

Old Windsor Parish Council

MINUTES OF THE COUNCIL MEETING
HELD IN THE OLD CHAPEL MEETING ROOM, CHURCH ROAD
ON WEDNESDAY 27TH APRIL 2011 AT 7.30 P.M

PRESENT: Cllrs. I. A. Troughton (Chairman), C. R. Andrews, M. V. Beer, Miss W. Chan,
Mrs J. K. Dawson, R. Green, P. D. Jacques, Mrs L. C. Jones, Mrs J. Mynott
John Lee – Assistant Clerk
Graham Leaver – Clerk to the Council

09.606 MODEL CODE OF CONDUCT

Cllr M.V. Beer declared a personal interest in relation to all the applications to be considered at this meeting, as a member of the Windsor Development Control Panel of the Borough Council, and declared that he would not vote or make a final decision on any of them at this meeting.

Cllr Mrs L. C. Jones declared a personal interest in planning application 11/00902 and took no part in the voting.

09.607 MINUTES OF THE COUNCIL MEETING HELD ON THE 12TH APRIL 2011

The minutes were approved, subject to the following amendment, as a true record and signed by the Chairman.

09.594

Cllr P. D. Jacques, having been absent from the meeting, in commenting upon this matter asked for clarification of various points which was provided, although he expressed reservations as to the actions which had been taken.

09.601 b) St Lukes Road Toilet Block

Delete the words in brackets and replace with the words ‘The Village Hub’.

09.608 MATTERS ARISING FROM THE ABOVE MINUTES

09. 601 b) St Lukes Road Toilet Block

Cllr M. V. Beer referred to the opportunity to establish at the Village Hub a **Parish/Borough Council One Stop Shop**, the uses of which he explained. It was agreed that this **was what was intended**.

09.609 CHAIRMAN'S REPORT

The Chairman referred to a number of items as set out below.

a) Old Windsor Memorial Hall – The increasing concerns relating to anti-social behaviour on this site and the lack of lighting at night for the car park area had become an issue, which he had suggested, with the support of members, should be raised more formally with the Hall Management Committee.

Cllr Green referred to his conversations with the Hall Secretary, noted that there should be improved links with the Management Committee and indicated that this process was now in place. He would report back in due course.

b) The Parish Path – Reference was also made to similar problems in this area between the Recreation Ground and Straight Road.

c) Election Material – He referred to a leaflet circulated by the Conservative candidates referring to matters related to the **Newtonside Orchard** planning application and commented on the lack of reference to the involvement of the wider community in this matter.

d) Recreation Ground Gate – Reminded members that consideration should be given at an early stage by the new Council to proposals concerning the management of the locking of the gate.

09.610 CLERKS REPORT

The Clerk referred to the forthcoming Annual Statutory Meeting, which generally took little less than an hour to complete and suggested that to keep on top of planning application considerations a full Council meeting should follow with an agenda restricted to urgent matters only. **Agreed.**

09.611 RETENTION OF PLANNING DOCUMENTS

The Clerk and Assistant Clerk referred to actions which they had taken to review the retention of plans and related documents issued by the Borough Council in recent years and indicated that those currently stored in the Old Chapel meeting room had been reviewed and sorted into those historical documents relating to major application sites and other more mundane general applications.

Their proposal that only the historical document should be retained was approved.

09.612 BOROUGH COUNCILLORS REPORT

Cllr M. V. Beer referred to his report, about which members commented it would be helpful if this had been circulated earlier. However, in the circumstances his comments were noted, together with those made by members, relating particularly to the **Newtonside Orchard** site which in their view should continue to be monitored as to its use following the withdrawal of the application for use of the area for gypsy caravan sites.

Generally members were of the view that this whole issue should be dealt with in detail at the meeting to be arranged with Tim Slaney, Head of Planning at the Royal Borough.

