

Draft Minutes of the Annual Horton Parish Council Meeting

Horton Parish Council Draft Minutes Annual Parish Council Meeting 7th May 2024 at 19:30

Summoned Councillors: Cllr Bovingdon, Cllr Buckley, Cllr Cole, Cllr Coogan, Cllr Hickley, Cllr Larcombe, Cllr Patel

1	The election of the Chair of the Parish Council Chair to sign the Acceptance of Office form Proposed Cllr Patel, second Cllr Bovingdon – All in favour. Cllr Hickley signed the Acceptance of office form.
2.	The election of the Vice Chair of the Parish Council Vice Chair to sign the Acceptance of Office form Cllr Larcombe accepted the nomination – Proposed Cllr Hickley, Seconded Cllr Patel – All in favour. Cllr Larcombe signed the acceptance of office form Cllr Patel left the meeting
3.	Apologies: Cllr Buckley, Cllr Cole.
4.	To consider Co-options to fill vacant seats – Current Vacancies 2 Discussion on attracting Councillors. Clerk to ensure there is a Facebook post for the monthly meeting.
5.	Councillors' Declarations of Pecuniary Interest: Cllrs with changes to their interests to re-sign No changes to declarations required.
6.	Declarations of Interest for this Agenda – None.
7.	Open session for members of the public – No members of the public were present.
8.	Committees and responsibilities: <ul style="list-style-type: none">• To consider whether any committees are appropriate for the forthcoming year – Currently there is a working party for Pickens Piece and a Staffing Committee.• Terms of Reference for Committees and Working Parties No changes to terms of reference or parties.
9.	To Appoint Lead Councillors <ul style="list-style-type: none">• 9.1 Planning – Currently Cllr Cole, Cllr Hickley• 9.2 Finance – Currently Cllr Cole• 9.3 flags – Currently Cllr Cole• 9.4 policies – Currently Cllr Cole• 9.5 fly tipping – Currently Cllr Hickley• 9.6 parking issues – Currently Cllr Patel• 9.7 play equipment – Currently delegated to the Clerk• 9.8 Greens – Currently delegated to the Clerk• 9.9 water course and flooding – Currently Cllr Larcombe• 9.10 staffing and training – Currently Cllr Cole• 9.11 Defibrillator Guardian – Currently Cllr Coogan, Cllr Cole <p>It was proposed by Cllr Hickley that everything remains as is, second Cllr Bovingdon, all in favour.</p>
10.	To appoint representatives to other parish bodies: <ul style="list-style-type: none">• Champney Hall Management Committee – Currently Cllr Bovingdon, Cllr Hickley and the Clerk

