

Horton Parish Council

MEETING of the COUNCIL of the Parish of Horton

On **Tuesday 19th April 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 Gibbons, Cllr Cole, Cllr Coogan, Clerk Jayne Kennedy, Ward Cllr Larcombe No declarations of interest were made. Apologies received from: Cllr Crame, Cllr Hickley, Ward Cllr Cannon
	B	Public Participation document and the Meetings Rules: No members of the public were present. Questions from the public: No members of the public were present.
#02		Statutory items:
	A	Recording of the meeting: No requests for recording the meeting were received so the meeting was not recorded.
	B	Minutes of previous meeting for approval: Approved with amendment – Correct the spelling of Cllr Cole in item #01A Proposed: Cllr Gibbons Seconded: Cllr Cole All in favour
#04		Planning applications and Highways: (see Planning appendix for details re items A-C)
	A	Planning Applications received: 1 application received – See appendix A single story rear extension, PDXL: we are not invited to comment
	B	Planning applications awaiting a decision: 5 applications
	C	Planning Applications decided by RBWM since last HPC meeting: 5 applications 2 applications permitted, 3 applications refused
	D	Planning Enforcement and Complaints: 7 queries No further update this month.
	E	Other planning issues and appeals: None to update on.
	F	Other Planning related items Mineral Plan Graveyard No updates available at this meeting.

#05	Clerk's report / Chairman's Communications / RBWM Communications:	
	A	<p>Clerk's Report:</p> <p><u>Insurance</u> Gallagher can now only quote for the company Hiscox. Quote received for £1,294.97. Last year was £1,075 and a 3 year deal was also offered for £1,023. Insurance brokers can now only quote for those companies that they are tied to and Hiscox are the only broker Gallaghers can offer a quote from. Zurich and BHIB also offer these policies so quotes will be available for the next meeting on 17th May. Insurance is required to start on 20th May 2022. It was decided that it was preferable to go with the Hiscox quote at this stage as the timeline was too tight. It was suggested that next year the quotes are obtained at budget time. The clerk is to arrange for the policy and to make a payment before the next meeting. Proposed Cllr Cole, seconded Cllr Gibbons. All in favour.</p> <p><u>Planning and Code of Conduct training</u> Session were attended by the Clerk (17th March session) and Cllr Hickley (24th March session)</p> <p><u>Local Authorities Aircraft Noise Council</u> Cllr Crame attended on behalf of Horton Parish Council but did not find the meeting a good use of resources.</p> <p><u>Wraysbury and Horton News Printed Copy Article.</u> The article has been sent to the editors.</p> <p><u>Ditches</u> Clerk has received a response about ditches and is to email the reply from RBWM Flood Risk manager to Councillors and will bring along to next meeting. RBWM have stated the ditch in Horton Road is not an RBWM owned ditch.</p> <p><u>Banking</u> The mandate is now back to the clerk putting the payments on the system for approval and two councillors authorising them.</p> <p><u>Window Flowers Quote</u> The quote was accepted and an invoice has been received</p> <p><u>Datchet Neighbourhood Plan</u> Consultation process until 15th May 2022. Will forward email with instructions on how to view and comment around.</p> <p><u>Emergency Plan</u> Interest in putting together an emergency plan was expressed no further details as yet.</p> <p><u>BALC Newsletter</u> Was received and sent out.</p> <p><u>Election</u> No election request was made the Council now have two vacancies that they can co-opt for.</p> <p><u>Audit</u> The paperwork will be going to the internal auditor on Monday 25th April 2022.</p> <p><u>All Parish Meeting</u> RBWM involved in setting up a Climate Partnership. RBWM have recruited a Sustainability and Climate Lead.</p> <p><u>Asset Register</u> Updated for the Audit.</p>
	B	Chairman's Communications: None.
	C	RBWM Communications: RBWM has confirmed no CIL payments have been made in the 6 months to 31 st March 2022.

