

Horton Parish Council

THE ANNUAL MEETING of the PARISH COUNCIL of Horton

Tuesday 20th May 2025 at 7:30pm

Minutes of the Meeting

Present: Cllr Hickley, Cllr Larcombe, Cllr Buckley, Cllr Bovingdon, Cllr Coogan, Cllr Patel, Clerk Jayne Kennedy, 6 Residents.

1	<p>The election of the Chair of the Parish Council</p> <p>Cllr Larcombe proposed Cllr Hickley which was seconded by Cllr Buckley. All in favour. Cllr Hickley accepted the office of Chair.</p> <p>Council gave permission to sign the form at a later date as the forms were unavailable.</p>
2.	<p>The election of the Vice Chair of the Parish Council</p> <p>Cllr Bovingdon proposed Cllr Larcombe and Cllr Coogan seconded. All in favour. Cllr Larcombe accepted the office of vice chair.</p> <p>Council gave permission to sign the form at a later date as the forms were unavailable.</p>
	<p>At this point in the agenda the meeting jumped to s14 for planning application 25/01024/FULL - 136 Coppermill Road Wraysbury Staines TW19 5NR</p> <p>Cllr Hickley shared thoughts on a Parish Council response.</p> <p>Residents in attendance shared their objections and concerns to the development.</p> <ol style="list-style-type: none">1. The premises are being used as a business which employs other people.2. 6-8 20-seater minibuses are being stored.3. Safety of entry and exit, 20-seater minibuses reversing from the driveway.4. Maintenance and washing resulting in ASB towards neighbours (early start, washing on the boundary so water not contained to their property, noise, neighbour conflict, weekend working).5. Report Boundaries have been encroached on.6. Over 100 lorries of hardcore have been delivered to raise the 1.3-acre garden by 2ft in height and are causing flooding concerns for neighbouring properties.7. New fences greater than 6ft erected.8. Trees have been removed. <p>The Clerk has received similar concerns from a resident unable to attend this meeting who lives near to the residence.</p> <p>Residents are concerned that RBWM Enforcement are not acting.</p> <p>Cllr Buckley advised the residents to all individually use the report it tool to report each separate concern with the evidence they have and share the case numbers with the Parish Council so that they can chase. RBWM have a resourcing issue in enforcement and there are currently 100+ cases outstanding, but Ward Councillors will chase cases for an outcome.</p> <p>5 members of the public left after the conclusion of this discussion.</p>
3.	<p>Apologies – Ward Councillor Grove will not be present this evening.</p>

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4.	To consider Co-options to fill vacant seats – One of the residents expressed an interest at getting involved with the Parish Council as a Councillor.
5.	Councillors' Declarations of Pecuniary Interest: Cllrs with changes to their interests to re-sign. No changes to Pecuniary Interests.
6.	Declarations of Interest for this Agenda – No declarations of interest for this agenda.
7.	Open session for members of the public: The remaining member of the public had no questions.
8.	<p>Committees and responsibilities:</p> <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. <p>Working Party: This will continue until the project is ended.</p> <p>Staffing Committee: It was decided by the full council that the staffing committee is not required, and full council will deal with staffing matters in closed sessions at the end of meetings.</p> <ul style="list-style-type: none"> Terms of Reference for Committees and Working Parties: <p>The working party terms of reference remain as is.</p>
9.	<p>To Appoint Lead Councillors</p> <ul style="list-style-type: none"> 9.1 Planning – Cllr Hickley, Cllr Cole 9.2 Finance – Cllr Cole 9.3 flags – Cllr Cole 9.4 policies – Cllr Cole 9.5 fly tipping – Cllr Hickley, Cllr Patel 9.6 parking issues – Cllr Patel 9.7 play equipment – Cllr Coogan 9.8 Greens – Cllr Bovingdon 9.9 water course and flooding – Cllr Larcombe 9.10 staffing and training – Cllr Cole 9.11 Defibrillator Guardian – Cllr Coogan, Cllr Cole
10.	<p>To appoint representatives to other parish bodies:</p> <ul style="list-style-type: none"> Champney Hall Management Committee – Cllr Bovingdon, Cllr Hickley and the Clerk
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 <p>Cllr Hickley proposed that the Council remain a member of NALC for 2025-2026. Seconded Cllr Larcombe. All in favour.</p> <ul style="list-style-type: none"> 11.4 Neighbourhood Action Group – Cllr Hickley 11.5 RBWM Flood Forum – Cllr Larcombe 11.6 Jayflex Community Liaison Meetings – Cllr Buckley 11.7 Summerleaze Liaison Meetings Poyle Quarry – Cllr Larcombe