09.613 PLANNING APPLICATIONS

Parish/Ward: Old Windsor Parish
Appn. Date: 4th April 2011 **Appn No.:** 11/00896
Type: Full
Proposal: First floor side extension, loft extension over to provide habitable accommodation with dormer window to existing loft area, and pitched roof over existing porch.
Location: **95 Ashbrook Road Old Windsor Windsor SL4 2NE**
Applicant: Mr P Cambell **c/o Agent:** Mr D Corston 94 Priors Way Maidenhead SL6 2EN
Determination Date: 30 May 2011

Members had OBJECTIONS to this application in that this revision to the original proposals for this site were still considered to be an overdevelopment, out of keeping with the street scene and incapable with complying with parking requirements.

Parish/Ward: Old Windsor Parish
Appn. Date: 5th April 2011 **Appn No.:** 11/00902
Type: Full
Proposal: First floor rear extension and side porch
Location: **84 Albany Road Old Windsor Windsor SL4 2QB**
Applicant: Mr J Kettle **c/o Agent:** David Herbert Architects 24 - 28 St Leonards Road Windsor SL4 3BB
Determination Date: 31 May 2011

ASL

Members had NO OBJECTIONS to this application.

Parish/Ward: Old Windsor Parish
Appn. Date: 6th April 2011 **Appn No.:** 11/00932
Type: Works To Trees Covered by TPO
Proposal: Crown thin by 8% and tip back from property by 1.5 metres of one Lime tree, including removal of dead wood and basal epicormics.
Location: **56 Bears Rails Park Old Windsor Windsor SL4 2HN**
Applicant: Mrs Madeleine Collins **c/o Agent:** Mr Bobby Musson - Bobby Musson Tree Surgery 84A Springfield Road Windsor SL4 3PH
Determination Date: 1 June 2011

JEC

Members had NO OBJECTIONS to this application subject to all works being under the control of a Borough Council Arboricultural Officer.

Parish/Ward: Old Windsor Parish
Appn. Date: 12th April 2011 **Appn No.:** 11/00988
Type: Discharge of Condition
Proposal: Details required by part of condition 5 (fencing) of planning permission 09/01414 for the construction of six affordable dwelling units comprising two terraced blocks and one block of nine flats for the elderly together with associated parking and landscaping following demolition of existing
Location: **Randall Court Lyndwood Drive Old Windsor Windsor SL4 2QN**
Applicant: Mr Duncan Reynolds - Churchill Hui **c/o Agent:** Mr Duncan Reynolds - Churchill Hui 5 Old Lodge Place St Margarets Twickenham TW1 1RQ
Determination Date: 7 June 2011

Members had NO OBJECTIONS to this application.

Parish/Ward: Old Windsor Parish
Appn. Date: 19th April 2011 **Appn No.:** 11/00983
Type: Full
Proposal: Detached outbuilding (retrospective)
Location: **55 Albany Road Old Windsor Windsor SL4 2QD**
Applicant: Mr N Valecha **c/o Agent:** Mr N Griffin - Griffin Lascelles Associates 54 Cranmore Road Mytchett Camberley Surrey UK GU16 6EW
Determination Date: 14 June 2011

BB

Members had NO OBJECTIONS to this application.

Parish/Ward: Old Windsor Parish
Appn. Date: 13th April 2011 **Appn No.:** 11/01000
Type: Certificate of Lawful Use
Proposal: Certificate of Lawfulness to determine whether the existing use of 11A Datchet Road as a separate residential dwelling is lawful
Location: **11A Datchet Road Old Windsor Windsor SL4 2RJ**
Applicant: Mrs C Greenwood **c/o Agent:** CSK Architects 93A High Street Eton Windsor SL4 6AF
Determination Date: 8 June 2011

ASL

NOTED but should have been required the Parish Council would have had No Objection.

