



Horton Parish Council

MEETING of the COUNCIL of the Parish of Horton

on **Tuesday 15th March 2022**

MINUTES

#01		Councillors: Invited: Chair Cllr Bovington, Vice Chair Cllr Gibbons, Cllrs Crame, Cllr Cole, Cllr Coogan, Cllr Patel, Cllr Hickley
	A	Present and apologies and Declaration of interest: Cllr Bovington, Cllr Hickley, Cllr Crame, Cllr Cole, Cllr Coogan, Cllr Patel, Clerk Jayne Kennedy and Ward Cllr Larcombe Apologies – Ward Cllr Cannon
	B	Public Participation document and the Meetings Rules: No members of the public present Questions from the public: None received
#02		Statutory items:
	A	Recording of the meeting: No requests received so the meeting was not recorded.
	B	Minutes of previous meeting for approval: Proposed Cllr Coogan, seconded Cllr Hickley. All in favour
#04		Planning applications and Highways: (see Planning appendix for details re items A-C)
	A	Planning Applications received: 2 applications received. 24 Coppermill Road – Certificate of Lawfulness – no comment required. 24 Coppermill Road – Single Storey detached outbuilding. Comments to be made around flooding, subdivision of plots and sub-letting of outbuildings. 120 Coppermill Road – First Floor partial extension. Standard comments to be made. The Firs – An appeal. No comments unless new information. No comment to be made by Horton Parish Council.
	B	Planning applications awaiting a decision: - 7 applications await a decision
	C	Planning Applications decided by RBWM since last HPC meeting: 5 applications have been decided. 8 Horton Gardens – Prior Approval not required 18 Coppermill Road – part retrospective – Decline to determine The Hermitage – Application withdrawn 124 Coppermill Road – Dropped kerb, garage and gates – Applications withdrawn 124 Coppermill Road – Garage Conversion permitted.
	D	Planning Enforcement and Complaints: 7 on-going issues. No limit set on lorries in the Cappagh permissions.
	E	Other planning issues and appeals: Nothing to report.



	F	<p>Other Planning related items</p> <p>Mineral Plan – The inspectors report has come through. Cllr Crame reported that there are some positives with the access point being permitted to change and an amendment was made to say that only legally permitted waste sites will be protected as part of the plan. There is planning permission for new access and a through road out onto Horton Road would take lorries away from the village.</p> <p>Graveyard – On the agenda for a meeting with RBWM in April.</p> <p>Section 106 Bridge – Cllr Hickley has consulted with planning who can no longer enforce as planning policy. Cllr Crame to take forward as part of the mineral plan.</p>
#05		Clerk's report / Chairman's Communications / RBWM Communications:
	A	<p>Clerk's Report:</p> <p>Insurance - Questionnaire was received from Gallagher on changes from the information for last years Insurance quote.</p> <p>Parish Liaison meeting with RBWM - This took place on Monday 14th March 2022 at 1pm. The Clerk clarified the six month rule with the Monitoring Officer and as a result the second vacancy has now been declared. The first one was declared and the request for an election period closed on Monday 14th March. No election was requested. The Clerk shared the outstanding planning items to be chased up.</p> <p>Planning and Code of Conduct training - Booked for the Clerk (17th March session) and Cllr Hickley (24th March session)</p> <p>Bridleways - Public Rights of Way Milestones Statement 2022-23 – The Parks and Countryside Manager at RBWM has confirmed that they will look at the best way to include a fly tipping milestone. <i>"Thank you for your comment, we will consider how best to include this within the Milestones Statement, in the report to Panel on 14th March."</i></p> <p>I received a response from The Parks and Countryside Manager about the fly tipping already in place on the bridleways. <i>"Thank you for the photos, we are arranging for a contractor to clear the fly tipping."</i></p> <p>QR Codes - Communication from Gov.uk to remove QR codes and posters from events as they are no longer a requirement.</p> <p>Defibrillator - Record on the Circuit confirmed and updated.</p> <p>Play Park works - 3 quotes from people with the ability to jet wash from a van have been requested. I have met with 2 companies, Envirofresh and Davis Garden and Ground care have provided quotes.</p> <p>Envirofresh clean matting in the playpark and jet wash the equipment £190+ VAT (Total £228)</p> <p>Billy Davis Garden and Groundcare - £680 including VAT for jet washing matting and covering with a protective anti moss which breaks down to: Jet washing £450 and Anti-Moss protection £230</p> <p>The Councillors decided to proceed with the Envirofresh quote - Clerk to set up a date and notify Cllr Hickley.</p> <p>Proposed Cllr Patel, seconded Cllr Hickley. All in favour.</p> <p>The play park matting needs securing. Clerk to look at previous quote and find someone who can do it.</p> <p>A playground Inspection is required soon but no contact has yet been made.</p> <p><i>Local Authorities Aircraft Noise Council - LAANC meeting set on Zoom on 24th March 2022. Cllr Crame will attend.</i></p>