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	<ul style="list-style-type: none"> Local Access Forum – Cllr Hickley
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 for 2025-2026 – The Council appointed Auditing Solutions. Proposed Cllr Hickley, Second Cllr Bovington, All in favour. 12.3 Payroll Services – My Controller 12.4 Web hosting – Vision ICT 12.5 Insurance – Zurich Insurance
13.	<p>Approval of Minutes of the April meeting on 8th April 2025</p> <p>The minutes were adopted without amendment. Proposed Cllr Hickley, seconded Cllr Bovington. All in favour.</p>
14.	<p>Planning Applications:</p> <p>25/01024/FULL - 136 Coppermill Road Wraysbury Staines TW19 5NR Part change of use of the existing car park to mixed use to park minibuses overnight for business use (part retrospective) - Objection - See section 2A.</p> <p>25/01111/FULL - 1 Ashgood Cottages, Foundry Lane Horton Slough SL3 9PB Part single part two storey side extension - No objection</p> <p>25/01094/FULL - 24 Coppermill Road Wraysbury Staines TW19 5NT New front porch. - No objection</p> <p>25/00915/FULL - 90 Coppermill Road Wraysbury Staines TW19 5NS Single storey front extension, single storey side/rear extension and alterations to existing rear steps – there has been no consulting of properties to the rear where the extension will be sited and there are concerns about access for the properties behind whilst building work takes place.</p> <p>25/00884/FULL - Purbeck Bells Lane Horton Slough SL3 9PW – No objection Single storey front extension, 3no. front dormers, 3no. rear dormers and 1no. rear dormer with enclosed balcony, single storey rear extension, alterations to fenestration and enlargement of the existing raised terrace following the demolition of the existing elements.</p> <p>164 Coppermill Road – 1 PDXL and 3*CPD applications - Cllr Hickley brought to the attention of the council the certificate of lawfulness applications and permitted development application for 164 Coppermill Road included in the planning appendix. Cllr Hickley proposed a response objecting to the applications due to the link and resulting size of the property. All in favour.</p>
15	<p>To receive reports from:</p> <ul style="list-style-type: none"> 15.1 The Clerk <p>Maidenhead footpath 19 is being diverted. The Council does not need to comment. Cllr Coogan asked about signage for the bridle way from Foundry Lane to Colnbrook as a previous sign has been removed. Cllr Buckley will ask Jayflex about signage for the bridleways.</p> <ul style="list-style-type: none"> 15.2 The Chairman

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- Cllr Hickley attended the Colne Valley Trust conference on 15th May and found the way the tables were grouped in area useful as each knew the others areas and the discussions were helpful.
- Village Green – the quote for wooden posts on the Green was £2,675 and metal posts £7,000 - £8,000. A discussion was had about next years budget and CIL money. The clerk is to investigate what can be used.
Cllr Hickley to gather quotes for metal posts.
- Horton and Wraysbury Resilience has approached Horton Parish Council for some funds to purchase insurance. The £170 bill would be pro-rata between the two parishes and would be approximately £47.50 for Horton. Cllr Hickley proposed, Cllr Buckley seconded. All in favour of paying a pro rata split.