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	It was proposed by Cllr Larcombe that it remains as is, second Cllr Hickley, all in favour.
11.	<p>To appoint representatives to appropriate bodies and / or to agree to subscribe where applicable:</p> <ul style="list-style-type: none"> • 11.1 DALC – Cllr Cole • 11.2 BALC – Cllr Cole • 11.3 NALC – Cllr Cole • 11.4 Neighbourhood Action Group – Cllr Hickley • 11.5 RBWM Flood liaison Committee – Cllr Larcombe • 11.6 Jayflex Community Liaison Meetings – Cllr Buckley • 11.7 Summerleaze Liaison Meetings Poyle Quarry - Cllr Larcombe • Local Access Forum – Cllr Hickley <p>It was proposed by Cllr Hickley that everything remains as is and Cllr Larcombe is added to the Summerleaze Liaison group, second Cllr Bovington, all in favour.</p>
12.	<p>To note the following annual or long-term contracts have been awarded:</p> <ul style="list-style-type: none"> • 12.1 Greens maintenance – Garden Designs • 12.2 Internal Auditor – Auditing Solutions • 12.3 Payroll Services – My Controller • 12.4 Web hosting – Vision ICT <p>Noted.</p> <ul style="list-style-type: none"> • 12.5 Insurance – Quotes to be looked at and a decision made under item
13.	Approval of Minutes of the April meeting on 16th April 2024:
14.	<p>Planning Applications:</p> <p>Ref. No: 24/00867/FULL - 20 Milton Close - Status: Awaiting decision – decided on a response last time – No objection</p> <p>Ref. No: 24/00995/FULL - 30 Coppermill Road - Status: Awaiting decision – No objection, usual requests.</p> <p>Ref. No: 24/01005/FULL - Whites Manor, Bells Lane - Status: Awaiting decision – No objection, usual comments around flooding, drainage and sub division.</p>
15.	<p>To receive reports from:</p> <ul style="list-style-type: none"> • 15.1 The Clerk Housing needs survey open until 20th May 2024. No Mow May – the verge on Stanwell Road beyond the Coppermill Road Roundabout will be left unmown for May. Cllr Young from Datchet PC is to be invited to the September meeting. • 15.2 The Chairman – Annual Parish Meeting took place 30th April 2024. 2 Horton Residents attended both of whom are members of the Parish Council. • 15.3 RBWM Ward Councillors The Mayor Making will take place on 14th May 2024. RBWM are checking every penny spent in view of the financial situation at RBWM. The Election results last week were not surprising. Planning RBWM – Cllr Larcombe queried whether the new strategy to work with investors into the Royal Borough was working for this Ward as the Councillors have changed but the Officers have not and a recent application for change of use of Ditton Manor (Datchet) which would have turned it into a hotel and hospitality venue creating 130 new jobs in the area was turned down by 1 vote.

