

# Horton Parish Council

## MEETING Tuesday 17<sup>th</sup> March 2020

### Minutes

Deferred items: Please note shaded items were not discussed, but where applicable information or updates has been included for information

#01	Councillors		
	A	<b>Present, and apologies and declaration of interest:</b> <b>Present:</b> Cllrs Coogan, Cole, Gibbons and Crame, Ward Cllrs Larcombe and Cannon, the Chair, Cllr Bovingdon, and the clerk, Benta Hickley <b>Apologies:</b> Cllrs Patel, Dunga and Cllr Sinclair Hill	
	B	(and questions from the public if appropriate): None	
#02	Statutory items:		
	A	<b>Recording Requests received:</b> none so recording was not permitted	
	B	<b>Minutes of previous meeting for approval:</b> Proposed and seconded (Cllrs Cole and Gibbons) and signed by the Chair	
#03	Matters arising from previous meetings of the Parish Council (unless due to be covered later):		
	A	Village Christmas Tree / Lighting on the Memorial Green: AA Lighting have quoted £683.14 to remove and replace existing damaged ground light	BH
	B	Wraysbury Bridge lighting: Has been installed and is working	Closed
	C	Damaged hanging flower basket: Insurance claim has been settled and replacement basket supplied	Closed
	D	Community Right To Buy (CRTB): Is being chased	BH
	E	Full Fibre Broadband question raised by resident: has been replied to	closed
	F	<b>Horton Village Clean Up:</b> Thank you to all who participated. Turnout was disappointingly low. Ditches along Datchet Road had a lot of rubbish in them. Clerk will write to RBWM to ask that litter picking teams include this area	<del>BH</del>
	G	Conservation area proposal: A large amount of work is required to move this forward, so it has been deferred	Deferred
	H	<p>i <b>Pension for clerk:</b> Cllr Crame reported that the Parish Council should have arranged for a pension for the clerk. Cllr Crame has been in touch with RBWM pensions dept. and the internal auditor and they recommend that the clerk is added to the Berkshire Local Government pension scheme. Chairs from other RBWM Parish Councils have confirmed that this is the arrangement they have made for their clerks. This is a pension scheme for many local authority staff (school office staff, town hall staff etc). The cost is high (29.6% of salary) and Cllrs were concerned that it was expensive. Cllr Crame feels this is offset by clerk's wages being lower than the same work in the business world. There may be an initial outlay but the clerk is already a member of the scheme from her years working at RBWM schools so this may be reduced or not applicable [<b>Post meeting - confirmation received from RBWM that this is not applicable</b>]. Cllr Crame proposed that the clerk be added to the scheme. Seconded by Cllr Coogan and agreed unanimously.</p> <p><i>EDIT: 21/4/20 Cllr Cole asked for an amendment to Item 03H: " I voted against the acceptance of the 30% pension plan. If there was confusion that I reluctantly accepted there was no other option, but I did not vote for it. Please can this be corrected"</i></p>	<del>BH</del>
		ii payment for using home as an office	Deferred
	I	<b>Any other matters arising from the previous minutes :</b> None	
#04	Planning applications and Highways:		
	A	<b>Planning Applications received:</b>	
		<p>i <b>20/00492 21 Coppermill: Single storey rear extension with raised platform and steps:</b> The Cllrs felt that the proposal was within the rules and regulations, was not excessive in footprint or height, and was in keeping with the existing property. The Cllrs asked the clerk to advise planning dept. that Horton Councillors would like the planning team to ensure that: there is adequate off-street parking provided under the proposals and that</p>	BH

