**Horton Parish Council**

**MEETING of the COUNCIL of the Parish of Horton**

on **Tuesday 17th August 2021**

**MINUTES**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#01** |  | **Councillors:** Invited**:** Chair Cllr Bovingdon, Vice Chair Cllr Gibbons, Cllrs Crame, Cole, Coogan, Dunga, McAuley, Patel | | | | | | | |  |
|  | A | **Present:** Cllrs Patel and Coogan, the chair Cllr Bovingdon, Ward Cllr Larcombe, 3 members of public and both the outgoing and the incoming clerks (Benta Hickley and Jayne Kennedy)  **Apologies:** Cllrs Crame, Cole and Dunga, and Ward Cllr Cannon  **Declaration of interest:** None | | | | | | | |  |
|  | B | **Public Participation document and the Meetings Rules:**  Members of the public were provided with a copy  **Questions from the public:** None | | | | | | | |  |
| **#02** |  | **Statutory items:** | | | | | | | |  |
|  | A | **Recording of the meeting**: The meeting was not recorded | | | | | | | |  |
|  | B | **Minutes of previous meeting for approval**: Proposed and seconded (Cllrs Bovingdon and Coogan) | | | | | | | | BH/JC |
| **#03** |  | **Matters arising from previous meetings of the Parish Council (unless due to be covered later):** | | | | | | | |  |
|  | A | **New Clerk**: Cllrs were advised that the new clerk has started and she and Benta are working together for the next month. Jayne will be answering the parish clerk phone and emails | | | | | | | |  |
|  | B | **Lighting proposal for Memorial Green**: Cllr Cole had sent an email advising that he objected to the proposed new lights. Cllr Patel advised that he and Cllr Cole had considered some alternatives so he asked that this item be deferred to next month. [*post meeting action – clerk has asked Cllrs Patel and Cole to liaise with RBWM and contractor and report back to HPC*] | | | | | | | | NC JP |
|  | C | **Litter at M25 J14:** Highways England / Connect Plus M25 have advised Colnbrook Community Association that they have provisionally booked a road closure for the week of 6th September to address the issue of litter | | | | | | | |  |
|  | D | **Any other matters arising from the previous minutes**\*:  Air Monitoring tubes: 4 of these have been sited in Horton and Wraysbury as part of a 12 month air quality study | | | | | | | |  |
| **#04** |  | **Planning applications and Highways: (see Planning appendix for details re items A-C)** | | | | | | | |  |
|  | A | **Planning Applications received**: 4 applications have been received since the last meeting. Planning Lead (Cllr Crame ) responding on HPC’s behalf as per previous authority other than (i) | | | | | | | |  |
|  |  | **i** | **21/02325/FULL** 23 Coppermill Road Conversion of the existing double garage to an ancillary granny annexe. To comply with openness and transparency this application was discussed (one of the applicants is a Parish Councillor). Questions were raised and answered regarding; no display of planning notice (none received); not on mains drainage (should be by the time these works are completed) and a window missing from the plans (apologies received: this was an error but applicant explained that the window is mostly blocked by a fence). It was agreed that HPC approved this application subject to the usual conditions (including ref to NP, future development rights being removed, neighbour’s concerns are taken into account, annex not to be used as a separate dwelling, and the property not be used as an HMO) | | | | | | | BH |
|  | B | **Planning applications awaiting a decision:**  9 applications are awaiting RBWM’s decision. No HPC action required | | | | | | | |  |
|  | C | **Planning Applications decided by RBWM since last HPC meeting**: 1 application has been decided since our last meeting. No HPC action | | | | | | | |  |
|  | D | **Planning Enforcement and Complaints**: 12 on-going issues. No HPC action | | | | | | | |  |
|  | E | **Other planning issues and appeals**: no new issues. No HPC action other than clerk to chase | | | | | | | |  |
|  |  | **i** | **Graveyard:**  Cllr Crame is continuing discussions with Cemex and RBWM | | | | | | | BH JC |
|  |  |  | **Section 106 Bridge:** Cllr Crame and Clerk are continuing discussions with Cemex and RBWM | | | | | | | BH JC |
|  | F | **Other Planning related items** | | | | | | | |  |
|  |  | i | **CIL:** no update | | | | | | |  |
|  |  | ii | **HMO:** no updates | | | | | | |  |
