

At the Annual Meeting of the
COUNCIL for the **PARISH** of **WRAYSBURY**
held in the Village Hall at 7.30 pm
Monday 21st May 2018

Present: Councillors Mrs M Lenton (Chairman), P Lord, Ms S Nicholls, M Williams, E Larcombe, A Moran, A Davies and the Clerk.

90/18 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllrs Mrs D Hughes, G Sinclair, J Lenton and Mrs L Andrew.

91/18 APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN FOR THE YEAR 2018-19

Nominations were sought for the position of Chairman of the Parish Council.

In a motion by Cllr A Davies and seconded by Cllr A Moran, it was proposed that Cllr Mrs M Lenton be nominated as Chairman of the Council. There being no other nominations, she was duly elected (unopposed).

Nominations were sought for the position of Vice-Chairman of the Parish Council.

In a motion by Cllr A Moran and seconded by Cllr Ms S Nicholls, it was proposed that Cllr P Lord be nominated as Vice-Chairman of the Council. There being no other nominations, he was duly elected (unopposed).

92/18 ELECTION OF LEAD MEMBERS AND DEPUTY LEAD MEMBERS AND OTHER PARISH APPOINTMENTS

Nominations were sought for the Lead Member and Deputy Lead Members. In all cases, the appointments were made unanimously.

Planning

Lead Member Councillor Mrs Hughes was proposed by Cllr P Lord and seconded by Cllr A Davies.

Deputy Councillor P Lord was proposed by Cllr Ms S Nicholls and seconded by Cllr M Williams.

Properties

Lead Member Councillor A Moran was proposed by Cllr A Davies seconded by Cllr Mrs M Lenton.

Deputy Councillor Mrs L Andrew was proposed by Cllr Ms S Nicholls and seconded by Cllr M Williams.

Greens

Lead Member Councillor M Williams was proposed by Cllr A Moran and seconded by Cllr Mrs M Lenton.

Deputy Councillor Ms S Nicholls was proposed by Cllr A Davies and seconded by Cllr M Williams.

Watercourses and Flooding

Lead Member Councillor G Sinclair was proposed by Cllr A Davies and seconded by Cllr M Williams.

Deputy Councillor E Larcombe was proposed by Cllr A Davies and seconded by Cllr Ms S Nicholls.

Community Resilience, Infrastructure and Communications

Lead Member Councillor M Williams was proposed by Cllr A Moran and seconded by Cllr A Davies.

Nominations were also sought for two Working Groups.

Premises Working Group – Councillors Mrs M Lenton, Moran and Williams.

Finance Working Group – Councillors Mrs M Lenton, Mrs Hughes, Moran, Sinclair and Williams.

Nominations were also sought for Other Appointments.

District Association of Local Councils – Cllrs P Lord and Mrs Hughes

LAANC – Cllr Davies

DHW Neighbourhood Action Group – Cllrs Mrs M Lenton, P Lord, G Sinclair and J Lenton.

RBWM Flood Forum – Cllrs Moran and Williams

RBWM Aviation Forum – Cllrs J Lenton and A Davies

Wraysbury Parochial Charities – Cllrs Ms S Nicholls and G Sinclair

Wraysbury Village Hall – Cllr Moran

Horton and Wraysbury Neighbourhood Plan – Cllrs P Lord, Mrs M Lenton and Mrs D Hughes

Parish Paths – Cllr Ms S Nicholls

Wraysbury Voluntary Care – Cllr M Williams

Wraysbury Village Trust – Cllrs M Williams and A Moran

GDPR – Cllr Mrs M Lenton

RFO – Mrs J Clemance

93/18 COUNCILLORS DECLARATION OF ACCEPTANCE OF OFFICE AND INTERESTS FORMS

Forms are to be issued at the next meeting for those Councillors who have accepted new roles.

Cllr Mrs M Lenton advised that she has recently become a member of The Windsor and Eton Society.

94/18 DECLARATIONS OF INTEREST

Cllr A Moran declared an interest in planning application no.18/00722, 21 Acacia Avenue and took no part in the decision process.

95/18 QUESTIONS FROM THE PUBLIC

There were no questions.

96/18 PLANNING APPLICATIONS

The Parish Council discussed the following applications and made representation to the Local Authority as shown.