	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: Coppermill Road/Stanwell Road junction – the house on the corner has built a large brick wall which has reduced visibility on the roundabout. Clerk to email highways about reduction in visibility and planning about the permissions for the wall. Cllr Larcombe commented on the cars parked on pavements in Horton and how the pavements were “choc a bloc” with cars. Cllr Larcombe has asked a question to be put at the next cabinet meeting about the replacement of Policy F1 with NF1 following the implementation of the Borough local plan. The F1 policy was much more detailed with regards to planning than its replacement NF1. 85 new homes are planned for Datchet and developers are already keen to get going. The Planning enquiry at Liquid Leisure has been postponed until 8th November 2022 for Covid related reasons. A resident in Coppermill Road had been to the Newspapers about her planning appeal dismissal.</p>
	D	<p>DALC /BALC / HALC / NALC updates None.</p>
	F	Flood Warden's report: No flood warden present.
	G	Greens Report:
	ii	<p>Tree inspection: The original Inspector has been chased but has not responded. Other Clerks have been asked for recommendations. Received some for surveying and some for carrying out the work should it be required. Quotes are being requested.</p>
	iii	<p>Any other greens items – Electric Box update FMJ have been chased but nothing has been received from them.</p>
	I	<p>Queen Elizabeth II Platinum Jubilee Celebrations https://www.royal.uk/platinum-jubilee-central-weekend Thank You Day A discussion was had about an event for the village but nothing was decided. This agenda item will be rolled over to next month.</p>
	J	<p>River Thames Scheme report & Waterways reports: Wraysbury Drain is now working. RBWM intervened and cleared the trees, ditches etc. Cllr Larcombe reiterated that riparian responsibilities need to be enforced by RBWM rather than public funds used to fulfil the riparian responsibilities. He also commented that Horton Road ditches (heading towards Colnbrook) were in a dreadful state. Flood liaison meeting is at 6pm on Thursday.</p>
	K	<p>Pop up Library: Cllr Hickley sent a report Unfortunately, RBWM had been overly optimistic regarding the start of the pop-up library, and funding (for book cases etc) was only approved in February and there is quite a significant lead</p>

			<p>time. We hope the library will start in June or July. In the meantime, books can be chosen on line or by email and are delivered to the Community Coffee morning every three weeks. The coffee morning is continuing to attract 8 to 10 people most weeks. A number of these have been from our partners (WHVC, WM, TVP, St Michael's Church and RBWM Community Wardens) and this is proving useful to discuss issues face to face rather than by email (ie pop up library, fly tipping signage, etc). We have been approached by a Wraysbury resident who would like to set up a Repair Cafe, and this will be available once a month at coffee morning sessions, and RBWM have approached us to set up a blood pressure clinic and we are waiting for more details.</p>
	L		<p>Lighting on the Green Glyn Larcombe will soon add an additional length of lights to the set in the turkey oak. Cllr Hickley has been advised that these are sturdy outdoor lights and can be left up all year even if we decide to unplug them over the summer months. Q- has the uplighter been repaired? – No, FMJ have been asked to have a look but so far nothing has been received from them.</p>
	N		<p>NAG Report / Police issues:</p>
		i	<p>Collaboration with Colnbrook The Clerk reported that Cllr Crame had attended the NAG meeting in Colnb</p>
		ii	<p>General Update on issues A number of car thefts from Horton and Wraysbury have not appeared on the TVP Alert emails – Cllr Hickley is chasing to find out why not</p>
	P		<p>Parking, Speeding and other Highways issues:</p>
		i	<p>Coppermill Road Traffic calming scheme Residents have received letters about the traffic calming scheme and can comment on it until 22/04/2022.</p>
		ii	<p>Other Highway Cllr Hickley reported on the issues at Sunnymeads bridge. As a result of recent investigations, the traffic lights at the bridge will be upgraded but in the meantime are on a timer. Reports of faults should continue to be reported to RBWM.</p>
	Q		<p>Flytipping & Waste: Cllr Hickley met with the Community Warden Peter who had brought a 'no fly tipping, CCTV, notice for Park Lane. It has been installed on the post on the right just after Kingfisher House. The Community Warden will arrange for some shrubs to be cut back and is looking into another sign on the tree on the left. He will ensure there are regular visible visits to the area</p>
	R		<p>Parish Council Reps:</p>
		i	<p>Play equipment</p>
		a	<p>Report from Cllr Gibbons: The Clerk advised Envirofresh had carried out the jet washing of the park matting to remove all of the moss and lichen. Garden designs are going to tidy up and make safe the trip hazards around the matting.</p>

