**Horton Parish Council**

**Virtual Parish Council meeting Tuesday 21st July 2020**

**Minutes**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **#01** |  | **Councillors** | | | | | | 11:30 |
|  | A | **Present, and apologies and declaration of interest**  **Present:** Cllrs Crame, Dunga, Gibbons, Patel and the chair Cllr Bovingdon, Ward Cllrs Cannon and Larcombe and the clerk  **Apologies:** Cllrs Coogan and Cole and Ward Cllr Muir | | | | | |  |
|  | B | (and questions from the public if appropriate): none | | | | | |  |
| **#02** |  | **Statutory items:** | | | | | |  |
|  | A | **Recording Requests received:** Request has been received. The meeting was recorded | | | | | |  |
|  | B | **Minutes of previous meeting for approval:** | | | | | |  |
| **i** | **May 2020:** Proposed and seconded (Cllrs Crame and Patel) | | | | |  |
| **ii** | **June 2020** Proposed and seconded (Cllrs Crame and Patel) | | | | |  |
| **#03** |  | Matters arising from previous meetings of the Parish Council (unless due to be covered later): | | | | | |  |
|  | A | **Lighting on the Memorial Green:** The works have been carried out, and the invoice is below for approval | | | | | |  |
|  | B | **Community Right To Buy (CRTB):** Chased 13 July | | | | | |  |
|  | C | **i** | **Bench (Horton Road):** See 6/G | | | | |  |
| **ii** | **Damaged fence (Pope’s Close):** Cllr Cannon advises that he is waiting for a reply from Highways Dept as they are checking ownership of the land. | | | | | DC / BH |
|  | D | **Local Summit concerns:** They have confirmed that they will takes our concerns on board when the plan the summit | | | | | |  |
|  | E | **i** | **Foundry Lane:** Scrap metal on Footpaths 4 and 5 – RBWM chased 13 July. Cllrs recalled that some years ago Planning Dept were shocked at the state of Foundry Lane, and planned to take action, but it would appear that staff changes have resulted in this not being completed. Clerk to chase | | | | | BH |
| **ii** | **Foundry Lane:** Planning have been asked to confirm or otherwise whether approval or restrictions have been issued regarding evident concrete / scrap / waste works which are being carried out on the sites – chased 13th July | | | | | BH |
|  | F | **Ash Dieback: +**RBWMCountryside manager advises: the RBWM Tree Team are tracking ash die back in the Borough. However generally speaking it has come to be accepted that most ash trees will succumb at some point and there is nothing that can be done. The dead and dying trees will be assessed for safety as with any tree in that situation and the necessary action will be taken. | | | | | |  |
|  | G | **Any other matters arising from the previous minutes:** None | | | | | |  |
| **#04** |  | **Planning applications and Highways:** | | | | | | 18:00 |
|  | A | **Planning Applications received:** | | | | | |  |
| **i** | **20/01598 The Firs**:  Proposed side dormer to facilitate a loft conversion. Due to the nature of the alterations RBWM are not re-consulting. Cllr Crame has written to planning on behalf of HPC to express our concern over the planned size of the property. The number of rooms suggests multi occupancy and the village does not have the resources to cope with this type of increase in population. | | | | | BH |
| **20/01278 21 Coppermill Road**: Certificate of lawfulness to determine whether the proposed x1 side dormer and x5 rooflights to facilitate a loft conversion is lawful. Cllr Crame has written to planning on behalf of HPC to express our concern over the planned size of the property. The number of rooms suggests multi occupancy and the village does not have the resources to cope with this type of increase in population. Additionally these works overlook the neighbours, the submitted plans do not show the full extent of the property before the extension and neighbours have objected | | | | | BH |
| **ii** | Any other application received before the meeting | | | | |  |
|  | B | **Planning Enforcement Complaints:** | | | | | |  |
| **i** | **19/01702 & 19/50048/ENF Koppa Kitchen (Prev 5 Bells):** These applications were declined but were retrospective applications: Cllr Cannon was asked to explain what happens next. He advised that the owners will be advised to reinstate all removed fixtures and return the property to its previous state. Failure to comply will result in court proceedings. Cllrs are concerned that removed doors etc have been burnt and there have been major changes upstairs. Cllr Cannon advised that the Borough Historical and Architectural team are powerful. As this is a legal process it will take time but the property must be returned to the previous standard. Cllr Cannon will enquire as to what happens next | | | | | DC |