		<p>Pension Scheme Re-enrolment - As an employer Horton Parish Council has a legal duty to assess and re-enrol eligible staff who have left the workplace pension scheme. A re-declaration of compliance to tell how you have met your legal duties is then required even if you have no staff to re-enrol. Horton Parish Council last did this on 19th May 2019. It is required every 3 years. The Parish Council are at this time required to select a date between 19th February and 18th August 2022 to carry out the assessment. The declaration must be made by the 18th October 2022. The date decided on was 1st April 2022.</p> <p>Wraysbury and Horton News Printed Copy Article. - Clerk to search the previous minutes and put together an article.</p> <p>Ditches - Clerk has written to RBWM to find out when the ditches were last done and when we can expect them to be done again. The question was asked again at the Parish meeting and they are looking into ownership for us and looking at what they can do.</p> <p>Banking - The banking mandate needs changing back to triple authorisation. Cllr Hickley, Cllr Bovington and Cllr Patel signed the form. Payments will be delayed until the change is made.</p> <p>Window Flowers Quote £644 + VAT for 7 hanging baskets. The Cllrs would like to proceed with the quote. Proposed Cllr Crame, seconded Cllr Cole. All in favour</p> <p>Emergency Plan - Email received from RBWM about having, updating or wanting an emergency plan. Deadline for contact 31st March 2022. Cllr Crame to lead on this. Clerk to respond to RBWM email.</p> <p>BALC Newsletter - Was received and sent out.</p> <p>Tree Inspection - Toby Fox has been chased</p> <p>FMJ – electric box - Have been chased.</p> <p>Parish Meeting with Monitoring Officer - Vacancies after 6 months are automatic. The reason must be an ongoing reason and is separate to apologies. The item must have its own agenda item for councils' approval. There are 3 outcomes: You can approve to extend the six month period until a certain point when it is reviewed, you can approve indefinitely You can decide not to approve.</p> <p>Once the six months has passed and no reason has been approved disqualification is automatic and the declaration of a vacancy is displayed. No Councillor can retract their resignation once it is made in the proper manner (in writing). They can of course be co-opted back onto the council. A vacancy was declared for Mark McAuley as a result of this. No election has been requested. The period closed on 14th March. A vacancy for Shiva Dunga was put up on the 15th and the election request period closes on the 4th April.</p> <p>Planning within this meeting - Claire Shaw is chasing a couple of outstanding planning issues in Coppermill Road (70 & 21), Horton Arms and confirmed CRTB paperwork for shop and the Crown is being looked at.</p>
	B	Chairman's Communications: None
	C	RBWM Communications: RBWM Resident Parking scheme - New scheme for residents to join to give discount in RBWM car parks. Links have been provided on facebook and are in the residents newsletter sent out by RBWM. Clerk will provide an information poster for coffee morning.
	D	Any other items received after the agenda has been published*



