

At the Meeting of the COUNCIL
for the PARISH of HORTON
held in Champney Hall at 7.00pm
Tuesday 19th May 2026

Present: Cllr E.Larcombe (Chair), Cllr D.Buckley, Cllr,F.Bovingdon, Cllr G.Petrassi- Beck, Cllr E. Coogan, Cllr J. Patel

In Attendance: Harley Spillane – Clerk & RFO

In Attendance: Ward Cllr J. Grove

Currant Chairperson opens the meeting

1. THE ELECTION OF THE CHAIR OF THE PARISH COUNCIL

- i. **To elect a CHAIRPERSON of the PARISH COUNCIL for the ensuing Municipal Year 2026-27**
Cllr B. Hickley has been nominated
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi - Beck **Vote All In Favour:** Unanimous
- ii. **To receive the Chairperson's declaration of acceptance of office or agree when it will be received.**
Council have agreed for it to be signed when the Cllr returns from holiday.

2. THE ELECTION OF THE VICE CHAIR OF THE PARISH COUNCIL

- i. **To elect a VICE CHAIRPERSON of the PARISH COUNCIL for the ensuing Municipal Year.**
Cllr E. Larcombe has been nominated
Proposed: Cllr G.Petrassi-Beck **Seconded:** Cllr E. Coogan **Vote All In Favour:** Unanimous
- ii. **To receive the Vice Chair's declaration of acceptance of office or agree when it will be received.**
Cllr E. Larcombe has signed the declaration of acceptance of Office

3. APOLOGIES

Absent with Apologies: Cllr B. Hickley, Cllr N. Cole

4. DECLARATIONS OF INTEREST

None

5. LEAD COUNCILLOR5 ROLES

- i. **Waterways & Flooding**
Cllr E. Larcombe has been appointed lead.
- ii. **Greens**
Cllr G. Petrassi-Beck has been appointed as lead.
- iii. **Highways**
Cllr J. Patel has been appointed as lead.
- iv. **Planning**
Cllr B. Hickley has been appointed as lead.
- v. **Community & Events –**
Cllr F. Bovingdon had been appointed as lead.

6. TO APPOINT REPRESENTATIVES TO OTHER PARISH BODIES

- i. **Champney Hall Management Committee – Currently Cllr Bovingdon, Cllr Hickley, Cllr Petrassi-Beck and the Clerk.**

Committee members for committee to remain the same

Proposed: Cllr D. Buckley **Seconded:** Cllr E. Larcombe **Vote All In Favour:** Unanimous

7. TO APPOINT REPRESENTATIVES TO APPROPRIATE BODIES AND / OR TO AGREE TO SUBSCRIBE WHERE APPLICABLE:

- i. **DALC** - Clerk to deliver updates to the council.
- ii. **BALC** – Clerk to deliver updates to the council.
- iii. **NALC** – Clerk to deliver updates to the council.
- iv. **Neighbourhood Action Group** - Cllr B.Hickley and the Clerk
- v. **RBWM Flood Forum** – Cllr E. Larcombe
- vi. **Jayflex Community Liaison Meetings** – Cllr D. Buckley
- vii. **Summerlease Liaison Meetings Poyle Quarry** – Cllr E. Larcombe
- viii. **Local Access Forum** – Cllr B.Hickley and Cllr E. Larcombe

8. WORKING GROUPS

- i. **To consider whether the Working Groups are required for the coming year, and if so, to appoint Members to those Groups.**

Finance working group – Cllr G. Petrassi-Beck, Cllr J. Patel, Cllr E. Larcombe and Cllr F. Bovingdon and the Clerk.

DHW Litter group- Deferred to the next meeting.

9. MEMBERS APPOINTMENT TO COMMITTEE

STAFFING COMMITTEE

- i. **To appoint councillors to the Staffing Committee for 2026-27**
Deferred to next meeting
- ii. **To appoint a chairman for Staffing Committee for 2026-27**
Deferred to next meeting
- iii. **To appoint a vice-chair to the Staffing Committee for 2026-27**
Deferred to next meeting

10. TERMS OF REFERENCE

- i. **To approve TOR for Finance Working Group**
- ii. Deferred to next meeting.
- iii. **To approve TOR for Staffing Committee**
Deferred to next meeting.

11. TO NOTE THE FOLLOWING LONG TERM ANNUAL CONTRACTS HAVE BEEN AWARDED FOR;

- i. **Greens Maintenance** – Garden Designs
- ii. **Internal Auditor for 2026/27** – Current Internal Auditor has now retired, and Auditing solutions will be cutting back 2026/27 financial year, we will receive an email confirming. New Auditor will need to be secured Clerk to source quotes and candidates to present to the full council.
- iii. **Payroll Services** – My Controller has been renewed for another year.
- iv. **Web Hosting** – Vision ICT
- v. **Insurance** – Zurich Insurance has been renewed for another year.