| **ii** | **Mitchell & sons / Mill Lane:** Works have been completed but include a fence far nearer the footpath than previously. Enforcement will discuss with the Highway team to see if there is an encroachment. Clerk to chase | | | | | BH |
| **iii** | **18 Coppermill Road:** Clerk chasing RBWM Enforcement dept to explain next step (retrospective application has been refused) | | | | | BH |
| **iv** | Any other enforcement issues received before the meeting: None | | | | |  |
|  | C | **Other planning issues, decisions and appeals:** Any item received before the meeting | | | | | |  |
|  |  | **i** | **20/00955 66 Coppermill:** Single storey rear extension no greater than 8.00m in depth, 3.00m high with an eaves height of 3.00m: Decision “Prior Approval Required and Granted” | | | | |  |
| **ii** | **20/01286 Trevescan:** Certificate of lawfulness - Decision “Permitted Development” | | | | |  |
|  | D | **Any other Planning items:** | | | | | |  |
| **i** | **Joint Minerals and Waste Plan –** No update | | | | |  |
| **ii** | **Land behind St Michael’s church -** No update | | | | |  |
| **iii** | **Community Infrastructure Levy (CIL):** No update | | | | |  |
| **iv** | Any other Planning items received before the meeting: None | | | | |  |
| **#05** |  | **Clerk’s report / Chairman’s Communications / RBWM Communications:** | | | | | | 28:00 |
|  | A | **Clerk’s Report: (**Other items are included under the relevant section) | | | | | |  |
| **i** | The Review of Governance (CIPFA) report on RBWM’s Governance and Financial Management has been added to the shared drive <https://tinyurl.com/HPCCllrsDrive>. A wide range of issues has been brought to the authority’s attention. Cllr Larcombe’s report dated 22/6/20 summarises concerns See #06/A for more information. Cllr Crame asked Ward Councillors what steps were being taken to address these issues.  **Cllr Cannon** advised that changes and improvements were already being made and the culture is changing: there is more transparency. The report will be discussed at full council next week. Many of the individuals who may be considered culpable are no longer Councillors, so some questions will never be answered He could confirm that the culture of the council had changed, and they had called in the review because they wanted to address this.  **Cllr Larcombe** said the CIPFA report part 2 (not available outside town hall) and the DeLoit (sp) report both point towards failings in management, communications, organisation and culture, and asked whether these could be resolved when the same Cllrs were still in position. Culture change needs to start at the top and the new leader of the council needs to show they can change to evidence honesty, openness and transparency. | | | | |  |
| **ii** | Clerk’s training: I have now completed and passed two ILCA Courses (40%) | | | | |  |
| **iii** | Koppa Kitchen: Successful complaint re use during lockdown plus late night noise. | | | | |  |
|  | B | **Chairman’s Communications:** Letter from Swan Radio asking for a donation: Cllr Crame advised there would also be a request from the Wraysbury News Publication (soon possibly to be renamed Wraysbury & Horton News) and these two amounts would exceed the Chair’s grant limit. Clerk to investigate how much is permitted under section 137 and report back | | | | | | BH |
|  | C | **Other communications:** Email received from Power for People regarding the Local Electricity Bill. This would allow residents to benefit from cheaper electricity if their area was used to generate electricity ie fields of solar panels. Cllr Crame proposes we write in support of this. Seconded Cllr Patel. Clerk to forward the email to Cllr Cannon | | | | | | JC  BH  BH |
| **#06** |  | **To receive reports from Borough Councillors or Parish Councillors** | | | | | | 37:00 |
|  | A | **Ward Councillors’ report**: (also see individual items elsewhere)  **Cllr Cannon** reported that he had received several complainaints from Bells Lane residents regarding waste collections and had met with Contract manager and Serco. They will send a smaller vehicle this week and will review the problem (accessibility issues due to narrow road and parked cars coupled with drivers unfamiliar with the road). When weekly collections start in August we should get regular teams and this should work better  RBWM are funding CCTV at some sites in Wraysbury, but have not agreed to fund all the requested sites. WPC are funding one at the junction of Heron Lake Road and Staines Road. A community group is raising funding for another two, another two (at the top of Coppermill Road and the top of Welley Road). HPC may be asked to contribute as these are actually in Horton. (@£18000 plus connection costs - DVS@RBWM previously advised there was connection funding allocated to HPC)  Staff changes at Thames Valley Police means we have lost 3 levels of local policing and have a new Inspector (Tracey Croucher) and sergeant (Cathy Griffiths) and will soon have a new constable (Matt Greaves).  **Cllr Larcombe** reported on a number of issues that have been included elsewhere in these minutes.  Cllr Crame questioned his suggestion that the ward residents consider switching from RBWM to Surrey as adequate flood funding is in place there (£270m). She advised this suggestion clouded the issue and made it political. Cllr Larcombe felt this suggestion raised awareness that RBWM had had three years to sort the money out but had achieved nothing. He is no longer on the Thames Regional Flood and Costal Committee.  Cllr Crame advised that Ward Cllrs should be 100% focussed on the ward, not on politics. Cllr Cannon advised that his position as Lead member was political but his focus, and that of Cllr Larcombe, was on representing our three Parishes and the Ward | | | | | |  |
|  | B | **Borough Local Plan:** Cllr Crame has written to the inspector to advise she would like to attend the Autumn hearing. Cllr Cannon reported that the inspector’s questions were being worked through. Cllr Crame reported that the mismanagement of the BLP was a costly mistake | | | | | |  |
|  | C | **Corona Virus / COVID19** update as to how this affects the village: WHVC are receiving fewer request for assistance, but there is still an evident need, and WHVC are still answering that need. RBWM Outbreak Control Plan has been added to the shared drive.  Clerk has received Outbreak Control Plan but this came from fellow clerk not RBWM. Clerk to query this with RBWM and cc Cllr Cannon.  WHVC is receiving fewer requests so many volunteers have stood down. Many vulnerable residents are still lacking the confidence to return to their previous activities and WHVC will still be available to them. The group is looking to formalise its structure as a charity | | | | | |  |
|  | D | **DALC /BALC / HALC / NALC updates**: Please see recent newsletters etc saved in shared drive <https://tinyurl.com/HPCCllrsDrive>  **HALC:** COVID19 briefing note (including info on reopening play parks)  **BALC:** Including Training info for new Councillors: Please email [Training@HampshireALC.org.uk](mailto:Training@HampshireALC.org.uk) for details. | | | | | |  |
|  | E | **ECO / Climate Change Committee:** No update available | | | | | |  |
|  | F | **Flood Warden’s report**: Our FW Volunteer was due to attend a virtual Flood Liaison Group meeting on our behalf but there were technical issues. He plans to attend the next one at the end of July.  **Cllr Larcombe** reported that he is still working the Wraysbury Drain and the Horton Drain, and RTS funding. He has asked the Oversight and Scrutiny committee to investigate RBWM as the lead local flood authority: RBWM has a Local Flood Risk Management Strategy document (2014) but does not appear to working in accordance with this strategy. | | | | | |  |
|  | G | **Greens Report:** | | | | | |  |
| **i** | **Horton Road benches:** The suggested benches were agreed and proposed and seconded (Cllrs Crame and Patel). Clerk to advise Jayflex and thank them. | | | | | BH |
| **ii** | **Horton Road greens maintenance:** looking from the road towards the Jayflex fence the first section is grass, then the ditch then grass, footpath and grass. The clerk understands that first grass section is maintained by Garden Designs (for RBWM via HPC) but Cllr Cannon understands that this is Highway’s responsibility and they do it (*is it possible the section is wider that 1m so Highways do part and Garden Designs do the rest?).* The ditch is cleared by RBWM annually (Cllr Cannon to find out when they are due to be cleared), the remaining grass / path / grass section is maintained by Jayflex. They have offered to take over the outer verge and plant wild flowers if HPC will arrange more regular clearance of the ditch. Cllr Cannon said this would have to be approved by Highways. Cllr Crame expressed concerns that this should be supervised by a professional gardener with knowledge in this area  Cllr Cannon advised there is a borough wide proposal to sow more wildflowers and suggested clerk contact Cllr Stimson to liaise. Cllr Patel advised that clearance of the ditch is a major task involving additional equipment – additional sessions will be expensive. Cllr Crame suggested more regular strimming after the major clearance may help. Clerk to investigate further | | | | | DC  BH  DC  BH  BH  BH |
| **iii** | **Any other Green items** | | | | |  |
|  | H | **HEELAS & Call for sites (Pickins Piece**): No update available | | | | | |  |
|  | I | **Heathrow (Expansion update or other items)**  Chris Joyce at RBWM sent information regarding changes in flight paths while repair works are in hand. All flights will use the north runway as the south runway is closed. | | | | | |  |