#06		To receive reports from Borough Councillors or Parish Councillors or others
	A	<p>Ward Councillors' report:</p> <p>Datchet Neighbourhood plan out for consultation</p> <p>Liquid Leisure Planning enforcement appeal will be held at the Town Hall for 4 days.</p> <p>Borough Local Plan going through means 6,000-7,000 new homes will be permitted across the Borough. Horton has two sites mentioned. Coppermill Road and Mildridge Farm.</p> <p>The RBWM Budget has been approved.</p> <p>Contributions will be sought to fight flooding.</p> <p>The Government talks about levelling up but services are uneven across RBWM.</p> <p>Buses are still being affected.</p> <p>Child Abuse in Maidenhead Care homes in the 60's and 70's has cost RBWM money as they are still paying out compensation.</p> <p>The number of children in care is increasing and so the associated costs are increasing. Cllr Crame pointed out prisoners cost more.</p> <p>Radio Berkshire – interview at Wraysbury Hub at 7:30am on Wednesday 16th March.</p> <p>New Parking system in place across RBWM using apps.</p> <p>Slough Borough Council have dismissed their leader following their declared bankruptcy.</p> <p>There were no questions for Ward Cllr Larcombe.</p> <p>Ward Cllr Larcombe made the council aware that he would consider being coopted onto Horton Parish Council.</p> <p>Cllr Larcombe left the meeting at 20:06</p>
	D	<p>DALC /BALC / HALC / NALC updates</p> <p>The newsletter from BALC has been circulated.</p> <p>Cllr Hickley asked for information about the Playground app. It was agreed that Cllr Hickley would sign up for a virtual demonstration to find out about it.</p>
	F	Flood Warden's report - No Flood warden present.
	G	Greens Report:
	i	Tree inspection: Clerk has chased the inspector
	ii	<p>Any other greens items –</p> <p>Electric Box – the contractor has been chased.</p> <p>Cllr Hickley raised that someone was slipping through a gap created in the metal bars. Clerk to contact Mark Sleep to re-secure the slat.</p>
	I	<p>Queen Elizabeth II Platinum Jubilee Celebrations</p> <p>https://www.royal.uk/platinum-jubilee-central-weekend</p> <p>Cllr Crame asked about a tea party on the Green. Cllr Hickley said the Church were not keen on a tea party on their path.</p> <p>Cllr Coogan asked about a fete.</p> <p>It was agreed to defer to the next meeting and everyone would bring ideas along then.</p>
	J	River Thames Scheme report & Waterways reports: No further update.
	K	Pop up Library -Cllr Hickley has written to RBWM for an update as the pop-up library part of the RBWM website does not mention Horton.
	L	<p>Lighting on the Green - Update Cllr Patel and Cllr Hickley</p> <p>Cllr Hickley to remind Glyn Larcombe about the extra lights in the Turkey Oak.</p>



		<p>Cllr Patel asked about turning off the lights in the summer. It was decided that they can be left in the tree for the summer.</p> <p>A discussion about more Christmas tree lights was had. Clerk to investigate what can be bought out of CIL money as it was proposed by Cllr Patel and Seconded by Cllr Hickley that if permitted the new lights should be bought out of CIL money.</p> <p>Cllr Coogan asked if the excessive mud at the entrance of the Arthur Jacobs Nature Reserve could be made easier to walk through with bark chippings. Clerk to contact Groundworks and RBWM.</p> <p>Cllr Patel highlighted the village green area needs cleaning. The Clerk advised using the report it tool on the RBWM website and include photographs.</p>										
	N	NAG Report / Police issues:										
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	Q	Flytipping & Waste: Clerk to report salt bin in gateway on Datchet Road.										
	R	Parish Council Reps:										
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	T	<p>War Memorial Refurbishment Update: - Cllr Hickley reported on an updated quote of £4,100 to add 7 names to the memorial. It was felt that this was too high for the moment so the Councillors decided to ask for a quote for cleaning only and the update of one misspelt name Isaac. Proposed Cllr Patel, seconded Cllr Crame. Cllr Cole voted against doing the job in two parts everyone else in favour.</p> <p>The Historian will be invited to present on the additional names needed and Cllr Hickley will look at finding funding for the additional names.</p>										
	W	Website and email addresses - The Clerk asked about changing usernames on the bank account to people names for audit purposes. The proposal was accepted. Proposed to accept Cllr Crame, seconded Cllr Hickley. All in favour.										
	V	Horton Village as a Conservation Area: Update – None available.										
	X	Bus provision in Horton: Update – No further update.										
	Y	Community Right to buy – Clerk filling in the form for the Horton Arms.										
	Z	Any other updates received after the agenda has been published*										