Application Site	Application No.	Proposal	Summary of Parish Council Comments
9 Fairfield Rd Wraysbury, Staines. TW19 5DU	18/01156 FULL	Detached outbuilding	Objection on the grounds of overdevelopment and the possibility of the outbuilding being used as a separate dwelling.
21 Acacia Ave Wraysbury, Staines TW19 5HD	18/00722 FULL	Replacement conservatory (part retrospective)	No objection subject to compliance with local policies.
10 Lammas Drive Wraysbury, Staines TW18 4TS	18/00408 FULL Amendment	Construction of x1 new dwelling including amenity space and landscaping works following demolition of the existing dwelling, boat store and outbuildings.	No objection subject to compliance with local policies.
Land at Ankerwycke Priory Staines Rd Wraysbury, Staines	18/01285 FULL	Sections of new boardwalk around the Ankerwycke Yew and new footpaths, benches, interpretation plinths, sculpture gates and reflective sculptures.	Objection on the grounds that the car park is of an insufficient size to cope with the expected increase in visitor numbers. Also the access to the car park would result in unacceptable levels of traffic down Magna Carta Lane where there is restricted view onto the busy Staines Road.
1 Whitehall Lane Wraysbury, Staines TW19 5NJ	18/01249 FULL	Two storey side/front extension incorporating existing garage, new covered porch and two rear balconies.	Objection on the grounds of overdevelopment in an area liable to flood.

The following items were considered at the last meeting although not on the agenda due to time constraints and were included in the agenda for the benefit of public interest and for ratification.

Application Site	Application No.	Proposal	Summary of Parish Council Comments
44A Ouseley Road	18/00651 FULL	New porch and single storey rear extension.	Objection on the grounds of overdevelopment in an area liable to flood. Also as a result of insufficient

Wraysbury, Staines. TW19 5JH			parking space for the size of property.
15 Fairfield App Wraysbury, Staines TW19 5DP	18/00538 FULL	Detached outbuilding following demolition of existing shed and installation of new metal railings to the existing front boundary wall.	Objection on the grounds of over development in an area liable to flood.
Friary House 6 Friary Island Rd Wraysbury, Staines TW19 5JR	18/00823 VAR under REG 73	Details required by condition 2(external material samples), 12 (external steps, walkways and bridges), 16 (hard and soft landscaping) and 19 (creek realignment) of planning permission 14/02879/VAR as approved under planning permission 14/00446 for the construction of no.4 bedroom replacement dwelling with garage and realignment of existing creek.	Strongly object, the conditions were placed on this development for a reason and must be retained. Application called in.
9 St Andrew's Close Wraysbury, Staines TW19 5DG	18/00815 FULL	Replacement conservatory roof.	No objection subject to compliance with local policies.
6 Old Ferry Drive Wraysbury, Staines TW19 5EW	18/00741 FULL	Front wall, pillars and electric gates (part retrospective)	No objection subject to compliance with local policies.

The following items were considered following the last meeting due to time constraints and were included in the agenda for the benefit of public interest and for ratification.

Application Site	Application No.	Proposal	Summary of Parish Council Comments
6 The Island Wraysbury, Staines. TW19 5AS	18/01017 Var Under Reg 73	Variation to planning permission 15/01621/FULL to vary the wording of Cond 4 (privacy screen) in order that the details of the privacy screen are submitted after commencement.	Strongly object on the grounds of any the privacy screen may not meet the necessary requirements for the neighbour's private amenity space if submitted after commencement.
16 Garson Lane Wraysbury, Staines. TW19 5JF	18/00804 FULL	Part single part two storey rear extension with 1x rear facing Juliette balcony and alterations to the existing x2 front and x1 rear dormers.	No objection subject to compliance with local policies.

97/18 COUNCIL MINUTES

The minutes of the meeting of the Parish Council held on Monday 16th April 2018 were agreed, following minor alterations, and signed as correct.

98/18 ACTIONS AND MATTERS ARISING

- Flood Plan – The plan has now been completed.
- Horses on Staines Rd – the Clerk advised that despite further communication with FCC Environment a response has not been received.
- Use of Catapults – the concerns of the Parish Council have been conveyed to Superintendent Hudson but a response has not yet been received.
- Datchet Medical Centre – Dr M Watts of the Datchet Health Centre confirmed that the 4 GP Partners had been reduced to 2. There are 2 other Doctors, a Clinical Pharmacist, Paramedic Practitioner and Advanced Nurse Practitioner. Whilst Parish Council are unable to take any action it was felt important to raise their concerns over staffing levels and appointment waiting times with the Practise.
- RK Leisure – no response has been received from RK Leisure regarding the leaflets for residents on the proposed future plans around Wraysbury 2.
- Meeting with RBWM re Fowles site – Jenifer Jackson has advised that due to the confidential nature of the proceedings a meeting was not appropriate at the present time but that she would keep the Parish Council updated.
- The Christmas tree – to be deferred to the next meeting.
- Call Flow – Cllr P Lord advised that there are some further developments regarding the broadband supply in the Village. He suggested that the Parish Council should keep residents updated. Cllr Ms S Nicholls thought that Call Flow should be better communicating its service to its potential customers.

