**Horton Parish Council**

**A VIRTUAL MEETING of the COUNCIL of the Parish of Horton**

**Tuesday 16th June 2020**

**Minutes**

|  |  |  |  |
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| **#01** |  | **Councillors** |  |
|  | A | **Present:** Clls Crame, Dunga, Patel, Cole (at 6:59 minutes), Ward Cllr Muir, the Chair Cllr Bovingdon, and the clerk.**Apologies:** Ward Cllrs Cannon and Larcombe, Cllrs Gibbons and Coogan**Declaration of interest:** None |  |
|  | B |  (and questions from the public if appropriate): None |  |
| **#02** |  | **Statutory items:**  | (2) |
|  | A | **Recording Requests received:** Request has been received. The meeting has been recorded, and once it has been checked will be available from the clerk. Once the new website is up and running this and subsequent meeting recordings will be available from the website  |  |
|  | B | **Minutes of previous meeting for approval:** This was accidentally missed – to be revisited at the next meeting | BH |
| **#03** |  | Matters arising from previous meetings of the Parish Council (unless due to be covered later):  | (3) |
|  | **A** | **Lighting on the Memorial Green:** Cllr Cannon was due to update the PC regarding the state of AA Lighting’s business but he was not available to comment. Cllrs discussed the potential detriment to the PC and decided that if the works were to be paid for **after** they have been completed there is no detriment. Works (supply and installation of new flood light on Memorial green and associated works and making good, £683.14 net, to include the power pole working for the Christmas lights) proposed and seconded (Cllrs Crame and Patel). Clerk to advise AA Lighting | BH |
|  | **B** | **Community Right To Buy (CRTB)** Update if available |  |
|  | **C** | **Bench (Horton Road) and damaged fence (Pope’s Close):** Jayflex have offered to meet one morning (max 4 attendees) to discuss location etc. Cllrs Crame and Bovingdon and the Clerk have volunteered. Clerk and Cllr Muir to check who is responsible for which stretches of land (road to ditch / ditch / ditch to footpath / footpath to fence). Cllr Muir suggested a “Tommy Bench” as this has been successful in Datchet | BHBH /GM |
|  | **D** | **Cllr Cole has raised number of queries in emails dates 2nd June:**  Clerk and Cllr Cole have spoken and all issues have been sorted and misunderstandings resolved |  |
|  | **E** | **Any other matters arising from the previous minutes :** Following comment after the last meeting Clerk asked all Cllrs to re-read the Code of Conduct, especially ​"Respect for others:​ a)    You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government." Copy of Code of Conduct is available from the website and the Clerk |  |
| **#04** |  | **Planning applications and Highways:**  | (11) |
|  | A | **Planning Applications received**: When these were checked ready for the meeting it was discovered that the RBWM website was down for maintenance. It is disappointing that Parish Councils were not advised in advance that this would be the case. Also disappointing is that PCs were not advised that Planning Lists would no longer be issued to Parishes: contrary to RBWM’s duty of cooperation and the Parish Charter. Planning Lead Cllr has mandate to reply on behalf of HPC so these application will be responded to when the website is available. |  |
| **i** | **20/01172 6 Coppermill Road:** Single story side / rear extension |  |
| **ii** | **20/01088 211 Coppermill Road:** Certificate of lawfulness re single storey rear extension |  |
| **iii** | **20/01286 Trevescan Stanwell Road:** Certificate of Lawfulness of existing works |  |
| **iv** | **20/01278 21 Coppermill Road:** Certificate of Lawfulness of existing works |  |
| **v** | Any other applications received before the meeting |  |
|  | B | **Planning Enforcement Complaints:**  |  |
| **i** | **19/01702 & 19/50048/ENF Koppa Kitchen (Prev 5 Bells):** Update if available |  |
| **ii** | **19/50206 ENF Mitchell & sons / Mill Lane:** Some works appear to have been carried out. The tarmac appears to have been dug up and concrete pots (with trees) placed on the soil. A chain link fence has been erected between the public footpath and the soil area. Cllrs questioned whether Mitchell & Son actually owned this area. Clerk to ask RBWM. | BH |
| **iii** | **18 Coppermill Road:** Update if available: chased 8th June and 15th June. Nothing received |  |
| **iv** | Any other enforcement issues received before the meeting |  |
|  | C | **Other planning issues, decisions and appeals:**  |  |
| Any item received before the meeting: None |  |
|  | D | **Any other Planning items:**  |  |
| **i** | **Joint Minerals and Waste Plan –** update if available |  |
| **ii** | **Land behind St Michael’s church -** update if available |  |
| **iii** | **Community Infrastructure Levy (CIL):** Update if applicable |  |
| **iv** | Communication from RBWM Planning Dept: They ceased sending emails notifying clerks about received applications from March but failed to notify HPC clerk or explain until June. . The weekly list of new planning applications, sorted by ward in alphabetical order, is available [here](https://www3.rbwm.gov.uk/downloads/download/339/planning_weekly_lists) (<http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=weeklyList>) and The council’s website also allows access to weekly lists of both new applications and decisions made within wards. This is available via the [Public Access Weekly List](http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=weeklyList).( <http://publicaccess.rbwm.gov.uk/online-applications/search.do?action=advanced&searchType=Application>). Clerk to check with other clerks whether they received notification | DCBH |
