**ANNUAL PARISH MEETING**

of the **PARISH OF HORTON**

held by Zoom

**at 7.30pm on** **TUESDAY 4TH MAY 2021**

**MINUTES**

|  |  |  |
| --- | --- | --- |
| **1** | **Present:** Neil Cole, Freda Bovingdon, Benta Hickley, Janet Crame, Carly Gibbons, Carolyn Wheeler and Mannie Bhui  **Apologies:** Eileen Coogan and Jaimin Patel and Ward Cllrs Cannon and Larcombe  **Declaration of interest:** None |  |
| **2** | The chair of the Parish Council chaired this meeting  The attendees were asked if anyone objected to the meeting being recorded: all in favour  **Minutes of previous (2019) Annual Parish Meeting for approval:** Proposed and seconded (Neil Cole and Freda Bovingdon). All in favour | BH |
| **3** | **Matters arising from previous Annual Parish Meeting: (unless addressed in HPC Chair’s Annual Report):**  None |  |
| **4** | **Annual Report from Horton Parish Council Chair, Cllr Bovingdon:**  See Chair’s report as appendix A  Cllr Bovingdon also added she would like to thank our volunteer Flood Warden, Duncan Parker as well as Jane Williams and Simi Ryatt who fill the doggy waste bag dispensers | BH |
| **5** | **Annual Report from Horton & Wraysbury Ward Councillors (by invitation):** Not available |  |
| **6** | **To receive the provisional Champney Hall Management Committee Accounts and a short report:** See appendix B |  |
| **7** | **To receive the provisional Horton Parish Council Accounts:** See Appendix C |  |
| **8** | **To receive any suggestions for projects to be considered and budgeted for to benefit the residents of Horton:** None |  |
| **9** | **To receive, for discussion, any matters that electors registered in the parish of Horton may wish to raise):** None |  |

**The meeting closed at 19:53**

APPENDIX A

**HPC Chair’s report 2019 - 2021**

The last year or so has been a strange year for all of us with various lockdowns and tier restrictions affecting everyone. Shielding and isolation has meant some residents haven’t been out of their homes while others have stepped in to help by delivering shopping, prescriptions, hot meals and other necessary services. I’m proud to be Chair of the Parish Council in a village that, along with Wraysbury, has managed this experience so well, and would like to especially thank Janet Crame and the Wraysbury and Horton Voluntary Care team for all the support they have provided residents in both villages!

The Parish Council has kept working throughout the pandemic: we had to learn about Zoom and on-line meetings and how we could best continue the work of the Parish Council without putting any volunteers or staff at risk

Sadly we lost Cllr Jillian SinclairHill at the beginning of 2020. She had lived in the village for many years and had been a long standing member of the Parish Council. See the June 2021 edition of the Wraysbury News Magazine for details of her fascinating life.

The Memorial Green is undergoing a slow makeover – new flower troughs a few years ago, replacement Victorian style street lanterns in 2019 and recently the uplighter for the Turkey Oak has been replaced. Also the memorial stone has been cleaned by a group of volunteers who did a great job and the rose garden has had a makeover and is looking lovely – thank you to all who were involved. The street marking, (especially the ‘no entry’), have been repainted and the next step is additional lighting for the green and hopefully a coat of paint for the letterbox and a clean-up of the no entry sign.

We were very pleased to be able to support Swan Radio with a donation: they are a great source of local information. The mobile library has restarted its visits to Horton village every three weeks. Even during lockdown residents could request books by phone or email and collect them from the ‘book bus’. Please contact the clerk if you want more information. We have had a new website created for us (www.HortonParishCouncil.gov.uk) where we have much greater control over the content, and we arranged for new benches to be installed along Horton Road (towards Colnbrook).

We managed to hold a Remembrance Day Services and our annual Christmas & Carol event despite COVID restrictions: we all kept safe distances apart and had good weather for both events. The 2021 services are hoped to be held on 14th November and 9th December respectively.