12. COUNCIL MINUTES

To receive approval for the minutes of the Parish Council meeting of Tuesday 21st April 2026.

Proposed: Cllr G. Petrassi- Beck **Seconded:** Cllr F. Bovingdon **Vote All In Favour:** Unanimous

13. MATTERS ARISING FROM THE MEETING HELD 21st April 202

None

14. ADMINISTRATION

To review approve and adopt the following statutory documents

- i. **Standing Orders**
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi Beck **Vote All In Favour:** Unanimous
- ii. **Financial Regulations**
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi Beck **Vote All In Favour:** Unanimous
- iii. **Code of Conduct**
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi Beck **Vote All In Favour:** Unanimous
- iv. **Annual Leave Policy**
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi Beck **Vote All In Favour:** Unanimous
- v. **Freedom of Information**
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi Beck **Vote All In Favour:** Unanimous
- vi. **Privacy Policy**
Proposed: Cllr E. Larcombe **Seconded:** Cllr G. Petrassi Beck **Vote All In Favour:** Unanimous
- vii. **To review play park risk assessment.**
Current draft shared with Cllrs, Clerk has advised that there is still some equipment to add, deferred to the next meeting for completion.
- viii. **To Review and Councils risk management policy and risk assessment.**
Clerk advised the changes requested at Aprils meeting to 23 & 24 have now been added.
Proposed: Cllr J. Patel **Seconded:** Cllr G. Petrassi-Beck **Vote All In Favour:** Unanimous

15. MEETING SCHEDULE FOR 26/27

The Council agrees the meeting schedule for the year 2026-27 and meeting time.

Meeting will be set for the 3rd Tuesday of every month at 7pm.

Tuesday 16 th June 2026 19.00	Tuesday 21 st July 2026 19.00
Tuesday 18 th August 2026 19.00	Tuesday 15 th September 2026 19.00
Tuesday 20 th October 2026 19.00	Tuesday 17 th November 2026 19.00
Tuesday 15 th December 2026 19.00	Tuesday 19 th January 2027 19.00
Tuesday 16 th February 2027 19.00	Tuesday 16 th March 2027 19.00
Tuesday 20 th April 2027 19.00	Tuesday 18 th May 2027 19.00

16. PLANNING APPLICATION

- i. **To discuss and make recommendations on planning applications as detailed in Appendix 'A' of this Agenda.**

Application site	Application No.	Proposal	Council Comments
Kirkstone Horton Road Horton Slough SL3 9NU	26/00594/FULL	Replacement dwelling with 4no. parking spaces (Part Retrospective).	Objection

62 Coppermill Road Wraysbury Staines TW19 5NS	26/00984/FULL	New outbuilding following demolition of existing	No Objection
Coppertops Mill Lane Horton Slough SL3 9PN	26/00886/FULL	Single storey rear extension and first floor rear/side extension following demolition of existing conservatory.	No Objection

ii. **Enforcement Matters**

Enforcement for Kirkstone has been closed and is now awaiting a decision from planning application submitted.

No updates on Welley corner.

iii. **Appeals**

2 Island Cottages, has put in an appeal.

17. COMMUNICATION AND CORRESPONDANCE

i. **Parking Supplementary Planning Document**

Available on one drive

Statement for the Parking Supplementary Document read to all in attendance. Clerk has advised Cllrs all documents can be accessed via the One Drive. Clerk to print copies for Cllr E. Coogan.

18. REPORTS FROM WARD COUNCILLORS

Ward Cllr J. Grove

PSPO was passed for catapults, every incident needs to be logged with police when witnessed.

Ward Cllr D. Buckley

Finance has been the concentration at RBWM and dealing with parking.

Ward Cllr E. Larcombe

Flood risk strategy consultation to be held in July or August.

19. CHAIRS REPORT

i. **Report From Chair.**

No report

ii. **Clerks Report.**

The Clerk and Cllr B.Hickley had a productive meeting with the Heathrow Expansion Community Team, with funding opportunities that can be applied for and a Ranger programme for littler picks.

Five Bells Pub – Reported to the Environmental Agency and the borough is aware, still awaiting confirmation from the borough on if any action will be taken to clear up the site.