| **v** | Any other items received before the meeting: None |  |
| **#05** |  | **Chairman’s Communications / RBWM Communications:**  | (19) |
|  | **A** | **Local Council Summit:** (15th October 2020) see #06/I |  |
|  | **B** | **“Local Electricity” Bill:** This is a private members bill, which, if made law, would allow new community scale clean energy infrastructure which could help strengthen local economies and communities. A message has been sent to MP Adam Afriyie from Planning Lead asking him to support this bill as our mineral extraction and waste infill land could be ideal to benefit from this.  |  |
|  | **C** | **New Horton Manor:** Property Manager has been in touch to advise that he is getting quotes for the overhanging trees, and the works on the damaged wall should start w/c 22nd June |  |
|  | **D** | **Champney hall Management Committee Accounts:** These would have been presented at the Annual Parish Meeting. Copies are available from the Clerk |  |
|  | **E** | **Any communications received after the agenda has been published**: none |  |
| **#06** |  | **To receive reports from Borough Councillors, Parish Councillors or Clerk:**  | (21) |
|  | A | **Clerk’s report if applicable:** RBWM sent out an electronic newsletter including links to “a thorough list of restaurants delivering takeaways …” which went as far as including Egham and Englefield restaurants but listed nothing for Datchet Horton or Wraysbury. Clerk has raised the matter with our Ward Cllrs. Cllr Cannon replied that he will raise it with the authors. I have reported the damaged fence post between Foundry lane and the entrance to Berkyn Manor Farm. |  |
|  | B | **Ward Councillors’ report**: Cllr Muir reported that all RBWM staff are working from home, and all Mayoral duties currently suspended. He is in regular contact with his colleagues and will pass on relevant information and / or investigate concerns as appropriate  |  |
|  | C | **Heathrow Expansion update:** Update if applicable. Nothing received |  |
|  | D | **Borough Local Plan:** RBWM advise (via a press release) that the BLP is now a step closer to delivery. The examination progress was paused due to COVID19 but the Planning Inspector and the Council are discussing how they can move forward fairly and safely. Cllr Crame advised that there is a very long (24 page) response from the inspector. She is not accepting new comments but people who had already commented can make new representations. RBWM will need to reply as to how they plan to address the points raised by the response. (Points such as the lack of GRT Plan), RBWM has a significant number of strategic policies (compared to other local authorities), 25 of which they expect Neighbourhood Plans to conform to. She has concerns as to whether the Spatial Strategy is adequate because of transport and infrastructure network, housing concerns (social and affordable housing, and Mildridge Farm and the requirement for adequate land to be left undeveloped around historic buildings): these will need to be answered before the BLP can be approved |  |
|  | E | **Neighbourhood Plan:** Update if applicable. Nothing received |  |
|  | F | **Traveller Local Plan & Parish Community working group:** Update if applicable. Nothing received |  |
|  | G | **HEELAS & Call for sites (Pickins Piece):** Update if applicable. Nothing received |  |
|  | H | **NAG Report:** Update if applicable. Nothing received |  |
|  | I | **BALC / HALC / DALC / NALC updates**: Available from <https://tinyurl.com/HPCCllrsDrive.>**BALC:** The Parish Conference (2 or 3 times a year) has been replaced by a Local Council Summit: (15th October 2020) which they expect Borough Councillors, Parish Councillors along with Officers and Clerks to attend. Cllrs asked the Clerk to reply reminding RBWM that Cllrs are volunteers who in many cases also hold a full time job and it is unreasonable to ask them to take a day’s leave to attend. The suggestion is that at least one person represents HPC. Clerk and Cllr Crame to write to RBWM, and Cllr Muir agreed that one person should be sufficient and he will take this up with the borough on our behalf. Cllrs also raised the issue that Parish Conference dates were often changed at short notice – this can be inconvenient for an evening meeting but is not acceptable for a day**BALC** has sent information regarding a Gov. proposal that Developers will be able to be involved in decision making regarding developments. Clerk has sent this to Cllrs – also to forward to Ward Cllrs. Cllr Muir will update up when he has more information. | BHGMBH |
|  | J | **Flood Warden’s report**: Update if applicable |  |
|  | K | **River Thames Scheme report and Waterways reports:** Cllr Larcombe has reported to RBWM that the footpaths 4 (between Popes Close and the Jayflex site) and 5 (from Foundry Lane to Drift Way in Colnbrook) are not up to standard. He will report in detail at the meeting. Cllr also commented that there seems to have been an increase in skip lorries and activity using the site and asked the clerk to check what the licence permits. | BH |
|  | L | **Parish Council Reps**: Updates if applicable  |  |