			<p>Cllr Hickley included in her report that she had attended the playground inspection arranged by Zurich insurance and reported that the Inspector thought the soft surfaces looked good and most of the play equipment was in good order.</p> <p>There is a bolt mixing from the hammock swing which needs to be replaced as soon as possible. The report will be submitted this week.</p>
		b	<p>Playground Risk assessment Review: Clerk to send this to Cllr Crame as soon as possible.</p>
		C	<p>Maintenance</p> <p>The upright in the palisade fencing that had been sawn through was replaced by Garden Designs at a cost of £70 and has now been sawn through again. Advice has been sought from the RBWM Community Wardens. They have advised reporting on 101 which has been done and talking to the owner of the field that backs onto the recreation ground as that is where the trespassing is being done. CCTV does cover that area of the field so people accessing the field have been recorded and number plates noted. Reports of people accessing the field from that corner of the recreation ground have been received from both a Councillor and a resident.</p> <p>Cllr Hickley wrote in her report to the council: The damaged bar was replaced but was soon sawn through again. I have found CCTV footage of a gentleman who is accessing the field through the gap (with half a dozen dogs) and have forwarded the video footage to the clerk with clear evidence of the registration number. I believe he is a Milton Close resident and have asked the community wardens and PCSOs if they can have a word with him (even if he didn't cause the criminal damage he is trespassing). We might need to establish the owner of the metal fence as it might be the farmer's responsibility? Especially as they aren't doing anything wrong on our side but are trespassing on his side.</p> <p>Clerk to email Colin Raynor to ascertain ownership of the field.</p> <p>Cllr Hickley via her report brought to the attention of the Council: “...the last wooden fence panel between the field and Broom Lodge has quite a big gap both below and to its left (North) - is it their fence or ours? not sure it 100% needs fixing but they might like to keep people out of their site!”</p> <p>It was decided ownership of the fence is unclear and the fence is not requiring fixing at this time.</p> <p>Cllr Hickley got the information about the Play Inspection App, but didn't think the benefits were worth the £150 annual fee</p>
		ii	<p>Defibrillator Guardians: report Cllr Coogan continues to check the defibrillator and it is in working order.</p>
	T		<p>War Memorial Refurbishment and Funding</p> <p>Specific funding for war memorials has been looked into but only came up with the same one as has been mentioned before as that seems to be where all sites direct you to.</p> <p>Cllr Hickley in her written report submitted to the meeting states “I have checked with the stonemasons and their quotes for the refurbishing of the existing letters (£1200 plus VAT) and for the additional names (£2913.80 plus VAT) are two separate projects therefore there is no price difference (other than inflation) whether we get the two projects done at the same time (quote £4113.80 plus VAT) or two different times.</p>

		<p>Similarly grant funders will consider there to be two separate projects so my proposal is that we fund the refurbishment of the existing letters as previously agreed and accept Cllr Cole's kind offer of applying for funding to add the extra names."</p> <p>The Councillors decided that the project should not be started until funding has been applied for and an outcome for the application is obtained. The clerk will make the necessary applications and enquiries to submit an application on behalf of the Parish Council as custodians of the War memorial. Proposed Cllr Cole, seconded Cllr Coogan.</p>																																								
	V	Horton Village as a Conservation Area: Update – None available																																								
	X	<p>Bus provision in Horton: Update</p> <p>The RBWM Bus funding bid was unsuccessful so an RBWM wide bus network review is taking place.</p> <p>50% of councils that applied for funding were awarded nothing.</p>																																								
	Y	<p>Community Right to buy – Clerk to complete Horton Arms Paperwork.</p> <p>No updates on the applications already with RBWM.</p>																																								
	Z	Any other updates received after the agenda has been published*																																								
#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>Cllr Gibbons advised keeping the Platinum Jubilee Celebration on the next Agenda.</p> <p>The Councillors noted that various bits of land are being used by people and would like an update on issues in Pickins Piece raised with RBWM in January at next meeting.</p>																																								
#08		Financial																																								
	A	Income: Receipt of Precept £22,702.50																																								
	B	<p>Approval of payment of invoices: Total Expenditure: £3,647.77</p> <table border="1"> <tr> <td>19/04/2022</td> <td>Windowflowers</td> <td>46242</td> <td>£772.80</td> </tr> <tr> <td>19/04/2022</td> <td>Garden Designs</td> <td>5665</td> <td>£168.00</td> </tr> <tr> <td>19/04/2022</td> <td>My Controller</td> <td>16073</td> <td>£792.00</td> </tr> <tr> <td>19/04/2022</td> <td>J Kennedy - Clerk</td> <td>Month 1</td> <td>£1005.81</td> </tr> <tr> <td>19/04/2022</td> <td>B Hickley - Back pay</td> <td>Back Pay</td> <td>£101.05</td> </tr> <tr> <td>19/04/2022</td> <td>B Hickley - Back pay</td> <td>Back Pay</td> <td>£15.96</td> </tr> <tr> <td>19/04/2022</td> <td>J Kennedy - Expenses</td> <td>Month 1</td> <td>£50.00</td> </tr> <tr> <td>19/04/2022</td> <td>HMRC</td> <td>Month 1</td> <td>£89.22</td> </tr> <tr> <td>19/04/2022</td> <td>Berkshire Pension Fund</td> <td>Month 1</td> <td>£424.93</td> </tr> <tr> <td>19/04/2022</td> <td>Envirofresh Solutions</td> <td>12690</td> <td>£228.00</td> </tr> </table> <p>Invoices signed off by Cllr Cole and Cllr Coogan.</p>	19/04/2022	Windowflowers	46242	£772.80	19/04/2022	Garden Designs	5665	£168.00	19/04/2022	My Controller	16073	£792.00	19/04/2022	J Kennedy - Clerk	Month 1	£1005.81	19/04/2022	B Hickley - Back pay	Back Pay	£101.05	19/04/2022	B Hickley - Back pay	Back Pay	£15.96	19/04/2022	J Kennedy - Expenses	Month 1	£50.00	19/04/2022	HMRC	Month 1	£89.22	19/04/2022	Berkshire Pension Fund	Month 1	£424.93	19/04/2022	Envirofresh Solutions	12690	£228.00
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	C	VAT: Q4 submitted £330.67																																								
	D	<p>Pensions Regulator assessment for re-enrolment to the pension scheme date and contact.</p> <p>As expected on 1st April there was no one to re-enrol.</p>																																								
	E	Funding available to apply for: This was covered under #06T																																								