		any parking spaces that may be sacrificed by the plans or the building work be reinstated within the boundary; any hard surfaces are made of porous materials and retained thereafter, or provision be made and retained to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the property; that rain water be stored within the confines of the property, not added to the main drains and that all permitted development rights be removed and no expansion permitted for at least ten years. Additionally any gates that are provided shall open away from the highway and be set back a distance of at least 7 metres from the nearside edge of the carriageway of the adjoining highway (Relevant Policies - Local Plan P4.), and any concerns expressed by neighbours are taken into account	
	ii	<b>Any other applications received in time to be discussed at the meeting</b>	
		<b>20/00528 221 Coppermill Road – Single storey real extension:</b> The Cllrs felt this proposed development was excessive and may exceed permitted development. <i>The Cllrs were concerned that the situation regarding the garage was unclear (is it being demolished?) and would like confirmation that the gym (applications 15/01920, 15/02389 and 15/02594) is being used as a gym.</i> Clerk to email Planning Dept: If RBWM Planning are minded to approve the application, Horton Councillors would like the planning team to ensure that: there is adequate off-street parking provided under the proposals and that any parking spaces that may be sacrificed by the plans or the building work be reinstated within the boundary; any hard surfaces are made of porous materials and retained thereafter, or provision be made and retained to direct run-off water from the hard surface to a permeable or porous area or surface within the curtilage of the property; that rain water be stored within the confines of the property, not added to the main drains and that all permitted development rights be removed and no expansion permitted for at least ten years. Additionally any gates that are provided shall open away from the highway and be set back a distance of at least 7 metres from the nearside edge of the carriageway of the adjoining highway (Relevant Policies - Local Plan P4.), and any concerns expressed by neighbours are taken into account	BH
	<b>B</b>	<b>Planning Enforcement Complaints:</b>	
	i	<b>Mitchelsons House:</b> Large concrete pots have appeared on the site with trees growing in them, but this does not comply with the requirements of the Enforcement Notice. The enforcement officer has confirmed that he will visit the site on 5 <sup>th</sup> April to see if they have complied or if further action is required. The road is un-adopted by RBWM but this does not affect the enforcement notice or subsequent actions.	
	ii	<b>20/50063/ENF 56 Coppermill Road:</b> RBWM advise this is medium priority and they will visit the site as soon as possible and will contact us after the visit.	
	iii	<b>20/50062/ENF 58 Coppermill Road:</b> RBWM advise this is medium priority and they will visit the site as soon as possible and will contact us after the visit.	
	iv	<b>Any planning enforcement issue received in time for the meeting:</b> A complaint was received regarding the advertising flags opposite Horton Garage on Datchet Road. This has been forwarded to the enforcement team. Cllr Cannon advised that Highways permission is required if they are in situ for 24 hours a day, and a licenced fee would be charged.	
	v	The enforcement notices layer on the RBWM My Neighbourhood page shows a complaint was made regarding the working hours at “National Same-Day” (McAllister, Unit B, Horton Trading estate). Planning team advise that the case has been closed as there were no planning conditions restricting the hours of operation of the trading estate. HPC are not aware of who lodged this complaint and cannot therefore support the resident.	
	<b>C</b>	<b>Other planning issues, decisions and appeals:</b>	
	i	<b>19/03182 &amp; 19/03530 28-30 Coppermill Road</b> – amended plans re 18/02046. Decision BOTH REFUSED	
	ii	<b>19/03224 18 Coppermill Road</b> – Single storey read extension Part retrospective. Decision REFUSED	
	iii	<b>19/03467 Little Court</b> – changes to windows. Decision APPROVED	
	iv	<b>19/03479 Little Court</b> – Side and rear extension (part retrospective). Decision PERMITTED	