We have been working with the Thames Valley Police Neighbourhood team and other partners that cover Datchet and Wraysbury as well as Horton. Our main issues have been speeding, flytipping, parking on pavements, illegal use of quad bikes and off road bikes, and sale of drugs. This multi-agency approach does mean that things are getting done, but it isn’t always possible to share the news with the general public. New legislation will soon make pavement parking illegal, so we are working with Abri (the housing association) and RBWM to look at how we can provide additional parking spaces in our problem areas, especially Milton Close.

There were a lot of complaints about the SERCO waste collection service during the start of lockdown: staff shielding and staff sickness led to staff having to cover for each other and not knowing the routes. It took a bit of time, and a lot of work from the Parish Clerk and Ward Cllr Cannon but things did improve!

Our usual responsibilities have continued: passing on reports of unauthorised use of land or building to the relevant teams at RBWM, ensuring that outbuildings and extensions were built to the size consented and used for the purposed declared; reporting flytipping and suspected unlicensed use of homes as HMOs (house of multiple occupancy) as well as dealing with various other matters and issues (see meeting minutes for more details). The Horton and Wraysbury Neighbourhood Plan has now been approved by the RBWM after our successful referendum and is a legally binding commitment. We are working with the Borough to ensure that planning applications are brought into line with the policies and laws relating to planning, and that approval is sought before building work commences. We and they are committed to ensuring that our community is protected from illegal development and intend to pursue enforcement actions where the law has been broken.

The Colne Brooke burst its banks earlier in the year. Whilst the waters rose alarmingly in many gardens, fortunately, very few houses were flooded. Our volunteer Horton flood warden and the Clerk responded very quickly to the situation and just as the sand bags arrived, the flood waters started to recede. The Flood Warden has been in regular contact with the Environment Agency letting them know when works are needed in our rivers. We have asked the EA to acknowledge the experience and knowledge the Flood Wardens have, and to listen to them when looking into local draining and flood issues. Sadly, RBWM feel unable to allocate sufficient funds to Channel 1 of the River Thames Scheme. We are pushing RBWM and EA to re-consider or as a last resort to find alternatives that will protect our villages from flooding.

Underneath Horton there is a large deposit of aggregate that can be used for buildings and for roads. This has resulted in the various quarries in and around the villages and as these are nearing the end of their usefulness consent is being sought for other sites, and for filling the existing quarries. These works bring heavy vehicles, noise, dust, traffic congestion and air pollution and the Cllrs spend a lot of time in trying to get these concerns acknowledged and minimised.

Another recent issue has been broadband: speeds in most of Horton (and Wraysbury) are particularly poor. Residents and the Parish Clerk are working with the various bodies involved to try and get existing services replaced by fibre. Clerk has created a shared document (available at https://tinyurl.com/HortonBroadband) detailing actions to date.

We are in the process of refurbishing the play equipment on Champney playing field: hopefully it will be finished by the time you read this. If you do notice any vandalism or damage please always report it to the clerk.

We hope that Parish Council meetings will soon be able to be held in Champney Hall. They are generally held on the third Tuesday of the month from 7:30pm. Members of the public are welcome (and encouraged) to attend, and at present we have a vacancy for a Parish Councillor. If you are interested in supporting the Community as a Parish Councillor, please contact the Clerk.

As Chair, I would like to thank all the Councillors who represent the residents by being on the Parish council. It is recognised that this is a voluntary commitment and all give up a significant amount of time to attend meetings and ensuring their other responsibilities are given full attention. Their involvement is very much appreciated.

Freda Bovingdon

Chair, Horton Parish Council

APPENDIX B

**Champney Hall Management Committee Finance Report 2019 - 2021**

Good Evening All,

For those of you that may not know me I am Carly Gibbons, I have lived in the village for 9 years now but was brought up in Wraysbury. I am one of Horton’s Parish Councillors dealing with fly tipping and I also assist with Wraysbury News and Wraysbury & Horton Voluntary Care Facebook pages to ensure they run smoothly and provide up to date information for the local community.

I took on the role as treasurer at the end of October 2020 after the Management Committee were informed that Stuart was moving away to be closer to his family. On behalf of all of us we would like to thank Stuart for all his hard work and support over the years.