	G	Section 137 / Chair's fund payments (\$137 limited by legislation, Chair's fund limited to £250 without meeting approval) Update. None was spent.
	H	Any other Finance items received after the agenda has been published*
#09		Policies to be reviewed and adopted
		The Clerk went through the comments made by Cllr Hickley in her report. Cllr Cole to amend Grammar in the communications policy. All policies were proposed Cllr Gibbons, seconded Cllr Coogan. All in favour.
		Privacy Policy - adopted
		Communications Policy – adopted subject to Grammar amendments to be made by Cllr Cole.
		Sickness/Absence Policy - adopted
		Health and Safety Policy - adopted
		Expenses Policy - adopted
		Grievance Policy - adopted
		Standing Orders - adopted
		Equality and Diversity Policy - adopted
		Data Protection Policy - adopted
		Disciplinary Policy - adopted
		Scheme of Delegation Extension – Proposed that it is removed as it is no longer necessary as all meetings are now face to face. Proposed Cllr Bovingdon, seconded Cllr Cole. All in favour.
#10		Questions from the public: (If appropriate)
#11		Dates of future meetings: 2022, Third Tuesday of each month
		Please read the “Meetings Rules and Public Participation at Meetings” document
		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
		Tuesday 16 th August 2022

END OF MINUTES

The meeting finished at 20:35

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

Agendas and previous minutes are available from the Parish Council Website: www.hortonparishcouncil.gov.uk

2022 04 18 Planning Appendix (as at 2022/04/18)								
Ref	date	address	details	No action from HPC	HPC to respond	HPC responded	awaiting RBWM decision	Decided
4A: New applications received since last meeting								
22/00807/PDXL	Fri 25 Mar 2022	166 Coppermill Road Wraysbury Staines TW19 5NR	Single storey rear extension no greater than 8.00m in depth, 3.30m high with an eaves height of 3.00m.				✓	
4B: Applications awaiting decision from RBWM								
22/00416/FULL	Fri 18 Feb 2022	24 Coppermill Road Wraysbury Staines TW19 5NT	Single storey detached outbuilding.				✓	
22/0619/FULL	Mon Mar 2022	120 Coppermill Road	Part First floor rear extension				✓	
22/00208/CPD	Thu 27 Jan 2022	8 Horton Gardens Datchet Road Horton Slough SL3 9PX	Certificate of lawfulness to determine whether the proposed single storey side extension, single storey rear extension and alterations to fenestration following the demolition of the existing single storey side/rear element is lawful.				✓	
21/01591	24/05/2021	121 Coppermill Road	Replacement Dwelling				✓	
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				✓	
4C: Applications decided since last meeting				No action from HPC	HPC to respond	HPC responded	awaiting RBWM decision	Decided

21/03574	15/12/2021	Chesills Stanwell Road	Detached garage with habitable accommodation within the roofspace and external staircase.					Refused
22/00112/ Full	Thu 17 Jan 2022	Horton Cedars Datchet Road Horton Slough SL3 9PS	Consent for a single storey side extension with accommodation in the roof space, following demolition of the existing two storey side element.					Refused
22/00113/ LBC	Thu 17 Jan 2022	Horton Cedars Datchet Road Horton Slough SL3 9PS	Consent for a single storey side extension with accommodation in the roof space, following demolition of the existing two storey side element.					Refused
22/00417/ CPD	Fri 18 Feb 2022	24 Coppermill Road Wraysbury Staines TW19 5NT	Certificate of lawfulness to determine whether the proposed 4no. front rooflights, hip to gable and 1no. rear dormer is lawful.					Application permitted
21/03543	01/12/2021	193 Coppermill Road	Single storey front, side and rear extension and alterations to fenestration					Application permitted