		<p>Cllr Crame asked if the Council could write to RBWM to ask about what supervisory role they would take in the housing of refugees in people's homes. Clerk to write to council.</p> <p>Cllr Cole explained that the Ukrainian flag was flying to show support for the people in Ukraine. Cllr Cole proposed that it be up until at least the 23rd April 2022. It was decided to review at each meeting Proposed Cllr Crame, seconded Cllr Patel.</p> <p>Cllr Patel highlighted that there had been some shoplifting in the village.</p>																
#07		Other Communications or Consultations:																
	A	<p>Items for future agenda:</p> <p>Cllrs to advise Clerk of any items to be added:</p> <p>Ukrainian Flag review on a monthly basis.</p>																
#08		Financial																
	A	Income: Received £1,218.94 VAT repayment for Q3																
	B	<p>Approval of payment of invoices: Total £1,337.13 Proposed Cllr Patel, seconded Cllr Cole.</p> <table border="1" data-bbox="359 840 1332 1041"> <tr> <td>15/03/2022</td> <td>HMRC – Clerk</td> <td>Month 12</td> <td>£52.53</td> </tr> <tr> <td>15/03/2022</td> <td>Royal County of Berkshire Pension</td> <td>Month 12</td> <td>£339.95</td> </tr> <tr> <td>15/03/2022</td> <td>Clerk</td> <td>Month 12</td> <td>£894.65</td> </tr> <tr> <td>15/03/2022</td> <td>Expenses – Clerk</td> <td>Month 12</td> <td>£50</td> </tr> </table> <p>Invoices were approved and payments to be made when bank update is completed. Cllr Hickley, Cllr Crame to authorise.</p>	15/03/2022	HMRC – Clerk	Month 12	£52.53	15/03/2022	Royal County of Berkshire Pension	Month 12	£339.95	15/03/2022	Clerk	Month 12	£894.65	15/03/2022	Expenses – Clerk	Month 12	£50
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	C	VAT: Q3 Payment of £1,218.94 has been received.																
	D	Pensions Regulator assessment for re-enrolment to the pension scheme date and contact. - Date decided was 1 st April 2022.																
	E	<p>Decision for adopting Pay agreement for Clerks for 2021-22 financial year.</p> <p>The Council agreed to pay the previous Clerk in post and the in post Clerk the back dated pay rise. 1.75% from April 2021 to September 2021 for the previous clerk in post 1.75% from 16th August 2021 for Clerk in post now.</p> <p>Proposed Cllr Crame, seconded Cllr Bovington.</p>																
	F	<p>Setting the Clerks Allowance for working from home</p> <p>The Councillors had a discussion and agreed a 5% increase from April 5th for the working at home payment. That takes the payment to £52.50 per month. The amount will be reviewed as deemed necessary by the Council.</p> <p>Proposed Cllr Crame, seconded Cllr Patel. All in favour.</p>																
	G	Section 137 / Chair's fund payments (S137 limited by legislation, Chair's fund limited to £250 without meeting approval) Update. No payments made.																
	H	Any other Finance items received after the agenda has been published* None.																
#09		<p>Policies to be reviewed and adopted – All policies have been reviewed. Comments to be taken into account, policies updated and presented again at April meeting.</p> <p>Privacy Policy – to be reviewed. Legislation quoted outdated.</p> <p>Communications Policy – Remove phase 1 and phase 2 of website</p> <p>Sickness/Absence Policy -</p> <p>Health and Safety Policy</p> <p>Expenses Policy – change wording to reflect item #08F</p>																



	Grievance Policy
	Standing Orders
	Equality and Diversity Policy – include equal opportunities policy in this policy.
	Data Protection Policy – Check model policies and ensure up to date.
#10	Questions from the public: (If appropriate) - No members of the public present.
#11	Dates of future meetings: 2022, Third Tuesday of each month Cllr Crame notified the council that she would be unable to attend the May meeting.
	Please read the “Meetings Rules and Public Participation at Meetings” document
	Tuesday 19th April 2022
	Tuesday 17th May 2022
	APM Tuesday 24 th May 2022 – 19:30
	AMPC Tuesday 24 th May 2022 – 20:00
	Tuesday 21st June 2022
	Tuesday 19th July 2022

END OF MINUTES

The meeting finished at 20:54

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 Jayne Kennedy, % Champney Hall, Stanwell Road Horton SL3 9PA

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