish Council Reps:**  |  |
|  |  | i | **Play equipment Rep**: Report from Cllr Gibbons, & update regarding repairs: Recommended works have been carried out on wooden play equipment. Remaining items will be carried out when better weather can be expected |  |
|  |  | ii | **Policies to be proposed for adoption** (Current versions available on website)  |  |
| a | Standing Orders : adoption proposed and seconded Cllrs Dunga and Patel | BH |
| b | Code of Conduct: The LGA has created a new version for all local governments to use. RBWM is assessing this (concerns that there are no meaningful sanctions). Clerk asks that this is deferred until RBWM propose its adoption. Proposed and seconded Cllrs Crame and Dunga | BH |
| c | Privacy policy: adoption proposed and seconded Cllrs Crame and Dunga | BH |
| d | Meeting Rules (*deferred- to be* *combined with public participation)* | BH |
| e | Communication policy: adoption proposed and seconded Cllrs Crame and Dunga | BH |
| f | Sickness & absence policy: adoption proposed and seconded Cllrs Crame and Dunga | BH |
| g | Health & Safety policy: adoption proposed and seconded Cllrs Crame and Dunga | BH |
| h | Equal Opportunities policy : adoption proposed and seconded Cllrs Crame and Dunga | BH |
| i | Expenses policy: adoption proposed and seconded Cllrs Crame and Dunga | BH |
| j | Grievance policy: adoption proposed and seconded Cllrs Crame and Dunga | BH |
| k | Equality & Diversity policy : adoption proposed and seconded Cllrs Crame and Dunga | BH |
|  |  | iii | **Defibrillator Guardians:** Cllrs Gibbons and Clerk report 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:** Training is currently free and each Cllr should be looking at the list of available courses and booking themselves onto at least one |  |
|  | **V** | **Horton Village as a Conservation Area:** Cllr Cole reported that he was looking into the paperwork and the past records. The Parish Council needs to consider what it wants to conserve as this information will be needed. He has requested historic information from Beaconsfield library but it may be a while as they are closed due to Covid. |  |
|  | **W** | **Website:** The hosts have confirmed that the domain has been renewed until 2023 |  |
|  | **X** | LEFT BLANK |  |
|  | **Y** | **Community Right To Buy:** The clerk is chasing this, and Cllr Cannon said he would too | DC |
|  | **Z** | **Any other updates received after the agenda has been published\*** None |  |
| **#07** |  | **Other Communications or Consultations:** |  |
|  | **A** | **HPC’s response to RBWM’s budget plans:**  |  |
|  | **B** | **Any communications received after the agenda has been published\*** |  |
| **#08** |  | **Financial** |  |
|  | **A** | **Any receipts:** none other than VAT refund (see below) |  |
|  | **B** | **VAT Update:** £3331.32 received in the last month |  |
|  | **C** | **Payment of invoices:** Proposed Cllr Cole and seconded Cllr Crame |  |
|  |  | 6-Mar | Garden Design | 3922 | Rose bed (extra) | 456.00 | RFO |
|  |  | 16-Mar | JRB Enterprise | 22218 | Dog glove bags | 107.22 | RFO |
|  |  | 16-Mar | B & B Hickley | Month 12 | Wages (132.91 + 807.66) | 940.57 | RFO |
|  |  | 16-Mar | HMRC | Month 12 | B & B Hickley | 26.34 | RFO |
|  |  | 16-Mar | Berkshire Pension | Month 12 | B & B Pension | 303.11 | RFO |
|  |  | 16-Mar | Sovereign/Alexanders | 116719/117016 | play equip repairs | 1538.33 | RFO |
|  |  | 16-Mar | Garden Designs | 3921 | Cut back grass verges at Milton Close | 654.00 | RFO |
|  |  | 16-Mar | B. Hickley/Universeal | 13581 | New Clean stone cleaner | 31.57 | RFO |
|  |  | 16-Mar | B & B Hickley/Morgan | SDN793347 | Reconditioned laptop from Morgan Computers | 326.94 | RFO |
|  |  | 16-Mar | B.Hickley/EE | Feb-21 | Mob top up + use of home | 60.00 | RFO |
|  |  | 16-Mar | Neil Cole | Mar-21 | Zoom | 11.99 | RFO |
|  |  | 16-Mar | Garden Designs | 3971 | Install benches |  | RFO |
|  |  | 16-Mar | Garden Designs | 3984 | regular maintenance | 465.00 | RFO |
|  | **D** | **Accounts For previous Q (3) submitted for approval**. deferred | BH |
|  | **E** | **Audit Status & Actions:** up-to-date Asset register (value £41,331.74 was proposed and seconded for adoption (Cllrs Crame and Bovingdon) | BH |
|  | **F** | **Any other Finance items received after the agenda has been published**\* Clerk advised that she and the RFO would like to advise the Cllrs that they are intending to retire next year so would like the Cllrs to start looking for a replacement clerk and RFO. They plan to leave once a replacement is found or December 2022 at the very latest. Benta would like to become a Councillor in the future and is happy to mentor any new starter if that is appropriate. Clerk to instigate recruitment procedure | BH |
| **#09** |  | **Questions from the public: (If appropriate)** |  |
|  |  | Any questions from the public: Member of the public reported that there had been a good police presence following an attempted burglary at the house opposite him. |  |
| **#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 20th April 2021 | Tuesday 20th July 2021 |  |
|  |  | Tuesday 4th May Annual Parish Meeting | Tuesday 17th August 2021 |  |
|  |  | Tuesday 4th May Annual Meeting of the Parish Council | Tuesday 21st September 2021 |  |
|  |  | 25th May 2021 (APM & APCM) Moved to 4th May | Tuesday 19th October 2021 |  |
|  |  | Tuesday 18th May 2021 | Tuesday 16th November 2021 |  |
|  |  | Tuesday 15th June 2021 | Tuesday 21st December 2021 |  |

END OF MINUTES

The meeting finished at 21:03

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