Parish/Ward: Old Windsor Parish
Appn. Date: 18th April 2011 **Appn No.:** 11/01046
Type: Full
Proposal: New windows, porch and front entrance screen
Location: **Flat 12 Ouseley Lodge Ouseley Road Old Windsor Windsor SL4 2SQ**
Applicant: Mr M Byrne **c/o Agent:** David Herbert Architects 24 - 28 St Leonards Road Windsor SL4 3BB
Determination Date: 13 June 2011

RGP

Members had NO OBJECTIONS to this application.

Parish/Ward: Old Windsor Parish
Appn. Date: 18th April 2011 **Appn No.:** 11/01047
Type: Listed Building Consent
Proposal: Consent to include new windows, porch, front entrance screen and mouldings similar to main lodge
Location: **Flat 12 Ouseley Lodge Ouseley Road Old Windsor Windsor SL4 2SQ**
Applicant: Mr M Byrne **c/o Agent:** David Herbert Architects 24 - 28 St Leonards Road Windsor SL4 3BB
Determination Date: 13 June 2011

RGP

Members had NO OBJECTIONS to this application.

- 11/00074 Land Adjacent Newstonside Orchard, Burfield Road.** Change of use to gypsy & travellers accommodation. **WITHDRAWN**
- 11/00263 22 Crimp Hill.** Erection of entrance gates and walls (retrospective). **REFUSED**
Members were of the view that should be taken up with Planning Officers in order to obtain a more detailed explanation of the decision.
- 11/00312 6 Pelling Hill.** Construction of 2 no. five bedroom houses following demolition of existing dwelling. **WITHDRAWN**
- 11/00326 5 & 5A Pelling Hill.** Construction of 2 x 5 bedroom detached houses with integral garages following demolition of existing dwelling. Renewal of planning permission 08/00540. **WITHDRAWN**
- 11/00335 16 Orchard Road.** Detached dwelling. **WITHDRAWN**
- 11/00465 11A St Lukes Road.** Erection of front boundary wall. **PERMITTED**
- 11/00531 Cranstal, The Friary.** Single storey, part first floor front extension and two storey, part single storey rear extension, including new chimney and front porch. **PERMITTED**
- 11/00549 Schoolmasters Cottage, 3 Ouseley Road.** New roof to front porch and side passage infill. **PERMITTED.**
- 11/00675 20 Harwood Gardens.** Works to Trees – To fell a Holly tree. **PERMITTED**
- 11/00988 Randall Court, Lyndwood Drive.** Discharge of Condition. Details required by part of condition 5 (fencing) of planning permission 09/01414 for the construction of six affordable dwelling units comprising two terraced blocks and one block of nine flats for the elderly together with associated parking and landscaping following demolition of existing. **APPROVE OF DISCHARGE OF CONDITION.**

09.615 ENVIRONMENT

The Lead Member provided information regarding ongoing activities under his control and updated members on matters relating to;

- a) Parish Church Yard Wall – It was noted that work could not proceed until a ‘Faculty’ had been issued by the Oxford Diocesan Church Council. In this regard it was proposed, seconded and agreed that the loan application details were to be agreed by the Chairman, Vice-Chairman and Lead Member for Environment prior to submission by The Clerk under the revised arrangements now reported to members.
- b) Old Windsor Village Hub – Members noted that relevant documentation had been issued by the Consultants inviting tenders for the work.
- c) Arrangements for the preparation of drawings and specifications had been put in place.
- d) Crimp Hill Cemetery New Path – The tenders received were noted and it was proposed, seconded and unanimously resolved that that submitted by Devonshire and Sons of Slough be accepted.
- e) Hanging Baskets 2011 – In relation to the ongoing discussions concerning the payment by the Old Windsor Club for baskets previously supplied and maintained it was agreed that the Lead Members for Environment and Policy and Finance be authorised to make appropriate arrangements with the club in order to finalise this matter. Members were of the view that baskets for 2011 should be ordered in accordance with previous arrangements.