| **i** | **Play equipment Rep:** Report from Cllr Gibbons: We have started using a 39 point check list. Cllr Gibbons advises all is in order (*item 39 asks for a log book to be signed: minuted confirmation recorded in lieu of log book*) |  |
| **ii** | **Policies to be proposed for adoption:** (available from <https://tinyurl.com/HPCCllrsDrive> )  |  |
| **iii** | **Defibrillator Guardians:** Cllrs Gibbons and Clerk reported: Equipment checked and all in order |  |
| ***Weekly:*** *Check the defibrillator is inside the cabinet.* | Checked |
| ***Weekly:*** *Check the “green” ready light is on.* | Checked |
| ***Monthly:*** *Check pad expiry. (If less than one month order new pads via the defib supplier).* | 09/2021 |
| ***Monthly:*** *The keypad lock may need spraying with WD40 or similar.* | Checked |
| ***Monthly:*** *Check the battery is okay.* | checked |
|  | M | **Parish Liaison Meeting:** Update if applicable. Nothing received |  |
|  | N | **Greens Report:** Cllr Patel has raised the issue of the footpath between former 5 Bells and St Michael’s church. Clerk has contact Garden Designs.Cllr Crame raised the issue of the Ash Dieback fungus: Can the clerk please ask the RBWM Parks team and other knowledgeable bodies to check the AJNR and PP trees for this fungus and confirm whether or not this is a concern | BH |
|  | O | **Climate Change Committee:** Update if applicable. Nothing received |  |
|  | P | **Highway Issues (including Flytipping,** **Pavement Parking & Speeding):** There is a frequent issue with black and orange sacks of cleaning materials being left on the grass verge opposite Koppa Kitchen (former 5 Bells). Bells Lane neighbours are trying to find out who leaves them, and there is a question over whether they are collected as Fly-tipping or are collected by anyone else. Clerk to report the matter to PCSO Les and Community Warden Duncan, and to Jeff Pick and NAG group | BH |
|  | Q | **Training update**: Update if applicable. Nothing received |  |
|  | R | **Parish Conference:** Update if applicable. Nothing received |  |
|  | S | **Horton Village as a Conservation Area** Update if applicable. Nothing received |  |
|  | T | **Corona Virus / COVID19** update as to how this effects the village: a synopsis of the last update is attached as an appendix |  |
|  | U | **Any communications received after the agenda has been published:** None |  |
| **#07** |  | **Other Communications or Consultations:** |  |
|  | A | Blank |  |
|  | B | Blank |  |
|  | C | **Any communications received after the agenda has been published**: None |  |
| **#08** |  | **Financial**  | (38) |
|  | A | **Any receipts:** to advise the Councillors of any receipts over and above the precept and the compensating grant. NONE |  |
|  | B | **VAT Update:** Update if available. NONE |  |
|  | C | **Payment of invoices**: to receive for approval a list of invoices received (including clerk’s expenses)Clerk will no longer buy stationary in advance and will buy through Viking Direct and the Parish Council will be asked to pay the invoices. Payments that will be proposed at the meeting (photo of the invoices from new payees will be emailed to those with on-line approval once RFO has completed the proposal requirements). Proposed and seconded (Cllrs Cole and Crame) | BH |
|  | D | **Accounts For previous Q submitted for approval:**  |  |
|  | **E** | **Audit Status & Actions** |  |
| **i** | **Internal Auditor’ Recommendations: The internal auditor recommended “**Members should review the level at which formal tender action is required taking account of the usual annual turnover, ideally setting the value at around £10,000.**”** Currently our Standing Orders show the amount as £25000. After a long discussion it was established that Cllrs could agree to lower this value but they were concerned that doing so would cause a significant amount of extra work for the clerk and would also cause extra work for the likes of the green contractor, and would possibly eliminate the likelihood of them being prepared to quote​. In view of this it was proposed and seconded (Cllrs Crame and Bovingdon) that it be left at £25000. Clerk to ask Internal Auditor for more info as to why he suggested the decrease | BH |
| **ii** | **Submission to External Auditor:** The documents are all ready and have been scanned. We have to advise the external auditors of the dates when we propose to put a “notice of public rights and publication” form on the website. Once the new website is live the clerk will complete the NOR&P, upload the notice and submit the audit documents | BH |
|  | F | **Accounts (Cllr audit) :** Update if available |  |
|  | G | **Any other Finance items received after the agenda has been published**: none |  |
| **#09** |  | **Questions from the public:** (If appropriate) |  |
| **#10** |  | Dates of future meetings: 2020, Third Tuesday of each month plus AMP/AMPCFace to face meetings are temporarily suspended on advice from Local and National Government: Emergency legislation has been received re the Annual Meeting of the Parish Council (AMPC) which may be postponed until May 2021. There is no duty for the Parish Council to convene the AMP. Until advised it is safe to meet in person the Cllrs will hold a virtual meeting on the dates previously agreed. |
|  |  | Tuesday 21st July 2020 | Tuesday 20th October 2020 |  |
|  |  | Tuesday 18th August 2020 | Tuesday 17th November 2020 |  |
|  |  | Tuesday 15th September 2020 | Tuesday 15th December 2020 |  |