|  |  | iii | **Central and East Berkshire Joint Minerals and Waste Plan:** Cllr Crame plans to attend the enquiry and speak on the Parish’s behalf. She is mindful that she does not have the experience and qualifications that a professional would have and asks that the Council considers appointing a professional. The quote is for £1000. This was proposed and seconded (Cllrs Bovingdon and Coogan) Cllr Coogan mentioned an organisation dedicated to saving Bridleways – she will pass the info to the clerk | | | | | | | BH  EG  JK |
|  |  | iv | **In-and-Out drive:** Questions from the public include asking whether an in-and-out drive (without dropped kerbs) was permitted. Clerk to investigate | | | | | | | BH |
| **#05** |  | **Clerk’s report / Chairman’s Communications / RBWM Communications:** | | | | | | | |  |
|  | A | **Clerk’s Report:** | | | | | | | |  |
|  |  | i | **Sunnymeads Traffic Lights –** On-going issues, Borough now hope to secure funding to fully refurbish the signals next financial year | | | | | | |  |
|  |  | ii | **COVID lateral flow test kits:** These were available to be collected from Champney Hall for half a day a week for 4 weeks. 73 home testing kits were collected and 9 assisted tests were carried out | | | | | | |  |
|  |  | iii | **Number 10 bus:** The number 10 bus is unlikely to be reinstated but there is a possibility that the 305 service may be expanded | | | | | | |  |
|  |  | iv | **Milton Close grass area: :** Clerk met with reps from RBWM and Abri. The public land in front of the maisonettes is owned by RBWM and as such all changes must be agreed by them and to their standards. Abri have agreed to remove the ad hoc footpaths and will write to the residents advising that unauthorised changes are not permitted, that removal of any unauthorised changes with be at the cost of the resident concerned, and that this sort of action may affect their tenancy agreement | | | | | | |  |
|  |  | v | **Clerks’ Forum:** both clerks attended a forum of RBWM clerks which proved helpful and informative | | | | | | |  |
|  |  | vi | **Kingsmead Quarry:** Complaints have been received re the state of the road and have been passed on to Cappagh. They experienced a loss of water which affected the wheel wash (11th August) but this has now been resolved, and the road sweeper has cleared the mess. Please send photos or videos of future issues to the clerk | | | | | | |  |
|  |  | vii | **Remembrance Sunday –** Clerk had started the process to book the road closure etc. Cllr Bovingdon has agreed to provide the refreshments. The Councillors nominated Terry Doe to lay the parish wreath as a thank you for all the work put into renovating the memorial stone. Clerk to message him  Proposed Risk assessment is in the shared drive – please submit any suggested improvements or alterations to the clerks | | | | | | | BH  ALL |
|  |  | viii | **RBWM Chief Exec, Duncan Sharkey:**  has expressed an interest in meeting Horton Parish Councillors. Cllr Crame to organise | | | | | | | JC |
|  | B | **Chairman’s Communications:** None | | | | | | | |  |
|  | C | **RBWM Communications:** Members of public were advised that there would be a part two meeting regarding communication from RBWM | | | | | | | |  |
|  | D | **Any other items received after the agenda has been published**\* | | | | | | | |  |
| **#06** |  | **To receive reports from Borough Councillors or Parish Councillors or others** | | | | | | | |  |
|  | A | **Ward Councillors’ report:** Cllr Larcombe advised that there are on-going issues with the Wraysbury Drain (where land owners have blocked the flow of water by construction or backfilling the drain). RBWM have the powers to enforce the correct upkeep on these waterways but have not exercised these powers. There is not system or monitoring. Cllr Larcombe would like to see them fulfil their duty but is looking into taking the matter to the ombudsman if necessary. Also see #06/J  He raised the question as to why so many RBWM consultations seemed to be open over the summer holiday period when fewer people were available to comment. He raised the issue of Slough BC having declared bankruptcy. He also referred to an attack against him on Social Media: difficult for him to answer to the allegations as he does not have a social media presence. | | | | | | | |  |