99/18 COMMUNICATIONS AND CORRESPONDENCE

- Wraysbury Village Halls – the Parish Council has been advised that the AGM is to take place 14th June at 7.30pm.
- Colne Valley Park – a request has been received from Mr Pomeroy, Colne Valley Management Agent, to meet with Wraysbury and Horton Parish Councillors. The Clerk is to contact Horton Parish Council to suggest some dates.

100/18 REPORTS FROM BOROUGH COUNCILLORS

Cllr J Lenton was absent from the meeting but Cllr Mrs M Lenton advised that due to the Royal Wedding very little other business had taken place. Works scheduled to take place in Windsor to the value of £2.5 million had been brought forward ahead of the Wedding.

Enforcement officers from the Borough have visited Gloucester Drive and the situation there is being monitored closely.

101/18 REPORTS FROM LEAD MEMBERS

Properties Cllr A Moran reported that;

- Football Club Flood Lights – a second quote for £990 + vat has been obtained and it was agreed to proceed with the works.
- PC Office/garage feasibility report – in order to proceed there will be a need to borrow some volume from outside flood zones 2 & 3; locating such volume is proving difficult. Some of the proposed building can be raised but obviously not the garage.

- The Play Park – some repair works are required and are in hand.
- Reeds Garage – to be considered in part 2.
- Brazier – this has been ordered.
- Dugouts – they have once again be vandalised and will now require some repair works.

Greens Cllr M Williams reported that;

- Quotes for New Bins – a second quote is to be obtained.
- Concrete repairs to car park – this is ongoing. An elderly lady had fallen in the car park as a result of missing the kerb.
- Holes in the Green – these have either been made by foxes or decaying roots and will need filling to prevent any accidents.
- Hanging Baskets – 4 new double brackets are required following the replacement of some of the lamp posts. As the RBWM have not managed to locate the missing brackets new ones will be requested from Window Flowers with the invoice going directly to RBWM.

Waterways Cllr G Sinclair was absent from the meeting.

- Wraysbury Drain – A response has been received from the Borough Auditor re the Parish Council's concerns over previous maintenance works carried out by RBWM; the audit is due to take place soon and the matter will be investigated. The auditor will then report back.
Cllr E Larcombe reported that the water levels in the Splash have dropped and the Drain has stopped flowing. He is to investigate.
- Tree in the River – the Clerk has been advised by the EA that they will not now be removing the tree in the foreseeable future or until such times that budgets allow; the cost of removal would be approximately £4000.

102/18 WRITTEN REPORTS FROM EXTERNAL GROUP MEMBERS

None were received.

103/18 FINANCE

a) The following payments were approved and the cheques signed accordingly

Cheq No	Payee	Budget	Nett	VAT	Gross
300060	Staff A	Office	£ 103.73		£ 103.73
	Staff A	Admin	£ 843.72		£ 843.72
300061	Staff C	Labour	£ 208.00		£ 208.00
300062	RC of B Pension Fund	Pension	£ 260.55		£ 260.55
300063	HMRC	Admin	£ 56.50		£ 56.50
300064	Tbs Hygiene Ltd	Dog Bins	£ 176.00	£ 35.20	£ 211.20
300065	Garden Designs	Greens	£ 1,054.15	£ 210.83	£ 1,264.98
		Greens	£ 350.00	£ 70.00	£ 420.00
		Greens	£ 594.15	£ 118.83	£ 712.98
300066	Audit Solutions	Audit	£ 160.00	£ 32.00	£ 192.00
300067	G Morley	History Proj	£ 40.00	£ 8.00	£ 48.00
300068	G Sinclair	Office	£ 51.71	£ 10.34	£ 62.05
300069	Zurich Ins	Insurance	£ 2,595.46		£ 2,595.46
300070	SSE	Property	£ 263.46	£ 13.17	£ 276.63
300071	BALC	Membership	£ 897.29	£ 179.46	£ 1,076.75
		Training	£ 172.00	£ 34.40	£ 206.40
300072	M Williams (Recorder)	Office	£ 728.00	£ 145.60	£ 873.60
		Prof Services	£ 25.00	£ 5.00	£ 30.00
SO	My Controller				
DD	Bank Charges	Admin			
	Total		£ 8,579.72	£ 827.63	£ 9,442.55

RFO Report

1. To receive and approve the 2017/18 accounts – the accounts, bank reconciliation and management accounts were circulated and discussed. A proposal to accept the accounts was made Cllr A Davies, seconded by Cllr P Lord and agreed to unanimously.
2. The Audit Report – 4 recommendations were made by the Internal Auditor;
 - Changes in employment terms should be minuted with a revised contract or formal letter.
 - Make underpayments to Clerk as a result of applying 2016/17 pay scale as opposed to the 2017/18 one.
 - Correct and make underpayment of NI payments as a result of an incorrect discount being applied by My Controller, the payroll contractor.
 - Amend AGAR figures so that NI contributions are included in the staff costs as opposed to other payments.