END OF MINUTES

The meeting finished at 20:20pm

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)

Appendix A

Summary of recent WHCV update (May 2020)

The Helpline continues to provide a very responsive service and are still passing on messages and new requests on a daily basis, albeit there seem to be far less direct calls now.

Similarly, the Pastoral Care Team have started to wind down a bit as people gain a little more confidence to venture out and accept visitors - still at a distance of course. However, for the people still being contacted, this still provides a lifeline. By no means are we yet out of the woods and there are still many people very reluctant to change the situation yet and commit to any form of socialising.

The Pharmacy continues to provide deliveries through volunteers. The numbers are slightly less but also less frantic as people are able to plan their requirements. However, total deliveries by pharmacy team in April 360 by volunteers were 203; total deliveries to Shielded patients 23.

Shopping - Since Helen’s last update in April the demand for shopping has almost halved. We were doing ten shops per week then but now this has reduced to an average of five.

The total number of customers on our books to date is 31 of which 26 have had some shopping done for them. Since we set up this service we have carried out 70 shops with a total value of approximately £1,500.

The areas which seem to have become busier are Meals on Wheels and food bank. This is not surprising really because this has gone on for a very long time. We are now supplying more than 80 meals a week; 7 days a week. The most in one day so far has been 17, and the least, 8.

Similarly, food bank requirements go up and down. Whilst we have only a handful of people in both Villages who have asked for help with food, we do also have some households where people have been given temporary housing locally whilst Social Services look for somewhere permanent for them to live. HMG apparently decided to ensure that there were no more rough sleepers but there are others who needed help too. So, in conjunction with Windsor Homeless, we are providing food to these people 3 times a week. The good news is that already we know of 4 of who have been found new housing. This has included two women who were victims of domestic abuse, one of whom had a 5-day old baby.

The team want to express their gratitude to everyone who is still working hard to make our initiative such a success. I have received numerous cards and thanks from people who are relying on us, and I suspect they will continue to do so for some time yet.