	v	17/03426 Section 106 condition in 1970s to provide a foot bridge	
	vi	<b>Any other issues, decisions or appeals received in time to be discussed at the meeting:</b>	
	D	<b>Any other Planning items:</b>	
	i	<b>Horton Municipal Graveyard:</b> Cllr Crame diplomatically raised the issue that given the current circumstances additional burial space would be in even greater demand than previously. Ward Cllr Cannon agreed that this would be the case. Cllr Crame to write to Cemax and ask that they renewed consideration to selling the plot behind St Michael's Church	JC
	ii	<b>CIL payments:</b> No update	
	iii	<b>Joint Central &amp; Eastern Berkshire Minerals and Waste Plan:</b> The presentation and exhibition have been cancelled due to the corona virus. Clerk to ask that the consultation be extended. However, RBWM have not so far postponed the closing date for the consultation. Clerk to try and arrange postponement conferment with RBWM. Cllr. Crame is to anyway try to get response in on time	BH JC
<b>#05</b>		<b>Chairman's Communications / RBWM Communications:</b>	
	A	Clerk's items	Deferred
	B	Christmas 2020: Clerk would like to suggest we set a date asap for the Christmas tree event so it can be publicised in church and community publications. Vicar is able to attend on 3 <sup>rd</sup> December if Cllrs this this is a good date	Deferred
	C	Ramblers' Association: Request for assistance in ensuring all historic footpaths are shown on official maps. <a href="http://www.DontLoseYourWay.Ramblers.org.uk">www.DontLoseYourWay.Ramblers.org.uk</a>	Closed
	D	Shrubs outside 4 Derby Cottages: have been cut back to allow the footpath to be used	Closed
	E	<b>Any communications received after the agenda has been published:</b> The Chair will inform the Councillors but no discussion or vote will take place until the next meeting. <b>Corona Virus:</b> <ul style="list-style-type: none"> <li>• Cllr Crame is hosting a Pandemic Co-ordination meeting in her role as Chairman of Wraysbury &amp; Horton Voluntary Care Group so all local organisations are aware of each other and what role each can play without duplicating work</li> <li>• The Ward Cllrs have set up a co-ordinators' FB group so all co-ordinators can learn from each other</li> <li>• RBWM has a link on its home page with info re their response, parking, community action, library facilities, waste collection, schools, support for businesses and a link to the Gov.UK information</li> <li>• RBWM have written to the Parish Councils asking if they can support their own residents and if they can offer support to additional locations. Clerk has replied that in conjunction with Wraysbury she believed the two villages can support themselves but not further afield.</li> <li>• RBWM are trialling the idea of people working from home. They will be holding an Extra Ordinary meeting to discuss delegating powers to allow work to continue without face-to-face meetings. It is hoped that this will include powers for Parish Councils to hold virtual meetings or make decisions via email</li> <li>• It was proposed and seconded (Cllrs Crame and Coogan) that Horton Parish Council suspends meetings until advised it is safe to reconvene. It is not currently permitted to hold 'virtual meetings' but we hope to hear what is permitted before we next have a need to meet. Cllr Cannon to ensure we are advised or all relevant legislation</li> <li>• Emergency legislation is awaited regarding the statutory requirements for the Annual Parish Meeting (APM) and the Annual Meeting of the Parish Council (AMPC). Cllr Cannon to ensure we are advised or all relevant legislation</li> <li>• If we have to physically meet maybe just quorum and clerk?</li> </ul>	DC DC
<b>#06</b>		<b>To receive reports from Borough Councillors, Parish Councillors or Clerk:</b>	
	A	Clerk's report: <ul style="list-style-type: none"> <li>• Free call blockers (to prevent scam and nuisance phone calls) are available. Please contact the clerk to find out how to apply.</li> <li>• One of the new street lamps was found to be damaged possible due to tree movement in</li> </ul>	All