In the financial year 2019 – 2020 Champney Hall was rented out to several groups including Slimming World, Dance, yoga and of course Pumpkins preschool. In addition to this income, we were extremely fortunate to receive an anonymous donation in March 2020 which left us with a closing balance of £14,522.32.

Due to the global pandemic, it has meant very little income for 2020- 2021 although Pumpkins did operate when they could. We were also able to support the NHS by making the main hall available to train ambulance crews and when restrictions were lifted Pumpkins provided a Mother & Toddler group which was a great benefit to new mums in the area especially as many felt isolated. Champney Hall is also being used by a non-profit organisation to store their donations of clothes and baby equipment, the organisation has expressed how grateful they are.

The little income that we did receive meant that we could apply for a RBWM Covid grant, therefore this gives us a healthy closing balance of £25,437.68.

If anyone would like a copy of our accounts, please do not hesitate to contact me.

APPENDIX C

**HPC RFO Finance Report 2020 - 2021**

Report on HPC accounts

Cashbook opening balance for 2021/2022: £27096.58

Last year our opening balance was £32503.29 and our expenditure was £48873.22 with an income of £43466.51 and spending £5406.71 from reserves. This was a planned overspend as previous audits had commented that we were holding too much money in reserve. We are now closer to the advised value of 1-1.5 times our precept.

The following is a summary of outgoings for 2020/2021 as recorded on the Annual Governance and Accountability Return (AGAR) section 2 Accounting statement prepared for the external auditor

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Year ending 31/3/2019** | **Year ending 31/3/2020** | **Year ending 31/3/2021** |
| 1 | Balance brought forward | 45792 | 45699 | 32503 |
| 2 | Precept | 26524 | 25430 | 33556 |
| 3 | Other receipts | 4852 | 12811 | 9911 |
| 4 | Staff costs | 9857 | 10491 | 17167 |
| 5 | Loan repayments | 0 | 0 | 0 |
| 6 | All other payments\* | 21612 | 40964 | 31706 |
| 7 | Balance carried forward | 45699 | 32503 | 27097 |
| 8 | Total value of cash and short term investments | 45699 | 32503 | 27097 |
| 10 | Total Borrowings | 0 | 0 | 0 |

We now start the year 2021/2022 with £27097 in the bank and have received the first half of the precept of £21132. Projected budgetary spend is £46522.

