

## Horton Parish Council

### Minutes 18th October 2022 – 7:30pm

#01		<b>Councillors Invited:</b> Chair Cllr Hickley Vice Chair Cllr Crame, Cllrs Gibbons, Cllr Cole, Cllr Coogan, Cllr Patel, Cllr Bovingdon, Cllr Larcombe
	A	<p><b>Present and apologies and Declaration of interest:</b>  <b>Present:</b> Cllr Hickley, Cllr Crame, Cllr Gibbons, Cllr Coogan, Cllr Larcombe, Cllr Bovingdon, 1 member of the public.  <b>Apologies:</b> Cllr Patel.  <b>Declarations of Interest:</b> None declared</p>
	B	<p><b>Public Participation document and the Meetings Rules:</b>  Questions from the public:</p>
#02		<b>Statutory items:</b>
	A	<b>Recording of the meeting:</b> No requests were received
	B	<b>Minutes of previous meeting for approval:</b> August minutes were accepted with the change of adding apologies from Cllr Coogan, Cllr Cole and Cllr Crame. Proposed Cllr Hickley, seconded Cllr Bovingdon.
#03		<p><b>Visit from Cllr David Buckley – Chair of Datchet Parish to talk about Bus Schemes</b> – This was deferred due to apologies received from Cllr Buckley. The pop-up library was discussed at this point:  The library SLA review had taken place. Highest attendance coincides with events. 42 visited for the Peppa Pig visit. The coffee morning running alongside the library has organised a world café event for the ward (Datchet, Horton and Wraysbury) on 31<sup>st</sup> October 2022 which will see visits from the emergency services, a pyjama collection for children in hospital at Christmas in conjunction with Pumpkins pre-school and as it is inset day at the local school local children are invited to dress up for the occasion.  The library was budgeted for and a discussion was had about funding in the next budget. Cllr Crame proposed that the funding is put into the budget. Cllr Bovingdon seconded and all were in favour.  Cllr Crame shared that she has applied for a grant for a laptop that can be used at coffee morning to support the community learning to use the internet. The librarian will provide this service.  Cllr Crame asked about library standards and procedures for computer use – The clerk to request a copy from library services.  Cllr Hickley has applied for a grant through Champney Hall management committee for additional tables and stacking chairs.  Cllr Hickley is to apply for funding from the Government for the warm room initiative, Cllr Crame to send the details.</p>
#04		<b>Planning applications and Highways: (see Planning appendix for details re items A-C)</b>
	A	<p><b>Planning Applications received: 4 applications received since last meeting – See appendix A</b>  If comments have been required, they have been submitted by the Planning Team.</p>
	B	<b>Planning applications awaiting a decision:</b> 5 applications
	C	<b>Planning Applications decided by RBWM since last HPC meeting:</b> 9 applications – details in Appendix A
	D	<b>Planning Enforcement and Complaints:</b> None to report
	E	<p><b>Other planning issues and appeals:</b> No appeals pending  Resident issues with planning department – 2 residents have reported that the planning department has not met the determination dates.</p>
	F	<p><b>Other Planning related items including Jayflex Planning Applications, Mineral Plan including road proposal, Graveyard and Colnbrook Bus Gate.</b>  <b>Jayflex</b> – Cllr Hickley had met with Jayflex, RBWM and Slough Borough Council representatives to discuss trespassing and other issues.  <b>Mineral Plan</b> – RBWM are still waiting on the final draft from the inspector.  <b>Graveyard</b> – No further forward  <b>Bus Gate</b> – Cllr Crame has been working with Cllr Nicholls from Wraysbury Parish Council (WPC) on ideas to mitigate the negative effects on Horton and Wraysbury of a bus gate in Poyle. Cllr Nicholls was asking WPC to support with measures for deterring traffic.</p>
		It was proposed by Cllr Crame that the press and the public be excluded from the next business to be discussed on the agenda due to the confidential nature of the items, they would be prejudicially affected by public interest. This proposal was made in accordance with the Public Bodies (admission to meeting) Act 1960. LGA 1972 ss 100 and 106. This was seconded by Cllr Hickley and all were in agreement.

