

# Old Windsor Parish Council

**MINUTES OF THE COUNCIL MEETING**  
**HELD IN THE OLD CHAPEL MEETING ROOM, CHURCH ROAD**  
**ON WEDNESDAY 23<sup>RD</sup> MARCH 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 – Trainee Clerk  
Graham Leaver – Clerk to the Council

APOLOGIES: Cllr R. Green

There were 2 members of the public present.

## **09.571 ANNOUNCEMENTS**

The Clerk took the opportunity to formally advise the Council of his intention to resign from the position of Clerk to the Council with effect from the 31<sup>st</sup> March 2011. He indicated that in accordance with his Contract of Employment which provided for a 3 month period of notice he would submit this in writing to the Chairman dated that day on the basis that his last day of employment would be Thursday 30<sup>th</sup> June 2011.

In response to a question raised by a member he indicated that following that date he would still be available to assist the Council on an ad hoc basis.

## **09.572 PUBLIC QUESTION TIME**

Mr C. Tahiri of 15 Lyndwood Drive attended the meeting to advise the Council that his discussions with his neighbour concerning access to his property for the purposes of parking a vehicle had resulted in no agreement in this regard.

In light of the Chairman's comments he was advised that the Council would review the position. Members indicated that the Clerk should make contact with the neighbour to investigate the situation further.

## **09.573 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.

## **09.574 MINUTES OF THE COUNCIL MEETING HELD ON THE 9<sup>TH</sup> MARCH 2011**

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

### Minute 09.563

After the word safety remove the full stop and insert a comma and the following words 'comments on this proposal should be made to the Parish Council for onward transmission to the Borough Council'.

## **09.575 CHAIRMANS REPORT**

The Chairman referred to the following items which were noted or dealt with as indicated.

- a) Old Windsor Traffic Plan – He had raised with Mr D. Oram, Deputy Chief Executive, the delays in progress on this matter which the Officer had agreed to address.
- b) Planning Application 11/00074 – He had arranged for Mr John Andrews and a local resident, Mr Alec Jack, to represent and express the Parish Councils views at the meeting of the Windsor Development Control Panel Meeting when this application is debated.

## **09.576 CLERKS REPORT**

The Clerk referred to;

- a) March 2011 edition of 'Take Off' the journal of HACAN. **Noted.**
- b) Royal Borough of Windsor and Maidenhead Big Society Day to be held on Saturday 26<sup>th</sup> March 2011. **Noted.**
- c) Details provided by Maria Lucas Head of Legal Services of the future of the Local Standards Framework. **Noted.**

## **09.577 BOROUGH COUNCILLORS REPORTS**

A report prepared by Cllr Beer had been circulated, he updated members and his comments were noted. He also requested that a copy of a report prepared by the Local Government Association be obtained for the benefit of the Council.

## **09.578 REPORTS FROM MEMBERS/STAFF WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE PARISH COUNCIL**

Several Councillors had attended the meeting organised by the Parish Council regarding the Environment Agencies proposals for improvements to the Battle Bourne water course held recently in the Day Centre.

In noting Cllr Greens comments it was agreed that there was a need for publication of more details throughout the Village and discussion amongst all interested parties. Cllr Beer agreed to deal with investigations into the funding of the necessary works.

Members agreed that this matter should be progressed by Cllr Mrs Dawson (Vice-Chairman) and Cllr Green (Flood Warden).

## **09.579 PLANNING APPLICATIONS**

**Parish/Ward:** Old Windsor Parish  
**Appn. Date:** 9th March 2011 **Appn No.:** 11/00661  
**Type:** Full  
**Proposal:** Two storey and first floor front extensions and front bay windows, side chimney, front and rear dormers to provide loft accommodation, attached garage and carport with accommodation over accessed via external stairs  
**Location:** **2A Straight Road Old Windsor Windsor SL4 2RL**  
**Applicant:** Miss Denise Buttigieg **c/o Agent:** Mr Johan Truter - Gallery Architects Ltd 31 Cromwell Road Camberley Surrey GU15 4HY  
**Determination Date:** 4 May 2011  
DJ