		high winds. It has been repaired and contractor asked to cut the tree back <ul style="list-style-type: none"> <li>Pallet Network lorry was followed through the village again, and reported to transport dept. Reply advises "I have made it abundantly clear to our member that this action by one of their drivers MUST cease with immediate effect."</li> </ul>	Closed
B	<b>Ward Councillors' report:</b> Ward Cllr Cannon's report referred to Corona Virus – See 05/E (above) Cllr Larcombe's report on Land Drainage and Infrastructure is attached as Appendix A		
C	Heathrow Expansion update: Air quality monitors are installed and working		Closed
D	Borough Local Plan: Paused, awaiting clarity		Closed
E	Neighbourhood Plan: A new group has been set up to monitor planning applications, heritage assets and environment. To be called Horton and Wraysbury Neighbourhood Plan Delivery Group.		Closed
F	Traveller Local Plan & Parish Community working group: No update		Deferred
G	HEELAS & Call for sites (Pickins Piece): No update		Deferred
H	NAG Report: No update		Deferred
I	BALC / HALC / DALC / NALC updates: Available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a>		Deferred
J	<b>Flood Warden's report:</b> Flood Warden reports problems with drains at the far end of Coppermill Road. He has unblocked them but expressed concern that the street cleaning team are not carrying out this work. Clerk to chase		BH
K	River Thames Scheme report: Cllr Larcombe's report on Land Drainage and Infrastructure is attached as Appendix A		
L	<b>Parish Council Reps:</b> Updates if applicable		
	<b>i</b>	<b>Play equipment Rep:</b> Report from Cllr Gibbons: all in good order. Cllr Cole has inspected the play area at old Mill Place – it is very overgrown. We believe that the play area is in Wraysbury, and that it may be the responsibility of the residents' association. It does not fall to HPC to take action	
	<b>ii</b>	<b>Policies to be proposed for adoption:</b> (a to e are available from <a href="https://tinyurl.com/HPCCLrsDrive">https://tinyurl.com/HPCCLrsDrive</a> )	
	a	<b>Standing Orders:</b> Proposed Cllr Crame, seconded Cllr Coogan	BH
	b	<b>Financial Regulations:</b> Proposed Cllr Crame, seconded Cllr Coogan	BH
	c	<b>Data Protection Policy:</b> Proposed Cllr Crame, seconded Cllr Cole	BH
	d	<b>Disciplinary Policy:</b> Proposed Cllr Crame, seconded Cllr Cole	BH
	e	<b>Equality &amp; Diversity Policy:</b> Proposed Cllr Crame, seconded Cllr Cole	BH
	f	Retention of Documents Policy	Deferred
	g	Publication Policy	Deferred
	h	<b>Pandemic Contingency policy:</b> Proposed Cllr Crame, seconded Cllr Gibbons	BH
	i	<b>Clerk's plans (pandemic):</b> Proposed Cllr Crame, seconded Cllr Gibbons	BH
	<b>iii</b>	<b>Defibrillator Guardians:</b> Cllrs Gibbons and Coogan and Clerk to report: Equipment checked and all in order	
		<b>Weekly:</b> Check the defibrillator is inside the cabinet.	Checked
		<b>Weekly:</b> Check the "green" ready light is on.	Checked
		<b>Monthly:</b> Check pad expiry. (If less than one month order new pads via the defib supplier).	09/2021
		<b>Monthly:</b> The keypad lock may need spraying with WD40 or similar.	Checked
		<b>Monthly:</b> Check the battery is okay.	checked
		<b>Weekly:</b> Check the defibrillator is inside the cabinet.	Checked
M	Parish Liaison Meeting: No update		Deferred
N	Greens Report: Clerk wrote to manager of Horton Depot asking if they could assist with grass cutting outside their gates. No reply		closed
O	Climate Change Committee: No update		Deferred
P	<b>Highway Issues (including Flytipping, Pavement Parking &amp; Speeding):</b> Cllr Cole reported that the roads had been swept several times since the last meeting. Clerk has asked RBWM to look into feasibility of creating parking spaces on grass outside Milton Close maisonettes		
Q	Training update: No update		Deferred
R	Parish Conference: No update		Deferred
S	<b>Any communications received after the agenda has been published:</b> None		