|  | B | **Borough Local Plan (BLP):** Cllr Crame submitted a summary of the main changes in the BPL from Horton’s perspective. This includes positive items such as that the BLP now refers to Horton & Wraysbury’s Neighbourhood Plan, that the RTS is “safeguarded in case funding is secured” and that land east of Queen Mother Reservoir is included as suitable for housing. However it also advises that elements of green belt protection have been removed, land in Coppermill Road has been re-added as suitable for housing (24 units), that the GRT plan is still to be produced, and that parts of the village fall in a “reserved mineral extraction area” | | | | | | | |  |
|  | C | LEFT BLANK | | | | | | | |  |
|  | D | **DALC /BALC / HALC / NALC updates** | | | | | | | |  |
|  |  | i | latest newsletters available from <https://tinyurl.com/HPCCllrsDrive>. | | | | | | |  |
|  |  | ii | **DALC Meeting 26/5/21:** Report from Cllr Cole – deferred to next meeting | | | | | | | JK NC |
|  |  | iii | **HALC email re “levelling up”:**  (APPG on local democracy roundtable) Report from Cllr Cole – deferred to next meeting | | | | | | | JK NC |
|  | E | ECO / Climate Change Committee: | | | | | | | |  |
|  | F | **Flood Warden’s report**: Mr Parker reports that there has been no reply to his recent email to the environment Agency. He will contact them again | | | | | | | | DP |
|  |  | **Report on Flood Liaison Meeting 27th July:** Cllr Crame advised that she joined the meeting partway through a presentation **–** she has requested a copy of the full presentation but is yet to receive it. Can Cllr Cannon please assist | | | | | | | | DC |
|  | G | **Greens Report**: | | | | | | | |  |
|  |  | i | **Bench on Horton Road:** Jayflex have installed a replacement bench. Clerk has thanked them on behalf of the Parish Council | | | | | | |  |
|  |  | ii | **Tree inspection:** Tree inspector has quoted to inspect all the trees that are the Parish’s responsibility, but advises there is too much ivy grown for him to be able to carry out the works yet. The areas concerned are Champney Playing field, and the land south of the Old Rectory at Pickins’ Piece. Clerk asked if Garden Designs could be instructed to remove the ivy. Proposed and seconded (Cllrs Bovingdon & Patel) | | | | | | | BH |
|  |  | iii | **Any other greens items** (proposal for removal of square bin in playing field) deferred to next meeting | | | | | | | JK |
|  | H | **Devolved Service**s: Clerk reported that RBWM were likely to be devolving more services to Parish Councils (already the library has been, see last minutes). Some services – such as waste collection - are statutory, but provision of public waste bins are not so it is possible we may start to see public bins being removed (emptying cost appx £4:70/bin/week). Hopefully RBWM will give enough notice of services to be devolved that HPC can allow for retaining these services in the next budget | | | | | | | |  |
|  | I | LEFT BLANK | | | | | | | |  |
|  | J | **River Thames Scheme report & Waterways reports:** Cllr Larcombe advised that the borough had been negligent in not raising the required monies to create channel 1 of the RTS. He explained that when waters rise in Maidenhead they open the sluice gates at Taplow, filling the Jubilee Rover (funded by Environment Agency). This protects the upstream villages but results in large quantities of water leaving the Jubilee river at speed at Datchet. Datchet Parish Council have asked the EA to be considerate of circumstances downstream when they operate the gates but there is little evidence of this. The RTS is being funded by partnership funding - Cllr Larcombe has questioned the legitimacy of this as it appears to have moved from requesting funding to mandating funding and refusing benefits to those who could not pay. This equates to a localised tax and he questions whether DEFRA have permission to do this. There is a Datchet, Old Windsor and Wraysbury Flood Risk group looking at ways to minimise flood risk | | | | | | | |  |
|  | K | LEFT BLANK | | | | | | | |  |
|  | L | **Liaison Meeting (Parish & RBWM):** Benta has asked for this to be held before she leaves – awaiting RBWM’s reply | | | | | | | |  |
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|  | N | **NAG Report / Police issues**: Next NAG meeting due 7th September | | | | | | | |  |
|  | O | LEFT BLANK | | | | | | | |  |
|  | P | **Parking, Speeding and other Highways issues**: | | | | | | | |  |