**Members had STRONG OBJECTIONS to this application in that it was considered to be an overdevelopment in an area with limited access and known historical parking conflicts.**

**Parish/Ward:** Old Windsor Parish  
**Appn. Date:** 9th March 2011 **Appn No.:** 11/00665  
**Type:** Cert of Lawfulness of Proposed Dev  
**Proposal:** Certificate of lawfulness to determine whether the conversion of the loft and the addition of a rear dormer is lawful  
**Location:** **2A Straight Road Old Windsor Windsor SL4 2RL**  
**Applicant:** Miss Denise Buttigieg **c/o Agent:** Mr Johan Truter - Gallery Architects Ltd 31 Cromwell Road Camberley Surrey GU15 4HY  
**Determination Date:** 4 May 2011  
DJ

**Noted.**

**Parish/Ward:** Old Windsor Parish  
**Appn. Date:** 11th March 2011 **Appn No.:** 11/00675  
**Type:** Works To Trees Covered by TPO  
**Proposal:** To fell a Holly tree  
**Location:** **20 Harwood Gardens Old Windsor Windsor SL4 2LJ**  
**Applicant:** Mrs Maureen Simmons  
**Determination Date:** 6 May 2011

JEC

**Members had no particular observations to make in this instance and would be happy for a Borough Council Arboricultural Officer to resolve the issue and supervise any agreed works.**

**09.580 BOROUGH COUNCIL PLANNING APPLICATION DECISIONS**

**11/00170 Chukwani, The Friary.** Raising of roof three front dormers and a rear balcony with associated works to provide first floor accommodation. **PERMITTED.**

**11/00201 35 Walpole Road.** Single storey rear extension. **PERMITTED.**

**11/00216 62 Straight Road.** Single storey rear extension. **PERMITTED.**

**09.581 ENVIRONMENT**

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

- a) The provision of a football shelter on the Recreation Ground about which there were mixed views amongst football club members. He would endeavour to discuss the matter further with the football secretary.
- b) With regard to the locking and unlocking of the gate in Robin Willis Way (access to the Recreation Ground) it was agreed that in light of advice received, particularly from the Police, that this aspect of the Parish Councils security should be reviewed.
- c) Similarly, in regard to the Parish wide use of padlocks, the existing policy and arrangements should be reviewed.
- d) St Lukes Road Toilet Block – Updated details were provided and members advised that there was a continuing lack of action on behalf of Borough Council Officers in this regard. It was agreed, in response to a comment made by Cllr Mrs Dawson, that action should be taken to follow up BAA funding opportunities.
- e) Crimp Hill Cemetery Entrance Gates rebuilding – Members agreed to approve the expenditure of £750 for survey work and also for contact to be made with the Crown Estate regarding the Parish Councils intention to remove the large conifer immediately adjacent to the left hand side of the entrance to the cemetery.
- f) Crimp Hill Cemetery Central Pathway Extension – The Lead Member indicated the receipt of only one quotation for this work and it was agreed that he should seek additional costed expressions of interest.
- g) Work had been completed at Gregory Drive including the removal of the existing trees and the replanting of two new specimens by the Borough Council together with three new specimens in the Recreation Ground.

**Repairs to and rebuilding of the Parish Churchyard Wall (part only)**

The Lead Member and the Chairman referred to this matter, having noted the Clerks comments, concerning the arrangements which had been put in place for the receipt of tenders for the agreed works.

It was proposed by Cllr Andrews, seconded by Cllr Mrs Mynott and unanimously approved that the work proceeds at an estimated cost of £25,000.

It was noted that the Lead Member would provide the Clerk with the necessary details in order that an appropriate official order be issued in this regard.

**09.582 POLICY & FINANCE**

The Lead Member indicated that in so far as the 2010/2011 financial situation was concerned she had been provided with fully up to date figures and was happy to indicate she had no concerns in either income or expenditure balances.

**09.583 ADOPTION OF REVISED AND UPDATED STANDING ORDERS**

The Vice-Chairman together with the Lead Member referred to the work which had been undertaken by themselves together with Cllr Mrs Mynott in the preparation of the document now before members which was based on the National Association of Local Councils recommended draft Standing Orders.