#07		<b>Other Communications or Consultations:</b>				
	A	<b>Website Legislation (changes):</b> Summary of options from Cllr Cole. Cllr Cole has reservations about the professionalism of the current Website provider. <ul style="list-style-type: none"> <li>The options being offered at Parish level (£350) and Community level (£500) both of which he considers excessive.</li> <li>We do need a licence holder to oversee the website to be able to maintain the .gov.uk extension (?)</li> <li>Hosts are available for as little as £30 transfer and £30 per annum. This would use a standard template or our own design</li> <li>Many providers offer Office 365 for email access (£3pm, or £10 for full office suite)</li> <li>Vision ITC will managed the whole site for £175 pa (plus £650 sign up fee) Hugo Fox also offer an economical package. Cllr Cole offered to liaise with both providers for more info (seconded Cllr Crame)</li> <li>Cllr Cole believes given the current situation the requirement to be compliant by Sep 2020 may be extended. He advises that contrary to MH-P's statement we do not *have* to have our website hosted in the UK (although that may become the case) and we do not *have* to have domain based email addresses.</li> </ul>				
	B	<del>Horton Village as a Conservation Area</del> Duplicated item, see #03G				Deferred
	C	Any communications received after the agenda has been published: None				Closed
#08		<b>Financial</b>				
	A	Any receipts: to advise the Councillors of any receipts over and above the precept and the compensating grant: £250 received from driver's insurance after flower basket was damaged by wide vehicle. Basket now replaced				
	B	<del>VAT Update: Update</del>				
	C	<b>Payment of invoices:</b> to receive for approval a list of invoices received (including clerk's expenses). Proposed and seconded (Cllrs Gibbons and Coogan) Cheques signed by Cllr Bovingdon and Patel. <b>Note: Pandemic contingency pans now apply for payment of invoices.</b>				
		DATE	PAYEE	REFERENCE	Cheq N°	Value
		17-Mar	HMRC	month 12	300585	£199.73
		17-Mar	B & B Hickley	month 12	300586	£787.04
		17-Mar	Window Flowers	31440	300587	£300.00
		17-Mar	B & B Hickley expenses	Feb-Mar	300588	£194.62
	D	<del>Accounts For previous Q submitted for approval:</del>				
	E	<b>Adoption of asset register:</b> As of today's date the asset register stands at £41231.70. Adoption proposed and seconded (Clls Gibbons and Coogan)				
	F	<b>Accounts (Cllr audit) :</b> RFO is working through the list and will reply to Cllr Cole before the accounts are submitted to the internal auditor				
	G	<b>Any other Finance items received after the agenda has been published:</b> The clerk will inform the Councillors but no discussion or vote will take place until the next meeting				
#09		<b>Questions from the public:</b> (If appropriate)				
#10		Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPC				
		<b>Meetings are temporarily suspended on advice from Local and National Government: Emergency legislation is awaited regarding the statutory requirements for the Annual Parish Meeting (APM) and the Annual Meeting of the Parish Council (AMPC). All other meetings are suspended until we are advised that it is wise to reconvene.</b>				
		<del>Tuesday 21<sup>st</sup> April 2020</del>		<del>Tuesday 18<sup>th</sup> August 2020</del>		
		<del>Tuesday 12<sup>th</sup> May 2020 * APM &amp; AMPC</del>		<del>Tuesday 15<sup>th</sup> September 2020</del>		
		<del>Tuesday 19<sup>th</sup> May 2020</del>		<del>Tuesday 20<sup>th</sup> October 2020</del>		
		<del>Tuesday 16<sup>th</sup> June 2020</del>		<del>Tuesday 17<sup>th</sup> November 2020</del>		
		<del>Tuesday 21<sup>st</sup> July 2020</del>		<del>Tuesday 15<sup>th</sup> December 2020</del>		

# END OF MINUTES

The meeting finished at 8:36pm

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 Benta Hickley, 4B Bells Lane, Horton, SL3 9PW  
Note: Personal callers by appointment only.  
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Agendas and previous minutes are available from the Parish Council Website: [www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)

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Appendix A. Cllr Larcombe’s report

**Datchet Horton Wraysbury - Land Drainage and Infrastructure**

**February 2020: A brief report to Parish Councils on the performance and condition of the existing local land drainage infrastructure/assets and the current position of the River Thames Scheme.**

**The River Thames:** Yet another ‘out-of-banks’ month hereabouts.

**The Jubilee River:** Used and adjusted many times this month and with some new issues revealed at Black Potts in Datchet resulting in significant works.