|  |  | **i** | **Pavement parking at Milton Close:** RBWM have advised that Permit Parking restrictions could be implemented – Clerk has asked for more information | | | | | | | BH |
|  |  | **ii** | **Coppermill Road:** Cllr Crame has asked RBWM Project team to expedite the review of the consultation results, and future actions.  Members of the public asked about the temporary measures – can they either be removed or be correctly reinstated (the majority have moved either due to residents’ action or vehicles driving into them). Clerk to contact the project team | | | | | | | JC  BH |
|  |  | **iii** | **Foundry Lane:** Clerk has met with EA who advise they have asked AllWaste to add sleeves to all AllWaste lorry chains to reduce noise. Highways have installed bollards to prevent vehicles parking on Bridleway 4 | | | | | | |  |
|  | Q | **Flytipping & Waste:** | | | | | | | |  |
|  |  | **i** | **“No Flytipping“ signs**. Cllr Cannon advises that despite RBWM offering to install this signage on Horton road back in February he does not foresee this happening in the near future. | | | | | | |  |
|  |  | **ii** | **CCTV:** Clerk has requested costing for HPC to purchase a moveable CCTV unit which would be operated by RBWM – no reply yet | | | | | | | BH/JK |
|  | R | **Parish Council Reps:** | | | | | | | |  |
|  |  | i | **Play equipment** | | | | | | |  |
|  |  |  | a | **Report from Cllr Gibbons**: deferred to next meeting | | | | | | BH |
|  |  |  | b | **Update regarding repairs**: Clerk has chased contractor | | | | | | BH |
|  |  | ii | **Policies to be proposed for adoption** (Current versions available on website) | | | | | | |  |
|  |  |  | a | **Code of Conduct:** To be approved and adopted then to be signed by all Cllrs. This will not be printed in full but can be read on the HPC website (Publications page). Deferred until all Cllrs attend | | | | | | JK |
|  |  | iii | **Defibrillator Guardians**: report | | | | | | |  |
|  |  | iv | Defibrillator Guardians: Cllr Coogan and Clerk reported that equipment has been 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 | BH |
|  |  |  | 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**: | | | | | | | |  |
|  | V | **Horton Village as a Conservation Area**: deferred to next meeting | | | | | | | | JK |
|  | W | Website: no update | | | | | | | |  |
|  | X | **Bus provision in Horton:** see #05/Aiii | | | | | | | |  |
|  | Y | **Community Right To Buy**: Clerk is chasing RBWM | | | | | | | |  |
|  | Z | **Any other updates received after the agenda has been published**\* None | | | | | | | |  |
| **#07** |  | **Other Communications or Consultations:** | | | | | | | |  |
|  | A | **Items for future agenda**: Cllrs to advise Clerk of any items to be added: none | | | | | | | |  |
|  | B | **Parish Noticeboard**: Suppliers have apologised but cost of steel has increased significantly. They will be in touch when they can again quote the price previously quoted. | | | | | | | | JK |
|  | C | **RBWM Press Release re Flood Alleviation**: available from clerk and from shared drive. | | | | | | | |  |
| **#08** |  | **Financial** | | | | | | | |  |
|  | A | **Income**: Update re receipts (if applicable) None | | | | | | | |  |
|  | B | **VAT**: Update re VAT (if applicable) Claim has been submitted | | | | | | | |  |
|  | C | **Approval of payment of invoices**: to receive for approval a list of invoices received. Proposed and seconded Cllrs Bovingdon and Patel. Cllr Bovingdon signed the list, Cllrs Bovingdon and Patel to authorise the payments | | | | | | | |  |
|  |  | **DATE** | | | **PAYEE** | | **INVOICE** | **VALUE £** | |  |
|  |  | 17-Aug | | | Garden Designs | | 5129 | 525.00 | |  |
|  |  | 17-Aug | | | B&B Hickley expenses | | month 5 | 61.48 | |  |
|  |  | 17-Aug | | | B&B Hickley wages | | month 5 | 940.98 | |  |
|  |  | 17-Aug | | | HMRC re Hickley | | month 5 | NIL | |  |
|  |  | 17-Aug | | | Royal County of Berkshire Pension | | month 5 | 303.10 | |  |
|  |  | 17-Aug | | | Garden Designs | | 5152 | 717.00 | |  |
|  | D | **Section 137 / Chair’s fund payments** (S137 limited by legislation, Chair’s fund limited to £250 without meeting approval) Update if appropriate: None | | | | | | | |  |
|  | E | **Accounts For previous Q submitted for approval.** Q1 to be approved : proposed and seconded (Cllrs Patel and Bovingdon) | | | | | | | |  |
|  | F | **Audit Status & Actions**: Still awaiting report from external auditors | | | | | | | |  |