#05	<b>Clerk's report / Chairman's Communications / RBWM Communications:</b>
A	<p><b>Clerk's Report:</b></p> <p><b>Election</b> – The Clerk attended a Pre-elections briefing on 17th August 2022 from RBWM which walked us through the election process and the Parish clerk involvement.</p> <p><b>FMJ – electric box</b> - Still received nothing. Councillors asked the Clerk to chase.</p> <p><b>Remembrance Sunday</b> - Road closure has been approved and the letter from RBWM is expected at the end of October. The bugle player is booked.</p> <p>Cllr Cole will provide the microphone and speaker.</p> <p>Both Guiding and Scouting groups have confirmed attendance</p> <p>Risk assessment done.</p> <p>Thank you from Horton Parish Council needs to be decided.</p> <p>Decision to be made as to who will lay the wreath – It was proposed that Terry Doe would be asked. Proposed Cllr Crame, seconded Cllr Hickley. All in favour.</p> <p>Cllr Bovingdon confirmed that she will provide refreshments.</p> <p><b>BLP training</b> – Attended by Cllr Crame and the Clerk.</p> <p><b>CIL money</b> - RBWM have sent the six-monthly letter confirming CIL owed. In Horton for six months to end of September Horton have received £0.</p> <p><b>Flooding</b> - Datchet to Hythe End flood improvement measures email has been circulated to councillors</p> <p>Duncan Parker has been confirmed with the EA and RBWM as our flood warden and his contact details have been shared with them both.</p> <p><b>Votes of thanks</b> - were given to Councillor Cole for arranging the Defibrillator software update, providing the book of condolence and raising and lowering flags at the appropriate moment. Proposed Cllr Gibbons, seconded Cllr Crame.</p> <p><b>Resident Communication</b> – Bins outside Koppa Kitchen – Grundon have now emptied the bins.</p> <p><b>Book of Condolence archive</b> - Horton had a book of condolence for signing during the period of mourning. That will now be archived. Councillors to decide which archive – Berkshire Archive for Parish Council or local Church archive. It was proposed that the Book of Condolence be archived in the Church archives.</p> <p><b>Clerks Forum</b> - Clerks had a zoom meeting. Things discussed included increasing anti-social behaviour and deterrents and Bus review.</p> <p><b>Retirement of the Local Vicar – Colin Gibson</b> - The Council sent a letter of thanks for the guitar playing at the Christmas Tree Lighting and visits to coffee morning.</p> <p><b>Dog waste bags</b> - More bags are required. The council were happy to order more and advised the clerk that they can be ordered as long as the cost is budgeted. Proposed Cllr Hickley, seconded Cllr Crame. Cllr Crame clarified that this was the case for the Christmas Tree.</p> <p><b>Wraysbury and Horton News Article</b> - The article was sent and the changes made to the councillor page.</p>
B	Chairman's Communications: Noting to report
C	RBWM Communications:
D	Any other items received after the agenda has been published* South West Rail Stakeholder conference invite has been sent around.
#06	<b>To receive reports from Borough Councillors or Parish Councillors or others</b>
A	<p><b>Ward Councillors' report:</b></p> <p>Cllr Larcombe gave an update on the Liquid Leisure complex bordering Horton in Datchet. The prohibition notice issued by RBWM is still in place. The planning inquiry is to take place on 8<sup>th</sup> November 2022</p> <p>AL39 from the Borough Local Plan in Datchet has a planning application for 80 houses.</p> <p>RBWM cabinet meeting passed a resolution to re-instate Thames dredging.</p> <p>There is a flood liaison committee meeting next week (26<sup>th</sup> October) Cllr Crame, Flood Warden Duncan Parker and Cllr Larcombe are all invited. The Datchet – Hythe End Improvement scheme has been re-publicised.</p> <p>RBWM do not give seats on committees to independent councillors. The proportionality rule is followed but that leaves nothing for independent councillors. Cllr Larcombe to raise at the Annual Conference of the Local Government Association (LGA). RBWM have now appointed Cllr Larcombe to the Planning Committee. He will be attending once he has done his training w/c 24<sup>th</sup> October 2022.</p> <p>Cllr Larcombe has written a news article for the Wraysbury and Horton news magazine.</p> <p>Datchet Parish Council have recruited a new clerk</p> <p>Coppermill Road is to be closed and the humps installed.</p>
B	<p><b>DALC /BALC / HALC / NALC updates</b></p> <p>BALC AGM Wednesday 9<sup>th</sup> November 2022.</p>
C	<b>Flood Warden's report</b> – Flood Warden not present.
D	<b>Datchet Neighbourhood Plan</b> – Deadline for responses was 17 <sup>th</sup> October 2022. Several Cllrs and the clerk had read through it and did not feel a response from Horton Parish Council was necessary.