**Annual Meeting of Horton Parish Council (AMPC)**

**TUESDAY 4TH MAY 2021 by Zoom**

**MINUTES**

|  |  |  |  |
| --- | --- | --- | --- |
| **1** | Welcome and introductions  **Present**: Neil Cole, Freda Bovingdon, Benta Hickley, Janet Crame, Carly Gibbons, Carolyn Wheeler and Mannie Bhui  **Apologies**: Eileen Coogan and Jaimin Patel , and Ward Cllrs Cannon and Larcombe  **Declaration of interest**: None | |  |
| **2** | **The election of the Chair of the Parish Council:**  Nominations to be sought for the position: Cllr Bovingdon and Cllr Crame were nominated as Chair. Cllr Crame declined and Cllr Bovingdon agreed to stand for another year. She was sincerely thanked for the fantastic job she has done.  **Chair to sign the Declaration of Office form:** Clerk will arrange for this | |  |
|  | **Is the meeting to be recorded**: Proposed and seconded (Cllrs Cole and Crame) | |  |
| **3** | **The election of the Vice Chair of the Parish Council:** Nominations to be sought for the position: Cllrs Crame and Gibbons were nominated. Cllr Crame declined and Cllr Gibbons was unanimously voted to be the new vice chair. | |  |
| **4** | **Committees and responsibilities:**  **To consider whether any committees are appropriate for the forthcoming year**: It was agreed we would establish a short term play equipment subcommittee  **To appoint Cllrs to lead on:** | | BH |
|  | 1. Planning | Cllr Crame agreed to continue |  |
|  | 1. Finance | Cllr Cole agreed to take on this role |  |
|  | 1. Flags | Cllr Cole agreed to continue |  |
|  | 1. Policies | Cllr Dunga to be asked to continue | BH |
|  | 1. flytipping, | Cllr Gibbons agreed to continue |  |
|  | 1. parking issues | Cllr Patel agreed (in advance of the meeting) to continue |  |
|  | 1. play equipment (subcommittee) | Cllr Gibbons agreed  Cllr McAuley to be asked | BH |
|  | 1. Greens | Cllr Cole |  |
|  | 1. water course and flooding | Volunteer flood Warden Mr Parker to be asked | BH |
|  | 1. staffing and training | Cllr Crame  Cllr Cole |  |
| **5** | **To appoint representatives to other parish bodies:**  **Champney Hall Management Committee:** Cllrs Bovingdon and Gibbons and the clerk. | |  |
| **6** | **To appoint representatives to appropriate bodies and / or to agree to subscribe where applicable:**   * **DALC:** Cllr Cole (although the DALC habit of changing meeting dates and this does make attendance difficult) * **BALC:** membership agreed unanimously. No HPC rep required. Subscription (last year £111) proposed and seconded (Cllrs Cole and Bovingdon) * **LAANC**: membership agreed unanimously. Cllrs Cole and Crame to represent HPC. Subscription (last year £258.68) proposed and seconded (Cllrs Cole and Bovingdon) * **Neighbourhood Action Group:** Cllr Crame * **RBWM Flood Forum:**  Volunteer flood Warden Mr Parker to be asked | | BH  BH |
| **7** | **To note the following annual or long term contracts have been awarded:**   * Greens maintenance – Garden designs * Internal Auditor – Council Audits * Payroll Services – My Controller * Web hosting – Vision ICT * Insurance - Hiscox | |  |
| **8** | **Clerk and RFO’s salary:**   * **To note the 2021/2022 NALC/SLCC agreed pay increase for Part-time Clerks** (if available) and to agree to implement it.(not yet known) * **To record the Clerk and RFO’s salary:** £15.33 per hour plus pay increment due from 1st April 2021 | |  |
| **9** | **Chair’s allowance**: to agree the Section 137 permitted expenditure by the chair. It was suggested that the chair could spend up to £250 (ie on flowers or donation in memory of past chair) but this must be reported to the Parish Council at the next meeting. Proposed and seconded (Cllrs Cole and Gibbons) | |  |
| **10** | **Banking arrangements.**  To agree the ‘banking arrangements’ for the year and to agree any changes to the nominated signatories. Cllrs Crame, Bovingdon, Gibbons and Cole all confirmed they were happy to continue as payment authorities. Clerk to check with Cllr Patel | | BH |
| **11** | **Insurance Cover.**  **To note the proposed insurance cover and decide whether it is adequate**. Clerk advised that the insurance values were defined by the insurance company and included £500,000 for inadvertent omissions so felt we could assume cover was adequate. Cllr Crame suggested we contact the insurers and ask if there were any policies they would like us to adopt.  **To agree the payment of the Insurance Premium**. £ 1075.05 agreed at April meeting | | BH |
| **12** | **Audit Requirements**  **Annual Governance and Accountability Return for the Year ending 31 March 2021.**   * **To receive a report from the Clerk and the RFO**. (see appendix C of APM minutes) * To note the Annual Internal Audit Reports from the Internal Auditor (if available).Not yet available * **To review Section 1** (Annual Governance Statement 2020/2021, page 5) of the Annual Return. Clerk has justification for all ticks. (see full proposed document <https://tinyurl.com/HPCCllrsDrive> in 2021 04 to 2021 06 folder) * **To review Section 2** (Accounting Statements 2020/2021 page 6) of the Annual Return. (see full proposed document <https://tinyurl.com/HPCCllrsDrive> in 2021 04 to 2021 06 folder)   **To approve the current reserves** £27097. Proposed and seconded (Cllrs Crame and Gibbons) | |  |
| **13** | **Councillors’ Declarations of Pecuniary Interest:** to be distributed and signed in front of the clerk (when practicable) | | BH |
| **14** | **Any other business:** It was agreed that as the next Parish Council meeting would be face to face it should be after 19th June. Due to existing commitments of various Councillors 29th June was agreed. Clerk to provide facemasks and Cllr Cole offered to provide hand sanitiser | |  |

The meeting close at 20:45