**The Myrke:** Some issues in Datchet including more sewage pollution.

**The Datchet Common Brook:** No known issues

**The Horton Drain:** Overgrown in places but working

**The Wraysbury Drain:** Weir at Wraysbury Station was repaired in July 2019 but the channel itself requires urgent attention.

- Channel capacity severely limited at Station Road, Wraysbury.
- Channel totally blocked and fenced over at Feathers Lane, Wraysbury.
- Unauthorised culvert between Feathers Lane and Hythe End Road.
- Metal railings collapsed (safety issue) at Hythe End Road.
- Weldmesh installed in channel flow path at Hythe End Road.

There is an urgent need to clearly identify who is responsible for inspection and maintenance of the individual sections of the Wraysbury Drain from Wraysbury Station to the Colne Brook at Hythe End.

**The Colne Brook:** Flowing but in need of regular maintenance.

**For clarification:** My understanding is that the River Thames, Jubilee River, Myrke, Datchet Common Brook and the Colne Brook are all designated ‘main rivers’ and the responsibility of the Environment Agency. The Horton and Wraysbury Drains are designated ‘ordinary watercourses’ and the responsibility of the lead local flood authority (i.e. RBWM as the lifa).

**The River Thames Scheme:** The RTS project is still delayed due to unresolved problems associated with the sourcing of RTS partnership funding. There will be details to consider at points where the proposed RTS channel 1 intersects the existing watercourses.

END

#### APPENDIX B Notes from Parish Liaison Meeting Tuesday 10th March 2020

- JC reported that a Radio 4 programme gave details about a village in Essex where they were using Facebook to report crime. Although initially the police were doubtful about its benefit, they now felt that it was useful to understand what was going on in the area. Suggestions that we would ask the police via the NAG meeting whether something similar would help in our area.
- David Scott has asked the RBWM legal department about the Section 106 footbridge. Apparently legal say it has 'timed out'. Cllrs queried this - we have been told it can't be 'claimed' until the works have finished and they haven't yet finished. DVS to check. New applications often include that they have done everything asked of them on previous applications – HPC to make sure planning know this is not the case. JC confirmed that the response to the Mineral Plan from Horton will make this very clear.
- Mill Lane enforcement – discussions on whether the road adopted, does that effect enforcement?
- Traveller Consultation. David Cannon confirmed that this has been put to one side to get BP sorted although BP does need TC to be considered!
- RTS Flood Plan – RBWM has £10m, and will find another £52m on assurances
- Traffic: 7.5t limits - Police as responsible for all moving traffic offences, but can only get involved if it is embedded in a traffic enforcement plan. Trading standards enforcement. If Dash Cam into and out of village (and statement) is available then RBWM will apply to DVLA for owners details and write to them.
- There is a police website where DashCam can be uploaded
- Bridges – easier for police to get involved if structural integrity is affected. All roads & bridges are checked annually – and will be resurfaced if / when required
- Coppermill Road – capital project – bid and keep fingers crossed. DC to advise highest speeds recorded
- Fly tipping – complex enforcement but RBWM looking to use "District Enforcement" who have accreditations to enforce and self-fund
- Two types of fly tipping: Accidental fly tipping (putting stuff in someone else's skip) and blatant fly tipping. Residents have duty of care to only use licensed waste carriers.
- Abandoned vehicles – use RBWM Report It web page
- "Holiday parking" 1 hour on a Thursday type restriction would help. Needs to be discussed again at Horton PC meeting and then we can potentially take it up with RBWM.
- Footpath parking is an obstruction – to be reported to the police by the victim. The idea of having parking bays marked out for half on and half off the pavement– is only legal in London. New legislation may make it easier for RBWM to enforce. A private members bill is in progress for this.
- Louise says she will send a copy of her action points.
- The next meeting will be in 3 months' time: Louise to book.