All recommendations have either been noted or acted upon other than the repayment of underpaid NI contributions; both My Controller and HMRC are to be contacted to establish the

time-scale and amounts involved.

3. The Annual Governance Statement – following circulation of the statement, agreement was proposed by Cllr A Davies, seconded by Cllr M Williams and approved unanimously.
4. The Account Statement - following circulation of the statement, agreement was proposed by Cllr Ms S Nicholls, seconded by Cllr P Lord and approved unanimously.
5. New CCLA Deposit Account – It was agreed to unanimously that the signatories for the new account should remain the same as the Unity Bank Account; Cllrs Mrs M Lenton, Mr P Lord, Mr A Moran, Mrs D Hughes and Mr M Williams.
6. PWLB Loan – consideration was given to the early repayment of this loan in preparation of a new loan being required for the proposed Parish Office. The RFO is to investigate the terms of an early repayment.

104/18 CHAIRMAN'S REPORT

Cllr Mrs M Lenton advised that;

- A bugler from the barracks in Windsor is to be present at Wraysbury Armistice Day celebrations.
- The History Project book is now in print form and will be on sale for £14.99 or £12.99 on the book launch day.
- The Prince Philip Trust have not received any requests for funding for possible community projects from Wraysbury Parish Council. Possible future projects are to be considered.
- A complaint has been received concerning the lack of road cleaning in the Village. Work has recently taken place and the schedule of work can be accessed on the Parish website.
- Fly tipping – 8 sacks of rubbish were dumped outside a resident's property. The incident is being investigated by RBWM and prosecutions will follow if the names of the perpetrators are discovered.

105/18 THE NEIGHBOURHOOD PLAN

Mr J Slater, the consultant has suggested that obtaining an independent screening assessment may be the best way forward. A quote has been obtained from Lepus Consulting, who are working with the Borough Plan, for the sum of £1500 + vat which would be far less than the £10,000 or more cost of a full SEA. This was proposed by Cllr Mrs M Lenton and agreed to in principal but the agreement of Horton Parish Council would be required.

106/18 THE BOROUGH PLAN

The enquiry opens on the 26th June. Cllr E Larcombe advised that he had applied to speak and asked if Wraysbury Parish Council also wished to speak. Cllr Mrs M Lenton will consider the option. It was proposed by Cllr A Davies that Wraysbury Parish Council empower Cllr Mrs M Lenton to speak on behalf of the Parish Council should she see fit to do so. This was seconded by Cllr M Williams and agreed to unanimously.

107/18 GDPR

Cllrs A Moran, M Williams and the Clerk attended a training course by BALC on GDPR. Following new Government legislation a DPO is no longer required by Parish Councils although BALC is offering the services of Data Protection Officer for a fee of £65 + £15 per hour and travel costs.

The initial course of action to be taken is to have a privacy statement on the Parish website and for the use of Parish email addresses as opposed to personal accounts for all Parish business. The Clerk advised that the ICO has produced a template for recording processing activity.

108/18 THE RIVER THAMES SCHEME

Cllr Larcombe reported that the scheme has stalled due to lack of funds.

109/18 BYE-LAWS

Cllr Williams is in the process of producing an updated version.

110/18 POLICY REVIEW – Code of Conduct Policy

The policy was accepted apart from some grammatical errors and will be reviewed in twelve months time.

111/18 MOTIONS SUBMITTED TO THE MEETING

None.

112/18 RBWM WARD BOUNDARY REVIEW

Cllr E Larcombe reported that RBWM had voted to support the Local Government Boundary Commission’s recommendation that Horton and Wraysbury are combined with Datchet with 3 Ward Councillors.

113/18 ITEMS FOR PLACEMENT ON FUTURE AGENDAS

None.

114/18 ANY FURTHER QUESTIONS FROM THE PUBLIC

Mr Bristow asked the location of the nearest recycling site. Cllr Mrs M Lenton advised that there is an agreement in place where Wraysbury and Horton residents are able to use the sites in Slough and Langley. He also asked when the EA will visit Gloucester Drive to assess the issues of the surrounding water. The Parish Council was unable to answer this question. Mr Bristow went on to advise the Parish Council of his tremendous knowledge of the Village having been a resident all his life. Cllr Mrs M Lenton requested that Mr Bristow pass on his memoirs to the History Project as they would be of great interest. Mr Bristow is to be put in contact with Cllr G Sinclair and Mr G Morley.

115/18 EXCLUSION OF THE PRESS AND PUBLIC

It was proposed by Cllr A Davies that the press and the public be excluded from the next items on the agenda as the business to be discussed was of a confidential nature and would be prejudicially affected by public interest. This proposal was made in accordance with the Public Bodies (admission to meeting) Act 1960. LGA 1972 ss 100 and 106. This was seconded by Cllr A Moran and agreed without dissension.

.....Chairman

.....Date