- f) Parish Wardens – On the recommendation of the Lead Member for Environment it was agreed that those hours worked on Bank Holidays be paid at the appropriate Local Government rates.
- g) Old Windsor Flood Plan – Cllr R. Green referred to his understanding that there would be no meeting organised by the Borough Council in relation to the Parishes (throughout the Borough) Flood Plans. This he would be taking further in due course.
- h) Battle Bourne Flood Embankment – Whilst noting the continued pressure from the Environment Agency for the Village to seeking funding for this work, it was agreed that this was not a matter for local financial support and therefore arrangements should be put in place whereby an Old Windsor Village campaign to support the proposed improvements to the existing flood bank be established.
- i) Crimp Hill Land Drainage – As a consequence of comments made by Cllrs Andrews and Green, it was **agreed** that no further action be taken in regard to the location of new burial plots until further information was available.
- j) Memorial Hall Car Park Lighting – It was **agreed** that Cllr Green make contact with the Borough Councils lighting engineer to investigate the possibilities referred to in a previous minute.
- k) Church Road/Straight Road Junction – Consequent upon the lack of response to requests made by Parish Councillors by the owner of the property on the north side of the junction on which a tree obscured the vision splay, it was **agreed** that this matter should be referred to the Borough Councils Highway department for action.

09.616 POLICY & FINANCE

Budget Update

The Lead Member referred to the recent closedown of the 2010/2011 accounts, which indicated a surplus of funds as at 31st March which had enabled her to allocate values to various projects and other items which would be included in the first review of the 2011/2012 budget.

She advised members that she was happy with the result and pleased to note that outstanding works could probably be funded during the next 12 months.

Accounts for Payments

Following consideration by members and answers provided as necessary, it was proposed, seconded and agreed that the lists of payments now presented, in respect of the financial year 2011/2012 be approved.

P.A.Y.E. Arrangements

The Lead Member referred to her comments at the recent Parish meeting and confirmed that arrangements could be put in place whereby an external service provider would take over responsibility of pay and related ‘Pay As You Earn’ administration. It was proposed, seconded and unanimously **resolved** that this action be approved.

Handover of Duties from The Clerk to the Assistant Clerk prior to the appointment of Mr J. Lee as Clerk to the Council with effect from the 1st July 2011

Having explained her views in this regard the Lead Member proposed, and it was duly seconded and unanimously **resolved** that with effect from the 1st May 2011 the Assistant Clerk (John Lee) be employed on the basis of a full 37 hours per week to facilitate the transfer of responsibilities from the current Clerk to him.

09.617 TO NOTE THE FINAL REPORT OF THE INDEPENDENT INTERNAL AUDITOR IN RESPECT OF THE FINANCIAL YEAR 2010/2011
TO NOTE THE DETAILS PROVIDED BY THE CLERK RELATING TO THE ANNUAL RETURN FOR THE FINANCIAL YEAR 2010/2011 TOGETHER WITH THE SIGNED STATEMENT COMPLETD BY THE INDEPENDENT INTERNAL AUDITOR

- a) Auditors Report – Members noted the final report prepared by Mr S. Pollard of Auditing Solutions Ltd, the Councils appointed Independent Internal Auditor.
- b) Noted the comments made by the Clerk and agreed that the recommendations contained within the report be referred to the new Council for any action required.
- c) Details of the submission of the Annual Return for the financial year 2010/2011 to the External Auditor were noted together with the comments made by the Clerk.

It was proposed, seconded and unanimously **resolved** that the details referred to above be noted and acted upon and the Chairman and Clerk be authorised to sign the Annual Return for submission to the External Auditor.

09.618 FUTURE AGENDA ITEMS

It was agreed that the following items be agenda items for the next meeting of the Council.

- a) Location of a third ‘flood board’ towards the southern part of the Village, probably in the area of Walpole Road.

09.619 NEXT MEETING

The next Meeting of the Council will be the Annual Statutory Meeting to be held on 11TH MAY 2011 at 7.30pm in the Old Chapel Meeting Room.

CHAIRMAN

THE MEETING CLOSED AT 10.05PM