- 15.3 RBWM Ward Councillors

Ward Cllr Buckley

- There is to be a big announcement on flooding from RBWM in the coming months.
- RBWM are planning financially for the future and are looking to borrow more money and raise council tax.
- It is important that the report it tool is used as then issues are logged and form part of the performance targets.
- Ward Cllr Buckley will be meeting with enforcement officers and requested a list of enforcement cases from Horton Parish Council.

Cllr Larcombe

- RBWM Cabinet are looking well ahead.
 - The 25-year-old footbridge at Black Potts Dam is rotten with Cllr Larcombe estimating based on other cases that it will cost £1m to rectify.
 - Cllr Larcombe is now in his 7th year on the RBWM council and says it is an experience money cannot buy. He has been part of the Borough local planning and other things.
 - Looking forward the proposed devolution will change the local authority landscape again and Cllr Larcombe hopes to see Royal Windsor and East Berkshire as a local authority. Horton and Wraysbury have moved from Buckinghamshire before and changing authorities is problematic for the villages.
- 15.4 Pickens Piece Working Party
 - The Housing Needs survey results have now been shared by Connecting Communities Berkshire. The Clerk will put it on the agenda for the next meeting.
 - WAM CLT are waiting to see if RBWM are going to engage with this suggested project but currently it is not a high priority for RBWM.
- 15.5 Staffing Report from Cllr Hickley
 - Cllr Hickley shared the news that the Clerk has resigned and will be leaving Horton Parish Council for a full-time role.
 - A job advert will be placed locally for a new clerk.
- 15.6 Feedback received on the new Bus Service 10/10A

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- The Parish Council wish to feedback to Carousel Buses and RBWM that the new bus routes feel unfair to Horton
- And that the drivers do not seem to have received appropriate training on the routes.
- Cllr Hickley to draft a letter to send to the clerk who will distribute to the bus company, the RBWM Officer, the RBWM councillor for Transport and Henry Perez the local campaigner for Wraysbury bus routes.

16.

Meeting schedule for 2025-2026

- Tuesday 17th June 2025
- Tuesday 15th July 2025
- Tuesday 19th August 2025
- Tuesday 16th September 2025
- Tuesday 21st October 2025
- Tuesday 18th November 2025
- Tuesday 16th December 2025
- Tuesday 20th January 2026
- Tuesday 17th February 2026
- Tuesday 17th March 2026

Cllr Buckley asked if meetings could start at 7pm going forwards. A discussion was had and all councillors were in favour. Meetings from June onwards will start at 7pm.

Cllr Larcombe was asked to Chair the June meeting as Cllr Hickley is away.

The ward councillors advised a clash of RBWM and Horton Parish Council on 18th November.

17.

Finance

- 17.1 Receipts – SLA payment from RBWM, VAT refund from HMRC, DHWNAG invoice £90.50
- 17.2 Payment Approval – Invoices received to date
Proposed Cllr Hickley, second Cllr Patel. All in favour.

Date	Payee	Invoice Number	Budget Line	Amount
20/05/2025	Staff	Month 2	Personnel	£1,118.50
20/05/2025	HMRC	Month 2	Personnel	£155.30
20/05/2025	Berkshire Pension	Month 2	Personnel	£446.67
20/05/2025	Staff WFH Allowance	Month 2	Admin	£52.50
20/05/2025	Roger Hoare	0075	Events	£150.00
20/05/2025	Garden Designs	8909/8956	Greens	£687.00
20/05/2025	BALC	7406	Subscriptions	£259.25
20/05/2025	Windowflowers	68345	Greens	£932.40

- 1.3 Final Budget Report for 2024-25 – The final figure for the drop in reserves was £4,311.41
- 17.4 Internal Audit verbal report – Not yet available.