|  | J | **River Thames Scheme report and Waterways reports:** Please see this month’s folder in the shared drive for Cllr Larcombe’s report dated 22nd June and 6th July 2020 (<https://tinyurl.com/HPCCllrsDrive>) | | | | | |  |
|  | K | LEFT BLANK | | | | | |  |
|  | L | **Liaison Meeting (Parish & RBWM):** No update available | | | | | |  |
|  | M | LEFT BLANK | | | | | |  |
|  | N | **NAG Report / Police issues:**  **DRUGS:** There have been some concerns re theft and sales of drugs by local residents and reports of use of slingshots. Cllr Cannon advised clerk to message concerns to the new DI and PS as they arrive  As NAG has not been meeting Clerk has been emailing these to PCSO and Community Warden. The Police Sergeant leading NAG has been seconded to another team. The new NAG Sergeant (Cath Griffiths) has been in touch and Clerk has asked Wraysbury to set up a virtual NAG meeting. Cllr Cannon has met them, and the new DHW PC.  **QUAD BIKES:** A (child sized) quad bike has been using Champney car park and paying field: does anyone know whether this is legal or illegal? *SUBSEQUENT ANSWER from TVP “Alert”: It’s against the law in the UK to ride … on both public roads and pavements. The same applies to ‘trail’ bikes, three-wheeled bikes and quads unless they are displaying valid number plates. These kinds of vehicles may only be used on private roads or land with the road or land-owner’s permission.*  [*https://www.thamesvalley.police.uk/advice/advice-and-information/asb/asb/antisocial-behaviour/vehicle-nuisance-involving-cars-bikes-and-mopeds/*](https://www.thamesvalley.police.uk/advice/advice-and-information/asb/asb/antisocial-behaviour/vehicle-nuisance-involving-cars-bikes-and-mopeds/) | | | | | | 1:04:00  BH |
|  | O | **Neighbourhood Plan**: No update available | | | | | |  |
|  | P | **Parking, Speeding and other Highways issues:** Any current issues  Tree obstructing Coppermill Road – now removed  Drainage issue at corner of Horton Road and Stanwell road – Highways are being chased  Parking on footpath on junction of Milton Close & Stanwell Road- RBWM being chased | | | | | |  |
|  | Q | **Flytipping:**  Foundry Lane : See #03/E/i  Asbestos dumped in Park Lane: Clerk chased Tony Robinson 14/7/20  Stanwell Road opposite Koppa Kitchen: regular issue: waste team pick up when they see it, local residents hoping to catch someone dumping there | | | | | |  |
|  | R | **Parish Council Reps:** Updates if applicable | | | | | |  |
| **i** | **Play equipment Rep:** Report from Cllr Gibbons: all in good working order – fully ticked check list.  **Play Equipment and COVID:** Do we have the resources to safely open the play equipment? “Park closed” signage is regularly added to all the play equipment but is torn down by users, and discussions with people using the parks shows they are not interested in COVID safety. Cllr Gibbons and Crame and the clerk have been working on a risk assessment and talking to other Parish Councils. Further info (from HALC) is available in the shared drive. It was proposed and seconded (Cllr Bovingdon and Dunga) that Cllrs Crame, Gibbons and Patel together with the clerk work as a subcommittee to keep working, on behalf of the Parish Council, towards opening the play equipment as soon as possible whilst still maintaining their duty of care. | | | | |  |
| **ii** | **Policies to be proposed for adoption:** (available from <https://tinyurl.com/HPCCllrsDrive> ): None | | | | |  |
| **iii** | **Defibrillator Guardians:** Cllrs Gibbons and Coogan and Clerk to report: 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).(****14 months remaining****)* | | | | 09/2021 |
| ***Monthly:*** *The keypad lock may need spraying with WD40 or similar.* | | | | Checked |
| ***Monthly:*** *Check the battery is okay.* | | | | Checked |
|  | S | **Parish Summit:** RBWM advise that no further planning has taken place but they will put forward our concerns when plans are drawn up | | | | | |  |
|  | T | **Traveller Local Plan & Parish Community working group:** No update available | | | | | |  |
|  | U | **Training update:** see link in 06/D for training for new Councillors | | | | | |  |
|  | V | **Horton Village as a Conservation Area:** No update available | | | | | |  |
|  | W | **Website:** New providers chased 13th July: they advise “Just to let you know the request to take over your domain has gone in, no changes will affect your current emails or website, these will continue as normal, until we need to make the changes for the new site to go live once we are at that point.” | | | | | |  |
|  | X | LEFT BLANK | | | | | |  |
|  | Y | LEFT BLANK | | | | | |  |
|  | Z | **Any communications received after the agenda has been published:** None | | | | | |  |