E	<b>Horton and Wraysbury Neighbourhood Plan</b> Meeting 31 <sup>st</sup> October in Wraysbury for the members of the committee. Cllr Crame to attend on behalf of Horton Parish Council.
F	<b>Effective use of Council time</b> An amendment to be made to the decision made in December 2021 – It was proposed that the regular payments invoiced can be approved for payment as long as the budget is there in event of no meeting that month. Proposed Cllr Hickley, seconded Cllr Crame.
G	<b>LAANC meeting report</b> CISHA Open Forum 20 <sup>th</sup> October 2022 The LAANC meetings have been cancelled for the foreseeable future. Cllr Crame has asked for a report from Cllr David Buckley – Datchet parish Council.
H	<b>Greens Report</b> Tree Survey outcome – not yet received. Pickins Piece – Clerk has spoken to RBWM who have confirmed they are taking responsibility for the land.
I	<b>Flags:</b> Queries received on flag etiquette during mourning but official procedures had been followed and Cllr Hickley reiterated thanks to Cllr Cole for doing so. The Ukraine flag has for the moment been taken down.
J	<b>River Thames Scheme report &amp; Waterways:</b> report to include the dried-up stream at the end of Bells Lane The river Thames scheme has been designated a National Significant Infrastructure Project. It is in pre-application stage until 2 <sup>nd</sup> November. 1600-page document. Lack of ditch water in the ditches means that the water table has dropped below the level of the ditches which can cause subsidence related issues. RBWM have part cleaned the Wraysbury drain in Wraysbury but only one side of the Windsor Road bridge.
K	<b>Air Quality monitoring – NO2</b> Amount to continue to be included in the budget.
L	<b>Pop up Library and Coffee morning – see #03</b>
M	<b>NAG Report / Police issues:</b> Report from Datchet, Horton and Wraysbury NAG meeting – Meeting was held. No police attended. A discussion was had about making the Horton NAG meeting admin part of the clerk role and then if the other parishes wished to use the Clerk HPC can invoice them for the hours. Proposed Cllr Crame, seconded Cllr Hickley. Cllr Hickley to propose to Cllr Lenton (Wraysbury) and Cllr Buckley (Datchet). Cllr Coogan raised concerns about dogs barking and will raise with RBWM. The clerk to ask Abri representative to attend the NAG meeting. Report from Colnbrook NAG meeting - Report from meeting with Jayflex attended by Councillor Hickley – The points raised were lack of Police to deal with vandalism and swimming in the water on their site. The meeting was attended jointly by RBWM and Slough representatives. The Council proposed a vote of thanks to Jayflex for providing and installing a new bench along Horton Road following the destruction of the previous one through an act of vandalism.
N	<b>Parking, Speeding and Highways:</b> Coppermill Road Reminder – it will be closed during the day from 24 <sup>th</sup> October – 28 <sup>th</sup> October.
O	<b>Buses update</b> RBWM have publicised the outcome of their bus review. The 305 will now extend its route into Datchet. The routes published now are interim measures whilst a full review is carried out in time for the next RBWM budget.
P	<b>Parish Council Reps:</b>
	i <b>Play equipment – Inspections and Maintenance</b> An inspection had been carried out by the clerk who noted widening gaps in the wooden structures. The gaps will be measured and assessed for risk on Monday 23 <sup>rd</sup> October 2022.
	ii <b>Defibrillator Guardians:</b> The update to the software has occurred and it continues to display the correct lights.
Q	<b>War Memorial Refurbishment and Funding:</b> Deferred
R	<b>New Noticeboard for the Parish</b> – This has been ordered and Cappagh have agreed to fund the difference of £500. The quote is £1,100 in total. It was proposed to accept the quote by Cllr Hickley and seconded by Cllr Crame. It was proposed to erect the noticeboard on posts at the entrance to Champney Hall by Cllr Hickley, seconded by Cllr Coogan.