It was proposed by Cllr Mrs Jones, seconded by Cllr Mrs Mynott and unanimously resolved that, subject only to minor drafting, spelling and layout details, the revised and updated Standing Orders as now presented be approved and put in place from the date of this meeting.

**09.584 ADOPTION OF REVISED AND UPDATED FINANCIAL REGULATIONS**

The Lead Member referred to work which she had undertaken in relation to the preparation of revised and updated regulations now before members which were based on National Association of Local Councils recommendation and a review she had personally undertaken in this regard.

She responded to questions raised by members following which it was proposed by Cllr Mrs Jones, seconded by Cllr Mrs Dawson and unanimously resolved that the revised and updated Financial Regulations as now presented by approved and put in place from the date of this meeting.

**09.585 ANNUAL RISK ASSESSMENT**

The Lead Member briefed members in this regard and it was noted that the current update, subject only to further discussions between herself, Cllr Andrews, the Clerk and the Assistant Clerk, the final version would be the subject of an agenda item at the next meeting for approval.

**09.586 FUNDING OF MAJOR WORKS**

The Lead Member, in commenting on the work programme which in effect would commence on the 1<sup>st</sup> April 2011, reminded members that the following schemes had been approved.

- a) Establishment of a new Parish Office and Police Point on the site of the redundant toilets in St Lukes Road at an estimated cost of £60,000.
- b) Rebuilding of gate pillars at Crimp Hill Cemetery together with associated works at an estimated cost of £15,000.
- c) Repairs to the Parish Churchyard Wall at an estimated cost of £25,000.

Cllr Mrs Jones reminded members that it was the policy of the Council to fund these works by way of loans.

It was proposed by Cllr Mrs Jones, seconded by Cllr Andrews and unanimously resolved that;

- a) The works be funded by way of loans drawn down from the Public Works Loan Board.
- b) The Clerk be authorised to make the necessary arrangements.
- c) Subject to the consideration of the appropriate arrangements this might be the way of a single loan or three separate loans.

**09.587 INTERNAL AUDITORS REPORT (INTERIM) APRIL – DECEMBER 2010**

The Clerk had circulated to all members copies of the action plan prepared by the Independent Internal Auditor following his audit of the first nine months of the current financial year.

The Clerk had prepared draft responses to the 9 items listed which were accepted and agreed by the Council with the exception of R7 which dealt with cover in respect of Fidelity Guarantee and Public Liability.

- a) Fidelity Guarantee – As a consequence of the Clerks comments it was felt that there was insufficient justification for an increase in the level of insurance cover in this regard although in light of the observations it was agreed that with effect from 01.04.11 the collection of casual tennis cash from the Tennis Attendant be on a quarterly rather than annual basis.
- b) Public Liability Cover - Members approved the recommendation that the cover should be increased from £5million to £10million with effect from the renewal date of the 01.06.11.

**09.588 FUTURE AGENDA ITEMS**

As a consequence of the comments made by the Chairman it was agreed that all future Parish Council agendas include as a final item the following heading.

13. Agenda items for the next or future meetings

Note: This is to allow members to formally request agenda items although it will be the case that no discussion of a proposed item would be allowed at that time.

**09.589 COUNCILLORS QUESTIONS AND COMMENTS**

Cllr Mrs Jones

Referred to an observation made by Cllr Beer relating to the submission of Planning Section 106 requests relating to applications considered by the Council at the last meeting. She had investigated and it was the case that the details agreed by the Council at its meeting on Wednesday 9<sup>th</sup> March 2011 had been submitted by email to the Borough Council on Thursday 10<sup>th</sup> March 2011.

Cllr Beer, in responding, explained that his comment had been in relation to an application at a meeting sometime previously.

**09.590 NEXT MEETING**

The next Meeting of the Council will be held on 13<sup>th</sup> April 2011 at 7.30pm in the Old Chapel Meeting Room.

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**CHAIRMAN**

THE MEETING CLOSED AT 10.05PM