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	<ul style="list-style-type: none"> • 17.5 Banking Arrangements – 4 signatories to remain – Cllr Hickley, Cllr Patel, Cllr Cole, Cllr Bovingdon. • 17.6 Chairs Allowance – To remain as is at £250 per year. • 17.7 Approval of the current level of reserves – Current level of reserves is £ • 17.8 AGAR Annual Governance Statement – deferred to next meeting • 17.9 Expected Public inspection timeline – The Clerk proposed the timeframe as Thursday 19th June until Wednesday 30th July 2025.
18.	<p>Documents:</p> <ul style="list-style-type: none"> • 18.1 Standing Orders - NALC have issued a new document. Clerk to bring to the next meeting. • 18.2 Financial Procedures - to be brought to next meeting • 18.3 Members code of Conduct – No updates. Will be brought to the next meeting. • 18.4 CCTV Policy – Will be brought to the council for approval next meeting. • 18.5 Communications Policy – to be brought for approval at the next meeting.
	<p>Cllr Larcombe shared Wraysbury Parish Council plans for clearing the Wraysbury drain and adjusting the weir at Wraysbury station. Horton Parish Council Chair will notify the flood warden and express concern, for the effects on Horton drain, of adjusting the weir.</p>

Meeting Closed 21:03

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

Agendas and previous minutes are available from the Parish Council Website:

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Planning Appendix (as at 2025/05/13)								
Ref	date	address	details	No action from HPC	HPC response	HPC response	awaiting RBWM decision	Decided
4A: New applications received since last meeting								
25/01142/CPD	Fri 02 May 2025	164 Coppermill Road Wraysbury Staines TW19 5NR	Certificate of lawfulness to determine whether the proposed single storey side extension and alterations to fenestration is lawful.					
25/01143/CPD	Fri 02 May 2025	164 Coppermill Road Wraysbury Staines TW19 5NR	Certificate of lawfulness to determine whether the proposed hip to gable, 3no. front rooflights, 1no. rear dormer with 2no. Juliet balconies to accommodate a loft conversion is lawful.					

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25/01141/PDXL	Fri 02 May 2025	164 Coppermill Road Wraysbury Staines TW19 5NR	Single storey rear extension no greater than 8.00m in depth, 3.05m high with an eaves height of 2.65m.					
25/01146/CPD	Fri 02 May 2025	164 Coppermill Road Wraysbury Staines TW19 5NR	Certificate of lawfulness to determine whether the proposed single storey front porch and 1no. detached outbuilding ancillary to the main dwelling is lawful.					
25/01024/FULL	Wed 07 May 2025	136 Coppermill Road Wraysbury Staines TW19 5NR	Part change of use of the existing car park to mixed use to park minibuses overnight for business use (part retrospective)					
25/01111/FULL	Wed 30 Apr 2025	1 Ashgood Cottages Foundry Lane Horton Slough SL3 9PB	Part single part two storey side extension					
25/01094/FULL	Mon 28 Apr 2025	24 Coppermill Road Wraysbury Staines TW19 5NT	New front porch.					
25/00915/FULL	Wed 23 Apr 2025	90 Coppermill Road Wraysbury Staines TW19 5NS	Single storey front extension, single storey side/rear extension and alterations to existing rear steps.					

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25/00884/FULL	Mon 07 Apr 2025	Purbeck Bells Lane Horton Slough SL3 9PW	Single storey front extension, 3no. front dormers, 3no. rear dormers and 1no. rear dormer with enclosed balcony, single storey rear extension, alterations to fenestration and enlargement of the existing raised terrace following the demolition of the existing elements.					
4B: Applications awaiting decision from RBWM								
25/00579/VAR	Mon 10 Mar 2025	28 - 30 Coppermill Road Wraysbury Staines	Variation (under Section 73a) of planning permission 18/02046/VAR to remove Condition 10 (removal of PD).					
25/00568/CLU	Fri 07 Mar 2025	Land To The West And Adjacent 1A The Bungalow Datchet Road Horton Slough	Certificate of lawfulness to determine whether the existing use of the land for a residential caravan site is lawful.					
4C: Applications decided since last meeting								

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