Arthur Jacobs/Poyle Poplars

Cllr B. Hickley, Cllr D. Buckley and the Clerk have arranged a meeting for 1st June to discuss the Litter Blitz project aimed at joining forces with as many stakeholders as possible to clean up areas, including nature reserves and footpaths that connect to these places or rivers.

RBWM

RBWM are looking to set up 6 monthly meetings again with Chairs and Clerks.

Resident concerns over FPN (fixed penalty notices) being issued to residents for having items out the front of their property to be given away for free. Concerns raised over conduct.

Reports have been received of Recycling bins being emptied into black bags and taken away.

PSTN

By January 2027, UK old copper phone network will be switched off, area by area. For most residents it will be straight forward, but for older vulnerable people, particularly those with telecare alarms or no mobile phones, it can be confusing and potentially risky if they are not prepared in time. Request if we would consider sharing with the community. – **Council have agreed to put it out on the website.**

Datchet Parish Council

Are hosting the Flood Mobile on Wednesday 27th May 2026 The unit will be staffed by Mary Long Dhonau. The mobile is a fully equipped demonstration unit showcasing a wide range of property flood resilience measures to help residents understand how to better protect their homes. – **Council agreed to advertise the event on the website.**

Thames Valley Police

Have advised courier crime is on the increase. Criminals are sending convincing SMS and email messages that urge recipients to click a link. The link leads to a fake website designed to steal personnel banking details. Thames Valley are urging residents to remain vigilant.

20. REPORTS

i. Waterways Report.

Nothing to report

ii. Report From Flood Warden.

No report

iii. Playground Report.

Operation report by Rospa has been completed and the 6 monthly inspection by Sovereign.

Stress test advised for the remaining wooden equipment, quote has been requested from Rospa.

Clerk trying to get additional quotes for works required, Sovereign quote has come in at £3, 509.20

iv. Defibrillator Report.

Defibrillator in good working order.

v. War Memorial.

Clerk working on missing names from memorial, and names that need fixing to get full quotes for works required as well as cleaning.

21. FINANCE AND ADMINISTRATION

i. To approve of Orders Of Payments.

Proposed: Cllr J. Patel **Seconded:** Cllr D. Buckley **Vote All In Favour:** Unanimous

ii. Second payment of the precept received in error by RBWM for £26,918.00.

The second payment that is normally not due till October has been paid early. There will now not be a payment in October. As the Precept for the 2026/27 Financial year has now been received in full.

iii. VAT return has been received of £2,453.66

The VAT return has been received and paid in to the account on 17th April 2026.

iv. Final budget report for 2025/26

Report gone through with Cllrs.

v. Approval of current reserves and earmarked reserves

Proposed: Cllr J. Patel **Seconded:** Cllr D. Buckley **Vote All In Favour:** Unanimous

vi. Internal Audit Report

Internal Auditor has been unable to tick yes for internal controls objective c due to financial risk assessment being approved 12 days to early.

Report listed advisory recommendations for accounting system due to previous corruption of the cash book.

To secure the Horton Parish Council website, as it is flagged as an unsecure site.

To ensure that VAT is reclaimed on a more regular basis.

- vii. **Banking Arrangements**
Banking arrangements to stay as they are.
- viii. **Chairs Allowance**
Chairs allowance is £250.
Proposed: Cllr J. Patel **Seconded:** Cllr D. Buckley **Vote All In Favour:** Unanimous
- ix. **AGAR Annual Governance Statement**
 - a) Section 1 Annual Governance Statement**
Proposed: Cllr J. Patel **Seconded:** Cllr F Bovingdon **Vote All In Favour:** Unanimous
 - b) Section 2 Accounting Statements 2025/26 for Horton Parish Council.**
Proposed: Cllr J. Patel **Seconded:** Cllr F. Bovingdon **Vote All In Favour:** Unanimous
- x. **Expected public inspection timeline**
Notice of Public Rights And Publication of Unaudited Governance and Accounts will run from 3rd June 2026 to 14th July 2026.

22. EVENTS

No current updates, Pride month is coming up – is there anything the HPC would like to do?

Not enough time to plan something for 2026, Clerk will add it to potential events for 2027.

23. ANY FURTHER QUESTIONS FROM THE PUBLIC

No

24. COUNCILLORS QUESTIONS AND COMMENTS

Milton Close Parking – Person who was parking on the verge to sell cars by Champney Hall is now parking in Milton Close. – Clerk has advised they will speak with RBWM Wardens and PCSO's and raise the issue at the next N.A.G meeting.

25. DATE OF NEXT MEETING

The Date of the next Parish Council monthly meeting will be Tuesday 16th June at 19.00.

Meeting Closed 20.43