		Cllr Crame proposed that we have something at the bottom saying thank you to Cappagh for donating it, seconded Cllr Coogan, all in favour.																																													
S		<b>Bank Holiday – Council contract – Bank Holiday Authorisation for the Clerk.</b> It was proposed that the Queens funeral day would be counted as a bank holiday for the clerk and that the Clerks contract is amended so that the clause in 15.1 “normal bank holidays” is amended to “all bank holidays” Proposed Cllr Crame, seconded Cllr Gibbons. All in favour.																																													
T		<b>Any other updates received after the agenda has been published*</b>																																													
U		<b>Items for future agenda:</b> Cllrs to advise Clerk of any items to be added Energy Prices and monitoring grants and support available to households. The Kings Coronation – arrange a consultation for residents and ask for volunteers Consultants and legal costs and how to fund.																																													
<b>#07</b>		<b>Financial Report</b>																																													
A		<b>Income:</b> Precept received - £22,702.50																																													
B		<p><b>Approval of payment of invoices:</b> Total payments - £5,286.70</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Company</th> <th>Invoice</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>18/10/2022</td> <td>Garden Designs</td> <td>5930/5958/6043/6014</td> <td>Greens</td> <td>£2,019.60</td> </tr> <tr> <td>18/10/2022</td> <td>J Kennedy</td> <td>Month 6/7</td> <td>Clerk</td> <td>£1,862.40</td> </tr> <tr> <td>18/10/2022</td> <td>J Kennedy - Expenses</td> <td>Month 5/6/7</td> <td>Admin</td> <td>£167.50</td> </tr> <tr> <td>18/10/2022</td> <td>HMRC</td> <td>Month 6/7</td> <td>Clerk</td> <td>£68.44</td> </tr> <tr> <td>18/10/2022</td> <td>Berkshire Pension Fund</td> <td>Month 6/7</td> <td>Clerk</td> <td>£691.76</td> </tr> <tr> <td>18/10/2022</td> <td>Royal British Legion</td> <td>CWheeler</td> <td>Event Costs</td> <td>£75.00</td> </tr> <tr> <td>07/10/2022</td> <td>PKF Littlejohn</td> <td>BE0049</td> <td>Audit</td> <td>£360.00</td> </tr> <tr> <td>07/10/2022</td> <td>VisionICT</td> <td>15401</td> <td>IT Cost</td> <td>£42.00</td> </tr> </tbody> </table> <p>All payments were electronic apart from the British Legion payment which is by cheque. The expenses for the clerk were approved in August but the paperwork contained the wrong month so the payment was cancelled by Cllr Hickley and redone this month.</p>	Date	Company	Invoice	Budget Line	Amount	18/10/2022	Garden Designs	5930/5958/6043/6014	Greens	£2,019.60	18/10/2022	J Kennedy	Month 6/7	Clerk	£1,862.40	18/10/2022	J Kennedy - Expenses	Month 5/6/7	Admin	£167.50	18/10/2022	HMRC	Month 6/7	Clerk	£68.44	18/10/2022	Berkshire Pension Fund	Month 6/7	Clerk	£691.76	18/10/2022	Royal British Legion	CWheeler	Event Costs	£75.00	07/10/2022	PKF Littlejohn	BE0049	Audit	£360.00	07/10/2022	VisionICT	15401	IT Cost	£42.00
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C		<b>Section 137 / Chair’s fund payments (\$137 limited by legislation, (Chair’s fund limited to £250 without meeting approval)</b> None																																													
D		<b>Approval of Accounts Quarter 2</b> Proposed Cllr Hickley, second Cllr Crame																																													
E		<b>Audit Outcome:</b> This has all now been signed off and was on the website before the 30 <sup>th</sup> September deadline.																																													
F		<b>Appointment of Internal and External Auditor</b> It was agreed to go with Accounting Solutions for the internal audit and to be included in the national appointment for the external audit. Proposed Cllr Gibbons, seconded Cllr Hickley.																																													
G		<b>Any other Finance items received after the agenda has been published*</b>																																													
<b>#08</b>		<b>Policies to be reviewed and adopted</b>																																													
		<b>Financial Regulations: No changes have been made. Proposed Cllr Hickley, seconded Cllr Crame</b>																																													
<b>#09</b>		<b>Questions from the public: (If appropriate) - None</b>																																													
<b>#10</b>		<b>Dates of future meetings: 2022, Third Tuesday of each month</b>																																													
		Cllr Crame offered her apologies for the next meeting.																																													
		<b>Please read the “Meetings Rules and Public Participation at Meetings” document</b>																																													

	Tuesday 15 <sup>th</sup> November 2022 – 19:30	Tuesday 20 <sup>th</sup> December 2022 -19:30
	Tuesday 17 <sup>th</sup> January 2023 – 19:30	Tuesday 16 <sup>th</sup> February 2023 – 19:30

**Meeting Closed 21:27**

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, C/o Champney Hall, Stanwell Road, Horton, SL3 9PW

Note: Personal callers by appointment only.