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	<p>The planning for the derelict shops by the Green in Wraysbury has been turned down and the Hythe End boat repair yard has been turned down (both Wraysbury). The business investment into the community is not being allowed to grow.</p> <p>1 enforcement officer at RBWM is causing problems with dealing with issues in a timely manner Whites Lane in Datchet has seen taken trees out and fencing put up.</p> <p>The Liquid Leisure planning application has been resubmitted.</p> <ul style="list-style-type: none"> • Pollution Tube Project Report – The Clerk is to send the results to Bray Parish Council and ask for suggestions as to what can be done. 																																																		
16.	<p>Meeting schedule for 2024-2025</p> <ul style="list-style-type: none"> • Tuesday 18th June 2024 • Tuesday 16th July 2024 • Tuesday 20th August 2024 • Tuesday 17th September 2024 • Tuesday 15th October 2024 • Tuesday 19th November 2024 • Tuesday 17th December 2024 • Tuesday 14th January 2025 • Tuesday 18th February 2025 • Tuesday 18th March 2025 																																																		
17.	<p>Finance -</p> <ul style="list-style-type: none"> • 17.1 Payment Approval Proposed Cllr Hickley, Seconded Cllr Larcombe. <table border="1" data-bbox="210 1088 1407 1207"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/05/2024</td> <td>Garden Designs</td> <td>8089,8105</td> <td>Greens</td> <td>£1,075.80</td> </tr> <tr> <td>07/05/2024</td> <td>SLCC</td> <td>MEM248977-1</td> <td>Subscriptions</td> <td>£183.00</td> </tr> </tbody> </table> <p>Paid in the month due to 7-day terms – Quote approved April 2024.</p> <table border="1" data-bbox="210 1252 1407 1330"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>30/04/2024</td> <td>Allen Electrical</td> <td>152771</td> <td>Maintenance</td> <td>£208.80</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 17.2 Approval of Payroll to be paid in May <table border="1" data-bbox="210 1375 1407 1615"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number</th> <th>Budget Line</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>07/05/2024</td> <td>Staff</td> <td>Month 2</td> <td>Personnel</td> <td>£1,063.11</td> </tr> <tr> <td>07/05/2024</td> <td>HMRC</td> <td>Month 2</td> <td>Personnel</td> <td>£113.68</td> </tr> <tr> <td>07/05/2024</td> <td>Berkshire Pension</td> <td>Month 2</td> <td>Personnel</td> <td>£430.60</td> </tr> <tr> <td>07/05/2024</td> <td>Staff</td> <td>Month 2</td> <td>Admin</td> <td>£52.50</td> </tr> </tbody> </table> <ul style="list-style-type: none"> • 17.3 Final Budget Report for 2023-24 – The councillors were happy with the budget outcome at the end of March 2024 with a small surplus. • 17.4 Internal Audit Report – Following the comment on using an accounting package it was proposed Cllr Cole lead on a council wide IT project. Proposed Cllr Hickley, second Cllr Bovingdon. All in favour. • 17.5 Approval of the Fixed Asset Register – Approved with the removal of Hall heating and CCTV as belongs to the Hall overseen by the management committee. Cllr Hickley Cllr Larcombe. All in favour • 17.6 Approval of the 2023/24 Accounts including Q4 – Accounts. Proposed Cllr Hickley, second Cllr Bovingdon. 	Date	Payee	Invoice Number	Budget Line	Amount	07/05/2024	Garden Designs	8089,8105	Greens	£1,075.80	07/05/2024	SLCC	MEM248977-1	Subscriptions	£183.00	Date	Payee	Invoice Number	Budget Line	Amount	30/04/2024	Allen Electrical	152771	Maintenance	£208.80	Date	Payee	Invoice Number	Budget Line	Amount	07/05/2024	Staff	Month 2	Personnel	£1,063.11	07/05/2024	HMRC	Month 2	Personnel	£113.68	07/05/2024	Berkshire Pension	Month 2	Personnel	£430.60	07/05/2024	Staff	Month 2	Admin	£52.50
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	<ul style="list-style-type: none"> 17.7 Banking Arrangements – remain with 4 councillor. Cllr Hickley proposed to add Cllr Larcombe, second Cllr Bovingdon. The Clerk will bring the form to the June meeting. 17.8 Chairs Allowance is to remain at £250 per annum. Proposed Cllr Bovingdon, second Cllr Larcombe 17.9 Insurance Cover – Cllr Hickley proposed Zurich as the cheapest of the quotes, £790.17, seconded by Cllr Bovingdon. Approved for payment. 17.10 Approval of the current level of reserves – Approved Proposed Cllr Hickley, Seconded Cllr Bovingdon.
18.	<p>Documents:</p> <ul style="list-style-type: none"> 18.1 Standing Orders – Approved Proposed Cllr Hickley, Seconded Cllr Larcombe. 18.2 Financial Procedures – Defer to June due to publication of NALC new policy 7th May 2024. 18.3 Members code of Conduct – No changes from Code adopted in 2021.

Meeting finished 20:42

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Clerk to the Council: Mrs Jayne Kennedy, c/o Champney Hall, Stanwell Road, Horton, Slough. SL3 9PA

Email Clerk@HortonParishCouncil.Gov.uk.

Parish Phone 07957 588 277

Planning Appendix (as at 2024/05/01)								
Ref	date	address	details	No action from HPC	HPC to respond	HPC responded	awaiting RBWM decision	Decided
4A: New applications received since last meeting								
24/01005 /FULL	Thu 25 Apr 2024	Whites Manor Bells Lane Horton Slough SL3 9PW	Part single, part first floor, part two storey (front,side,rear) extensions, 2no. rear Juliet balconies, solar panels and alterations to fenestration following the demolition of the existing elements.					
24/00995 /FULL	Wed 24 Apr 2024	30 Coppermill Road Wraysbury Staines TW19 5NT	Single storey rear extension, enlargement of existing roofspace and existing side dormer and alterations to fenestration.					
24/00867 /FULL	Tue 09 Apr 2024	20 Milton Close Horton Slough SL3 9PP	First floor side extension			✓	✓	
4B: Applications awaiting decision from RBWM								
24/00704 /LBC	Thu 28 Mar 2024	Brookfield Park Lane Horton Slough SL3 9PR	Consent to relocate the bell, chimney caps and for parapet treatment.					
4C: Applications decided since last meeting								