|  | G | **Any other Finance items received after the agenda has been published**\* None | | | | | | | |  |
| **#09** |  | **Questions from the public: (If appropriate): Non** | | | | | | | |  |
|  |  | Questions were answered during the body of the meeting | | | | | | | |  |
| **#10** |  | **Dates of future meetings**: 2021, Third Tuesday of each month | | | | | | | |  |
|  |  | Please read the “Meetings Rules and Public Participation at Meetings” document | | | | | | | |  |
|  |  | Tuesday 21st September 2021 | | | | Tuesday 16th November 2021 | | | |  |
|  |  | Tuesday 19th October 2021 | | | | Tuesday 21st December 2021 | | | |  |

END OF MINUTES

The meeting finished at 8:32pm

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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| **2021 08 17 Planning Appendix (as at 2021/08/11)** | | | |  |  |  |  |  |
| Ref | date | address | details | No action from HPC | HPC to respond | HPC responded | awaiting RBWM decision | Decided |
| **4A: New applications received since last meeting** | | | |  |  |  |  |  |
| 21/02325 | 04/08/2021 | 23 Coppermill Road | Conversion of garage to ancillary granny annex |  | by 1/9 |  |  |  |
| 21/02299 | 26/07/2021 | Brookfield Park Lane | Non material amendments to planning permission 21/00041/FULL to change the roof from hipped to gable ends and reduce the number of pillars on the East elevation from x5 to x4 |  |  |  |  |  |
| 21/02270 | 22 Jul 2021 | 8 Coppermill Road | Details required by Condition 3 (Landscaping) of planning permission 21/00694/FULL for the Installation of electronic vehicular entrance and exit roller gates and new fence panels between the existing wall piers. |  |  |  |  | permitted |
| 21/02108 | 08/07/2021 | 4 Colne Bank | Certificate of lawfulness to determine whether the proposed single storey side and rear extensions, following demolition of the existing garage and conservatory is lawful |  |  |  |  |  |
| 21/02258 | 21/07/2021 | 175 Coppermill Road | Single storey rear extension no greater than 7.73m in depth, 2.80m high with an eaves height of 2.53m. |  |  |  |  |  |
| **4B: Applications awaiting decision from RBWM** | | | |  |  |  |  |  |
| 21/01591 | 24/05/2021 | 121 Coppermill Road | Replacement Dwelling |  | by 24/6 | 30/5/21 |  | 06/08/2021 decision o/s |
| 21/01676 | 01/06/2021 | 66 Coppermill Road | Alterations to the roof to include 1no. rear dormer, hip to half hip, half gable extension and 2no. rooflights. |  | by 2/7 | 21/7/21 |  | 06/08/2021 decision o/s |
| 21/01923 | 21/06/2021 | Horton Brook Quarry Horton Road | Screening Opinion from the Council under Regulation 6 (1) of the Environmental Impact Assessment Regulations 2017 ("the EIA Regulations"), to confirm whether or not there is a requirement for an Environmental Impact Assessment ("EIA") in respect of the proposed use of land at Horton Quarry for a permanent waste and recycling facility processing only inert wastes. Open for comment |  |  |  |  | 06/08/2021 decision o/s |
| 21/01931 | 23/06/2021 | 193 Coppermill Road | Single storey front, side and rear extensions and alterations to fenestration. Open for comment |  | 23/7/21 | 16/7/21 |  | 06/08/2021 decision o/s |
| 21/01983 |  | Brookfield Lodge | Application to join house and sunroom. 8/7/21 JC has asked RBWM when B House subdivided to two properties. Chased 16/7/21 |  | 4/8/21 | 8/7/21 |  | 06/08/2021 decision o/s |
| 21/01984 |  | Brookfield Lodge | Application to join house and sunroom. 8/7/21 JC has asked RBWM when B House subdivided to two properties. Chased 16/7/21 |  | 4/8/21 | 8/7/21 |  | 06/08/2021 decision o/s |
| 21/01111 | 23/04/2021 | Brookfield Cottage | Installation of electronic vehicular entrance gates |  | 21/5/21 | 16/5/21 |  | 06/08/2021 decision o/s |
| 21/00694 | 15/03/2021 | 8 Coppermill Road | Installation of electronic vehicular entrance and exit roller gates and new fence panels between the existing wall piers. |  | 12/4/21 | 9/4/21 | 08-Jul | permitted |
| 21/01100 | 08/04/2021 | The Firs, Mill Lane | Part single part two storey side/rear extension to create x1 dwelling, following demolition of the existing garage. |  | 11/5/21 | 22/4/21 |  | 06/08/2021 decision o/s |
| **4C: Applications decided since last meeting** | | | |  |  |  |  |  |
| 21/01584 | 21/05/2021 | The Haven Mill Lane | New outbuilding to be used ancillary to the main dwelling following the demolition of the existing garage. |  |  |  | 23-Jul | permitted |