Email [Clerk@HortonParishCouncil.Gov.uk](mailto: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)

Planning Appendix (as at 2022/10/11)								
Ref	date	address	details	No action from HPC	HPC to respond	HPC responded	awaiting RBWM decision	Decided
<b>4A: New applications received since last meeting</b>								
22/02545 /LBC	Tue 20 Sep 2022	Brookfield Lodge Datchet Road Horton Slough SL3 9PS	Consent for a single storey side extension to link the main dwelling to the detached Summer Room.					
22/02544 /FULL	Tue 20 Sep 2022	Brookfield Lodge Datchet Road Horton Slough SL3 9PS	Single storey side extension to link the main dwelling to the detached Summer Room.					
22/02507 /LBC	Tue 13 Sep 2022	Brookfield Park Lane Horton Slough SL3 9PR	Consent for repair and secure the roof structure.					
22/02300 /CPD	Fri 19 Aug 2022	6 Horton Gardens Datchet Road Horton Slough SL3 9PX	Certificate of lawfulness to determine whether the proposed hip to part gable loft conversion with x5 rooflights and x1 rear dormer with x2 juliet balconies is lawful.					
<b>B: Applications awaiting decision from RBWM</b>								
Ref	date	address	details	No action from HPC	HPC to respond	HPC responded	awaiting RBWM decision	Decided
22/01492 /FULL	Mon 13 Jun 2022	Land East of Horton Road Horton Slough	Proposed inert waste recycling facility.		✓	✓	✓	

22/01547 /FULL	Thu 09 Jun 2022	18 Coppermill Road Wraysbury Staines TW19 5NT	Retention of rear single storey extension at a reduced size following demolition of part of the existing garage and the rear most part of the existing extension.		✓	✓	✓	
22/01475 /VAR	Tue 31 May 2022	Land East of Horton Road Horton Slough	Variation (under Section 73) of conditions 12 (scheme of restoration and landscaping), 39 (mineral extraction and infilling) and 40 (linked to condition 13) of planning permission 17/03850/VAR for the variation of condition 40 (under Section 73) to allow for continued extraction, infilling and restoration of site for the extraction of sand and gravel and restoration to agricultural land using imported inert fill, creation of a site access road onto Horton Road, erection of a gravel processing plant, site offices and facilities, and formation of settlement ponds approved under (07/00590) (allowed on appeal).		✓	✓	✓	
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		✓	✓	✓	
<b>4C: Applications decided since last meeting</b>				<b>No action from</b>	<b>HPC to respond</b>	<b>HPC responded</b>	<b>awaiting RBWM decision</b>	<b>Decided</b>
22/02292 /PDXL	Thu 18 Aug 2022	166 Coppermill Road Wraysbury Staines TW19 5NR	Single storey rear extension no greater than 8m in depth, 2.67m high with an eaves height of 2.5m.					Prior Approval not required
22/01261 /FULL	Wed 11 May 2022	Lucky For Some Mill Lane Horton Slough SL3 9PL	x1 rear outbuilding - retrospective.		✓	✓	✓	Application permitted

22/01546 /FULL	Mon 11 Jul 2022	4 Colne Bank Horton Slough SL3 9PG	Single storey side extension and a single storey side/rear extension following the demolition of the existing garage and conservatory.		✓	✓	✓	Application permitted
22/01467 /FULL	Tue 14 Jun 2022	173 Coppermill Road Wraysbury Staines TW19 5NX	Single storey front/side extension and alterations to fenestration.		✓	✓	✓	Refused
22/01466 /FULL	Tue 14 Jun 2022	173 Coppermill Road Wraysbury Staines TW19 5NX	Single storey rear extension.		✓	✓	✓	Refused
22/01899 /LBC	Thu 14 Jul 2022	Brookfield Park Lane Horton Slough SL3 9PR	Consent for a first-floor extension to the West elevation, new solar panels above the existing single storey element on the North/West elevations and alterations to the stable block to include; change from hipped to gable ends with pitch, new slate tiles to match the main dwelling, new solar panels to the West elevation, bird/bat boxes to the North and South elevations and reduce the number of columns on the East elevation from 5 to 4.		✓	✓	✓	Application permitted
22/01898 /FULL	Thu 14 Jul 2022	Brookfield Park Lane Horton Slough SL3 9PR	First floor extension to the West elevation, new solar panels above the existing single storey element on the North/West elevations and alterations to the stable block to include; change from hipped to gable ends with pitch, new slate tiles to match the main dwelling, new solar panels to the West elevation, bird/bat boxes to the North and South elevations and reduce the number of columns on the East elevation from 5 to 4.		✓	✓	✓	Application permitted
22/02064 /FULL	Wed 27 Jul 2022	8 Horton Gardens Datchet Road Horton Slough SL3 9PX	Single storey side/rear extension and alterations to fenestration.					18/08/2022 Application Withdrawn
22/01655 /FULL	Fri 17 Jun 2022	175 Coppermill Road Wraysbury Staines TW19 5NX	Single storey rear/side extension following demolition of existing garage		✓	✓	✓	12/08/2022 Application Permitted