| **#07** |  | **Other Communications or Consultations:** | | | | | |  |
|  | A | **Any communications received after the agenda has been published**: None | | | | | |  |
| **#08** |  | **Financial** | | | | | | 1:23:30 |
|  | A | **Any receipts:** to advise the Councillors of any receipts over and above the precept and the compensating grant: None | | | | | |  |
|  | B | **VAT Update:** To be processed next month | | | | | |  |
|  | C | **Payment of invoices** | | | | | |  |
| **i** | To receive for approval a list of invoices received (including clerk’s expenses). Proposed and seconded (Cllrs Crame and Bovingdon) | | | | | BH |
| Payee | Invoice number & details | | amount | |  |
| Viking | 565454 Stationery order | | £3.77 | |  |
| Berkshire Pension | QC05 Month 4 Benta Hickley | | £294.77 | |  |
| HMRC | Benta Hickley month 4 | | £178.82 | |  |
| B & B Hickley | Brian (129.36) and Benta (988.22) month 4 | | £1,117.58 | |  |
| LAANC | 20210013 Local Authority Aircraft Noise Council - Subs for 2020-2021 | | £111.00 | |  |
| Garden Design | 3544 Regular Greens Maintenance | | £772.20 | |  |
| Garden Design | 3552 Regular Greens Maintenance | | £465.00 | |  |
| Viking | 559373 Stationery order | | £47.16 | |  |
| B & B Hickley | June - July expenses: use of home £50, phone top up £10 | | £60.00 | |  |
| AA Lighting | 19367 Memorial Green Uplighter | | £819.77 | |  |
| Garden Design | 3560 Regular Greens Maintenance | | £252.00 | |  |
| Garden Design | 3589 Regular Greens Maintenance | | £465.00 | |  |
| **ii** | **Issues with previous payments / Payments not recorded in previous minutes:** | | | | |  |
| Parish Website | £430 (reduced to £400) Inv016 Annual Website updating: Payment was deferred at May meeting to query the amount, but needed to be paid before July meeting. Email approval from Cllrs Bovingdon, Crame, Patel, Dunga and Cole. Paid 8th June | | | |  |
| Came and Co | £1002 Insurance for 2020/2021. Quote was accepted (2020/05/19/#03/E) and there would have been financial implications if unpaid or paid late. Paid 9th July | | | |  |
| Berkshire Pension | £824.46 (due for Jan – March) and £294.99 (due for May) approved 2020/05/19/#08/C: Issues originally with cheques and then with on line payments. Finally payments were successfully made on 9th July | | | |  |
|  | D | **Accounts For previous Q (Q1) submitted for approval:**  Cllrs have not been able to review the accounts for Q1. Defer to next meeting | | | | | | BH |
|  | E | **Audit Status & Actions:** | | | | | |  |
| **i** | **Internal Auditor’ Recommendations:** | | | | |  |
| **R1** (cash books): | Recommendation now in place | | | |  |
| **R2** (Level at which formal tender action is required): | Reply received from Internal auditors as to why he suggested reducing the limit – Cllrs ask the clerk to record that they understood the reasons behind the suggestion but as a small Parish with very limited working man hours we could not justify the time required to process works for tender. Proposed and seconded (Cllrs Crame and Shiva) that we maintain the agreed level at £25000 | | | | BH |
| **R3** (recoverable VAT): | procedure changed for all but mobile phone top up (Query re printer ink purchases) | | | |  |
| **R4** (periodic inspection of play equipment): | Post COVID 19 inspection will be arranged then at least annually by qualified inspector. We have a check list for other regular inspections | | | |  |
| **R5** (retention of play equipment reports) | Clerk has started a register (in the shared drive and a paper file to be kept in the archive cupboard | | | |  |
| **R6** (query re accreditation), | Insurers have confirmed common sense approach is sufficient for PC inspections | | | |  |
| **ii** | **Submitted to External Auditor:** Clerk and RFO are waiting for the new website to be up and running to allow the required public notice to be published | | | | |  |
|  | F | **Any other Finance items received after the agenda has been published** | | | | | |  |
| **#09** |  | **Questions from the public:**  None | | | | | |  |
| **#10** |  | Dates of future meetings: 2020, Third Tuesday of each month Face to face meetings are temporarily suspended on advice from Local and National Government: Until advised it is safe to meet in person the Cllrs will hold a virtual meeting on the dates previously agreed. | | | | | | |
|  |  | Tuesday 18th August 2020 | | | Tuesday 20th October 2020 | | |  |
|  |  | Tuesday 15th September 2020 | | | Tuesday 17th November 2020 | | |  |
|  |  |  | | | Tuesday 15th December 2020 | | |  |

END OF MINUTES

The meeting finished at 20:56

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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The recording of this meeting is on the shared drive (it starts at 11:30 minutes into the recording)