

# Old Windsor Parish Council

**MINUTES OF THE COUNCIL MEETING**  
**HELD IN THE OLD CHAPEL MEETING ROOM, CHURCH ROAD,**  
**ON WEDNESDAY 29<sup>TH</sup> APRIL 2009 AT 7.30 P.M.**

PRESENT: Cllrs. A. T. Peach (Chairman), C. R. Andrews, M. V. Beer, C. Carrell, Mrs J. K. Dawson,  
Mrs L. C. Jones, Mrs J. G. Marsh, Mrs C. Sampson, I. A. Troughton  
Graham J. Leaver – Clerk to the Council

John Lee – Flood Warden

APOLOGIES: Cllrs C. R. Beever, P. D. Jacques

## **08.301 ANNOUNCEMENTS**

The Chairman, in commenting on the fact that there was a current vacancy for a member of the Council, indicated that Mr A. Brown had attended the previous meeting and indicated his wish to be co-opted as a member of the Council.

At the previous meeting it was the view of the Chairman that there were insufficient members to make a decision and he therefore invited the Council to indicate their wishes in this regard.

It was agreed that Mr Brown be co-opted to fill the current vacancy.

## **08.302 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.

## **08.303 MINUTES OF THE COUNCIL MEETING HELD ON THE 25<sup>TH</sup> MARCH 2009**

The minutes were approved as a true record and signed by the Chairman.

## **08.304 MATTERS ARISING FROM THE ABOVE MINUTES**

### 08.287 (25.03.09) Old Windsor Carnival

It was noted that Cllr M. V. Beer would liaise with the Carnival Committee in regard to risk assessments relating to this years event.

### 08.292 (25.03.09) Cemetery Memorials

The Clerk indicated that an accredited individual from the Institution of Cemetery and Crematorium Management had been allocated to undertake inspections of memorials in the first instance at Crimp Hill Cemetery followed by Church Road Cemetery. Prior to this work being carried out it was necessary for the Council to provide a list of existing memorials at both sites.

### 08.295 (25.03.09) Flooding

It was noted that consequent upon the problems experienced earlier in the year in the Burfield Road area of the Village, Cllrs A. T. Peach and M. V. Beer would carry out an inspection of the adjacent water courses, following which Cllr Beer would liaise with Borough Council Officers regarding any further necessary works.

## **08.305 BOROUGH COUNCILLORS REPORTS**

Members noted the report prepared by Cllr M. V. Beer which had been circulated prior to the meeting.

Consequent upon the details concerning an application for funding by the Carnival Committee, it was agreed that a working group with delegated authority to act be established consisting of the Chairman and Vice-Chairman of the Council together with the Lead Member for Finance.

**08.306 REPORTS FROM MEMBERS WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE PARISH COUNCIL**

Cllr M. V. Beer referred to his attendance at a recent meeting of D.A.L.C., details of which had been included in his written report to the Council.

Cllr I. A. Troughton had attended various meetings at which the following subjects had been raised;

- a) In regard to items for the forthcoming Parish Conference it had been agreed that matters relating to Planning Section 106 funding should be the subject of a separate meeting.
- b) The Local Transport Plan.
- c) Devolved budgets, whereby activities currently carried out by the Borough Council might be passed down to the Parish Council together with the necessary funding.
- d) The future of the Youth Club.

Cllr Mrs L. C. Jones had attended a meeting of the Youth Club Management Committee at which it had become apparent that there had been considerable change in the arrangements at the Borough Council for the administration of the Youth Club service. It was probable that the Youth Clubs serving Old Windsor, Datchet and Eton Wick would be grouped together in the future.

Recent internal decorations at the Old Windsor Youth Club had been inspected and a snagging list prepared with a view to the necessary works being completed shortly. It was agreed that Mrs Jones be provided with the relevant Youth Club files in order to prepare notes for members regarding the arrangements between the Parish Council and the Borough Council in regard to the use by the Borough of the Parish Council building in the Recreation Ground.

**08.307 PLANNING APPLICATIONS**

**Parish/Ward:** Old Windsor Parish  
**Appn. Date:** 27th March 2009 **Appn No.:** 09/00601  
**Type:** Full  
**Proposal:** Single storey rear extension new first floor extension to form habitable accommodation with rear balcony, front carport  
**Location:** **St Davids The Friary Old Windsor Windsor SL4 2NS**  
**Applicant:** Stewart And Zoe Little c/o **Agent:** Mr P Pugsley - MP Building Plans Ltd 1 Testwood Road Windsor Berkshire SL4 5RL  
**Determination Date:** 22 May 2009

**Members had objections to this application in that the proposal was considered to be an overdevelopment in this location, dominant in this part of the village and would, as proposed, cause loss of privacy to adjoining land owners.**

**Parish/Ward:** Old Windsor Parish  
**Appn. Date:** 6th April 2009 **Appn No.:** 09/00686  
**Type:** Full  
**Proposal:** New private access road  
**Location:** **Zinnia Ham Island Old Windsor Windsor SL4 2JT**  
**Applicant:** Mr Philip Warrington-Shaw c/o **Agent:** Mr S Barrow Link House St Marys Way Chesham Bucks HP5 1HR  
**Determination Date:** 1 June 2009

**Members had no objections to this application.**

### **08.308 PLANNING DECISIONS**

- 09/00198** 4 Malt House. First floor side/rear extension. Single storey rear extension. Single storey front extension with pitched roof to existing garage. **PERMISSION**
- 09/00230** Cumberland Lodge, Windsor Great Park. Conversion of a redundant potting shed currently used as a store to an office covered link to main building and new access. **PERMISSION**
- 09/00231** Cumberland Lodge, Windsor Great Park. LBC. Consent to convert the redundant potting shed from storage to office covered link to main building and new access. **GRANTED**
- 09/00252** Kingfisher Ham Island. Certificate of Lawfulness to determine whether the proposed single storey rear extension is lawful. **LAWFUL**
- 09/00303** Randall Court, Lyndwood Drive. Construction of 15 affordable dwelling units comprising 6 terraced houses and a block of 9 flats for the elderly together with associated parking and landscaping following demolition of existing building. **REFUSED**
- 09/00328** 16 Orchard Road. Two storey side extension and new hardstanding for car parking on front garden. **PERMISSION**
- 09/00338** 5 Newton Court. Two storey side extension. **PERMISSION**
- 09/00346** 19 Church Road. First floor extension. **PERMISSION**

### **APPEAL DECISION**

- 08/00697** 11 Hartley Copse. Appeal against refusal by RBWM of 2 storey side extension was dismissed by Planning Inspector on 15.04.09 on grounds of conflict with flood risk policy.

### **08.309 PLANNING MATTERS**

The following items were noted or dealt with as indicated.

- a) Enforcement action Burfield Grange, Burfield Road - Action be taken to obtain an update in this regard relating to progress on enforcement action concerning the garages previously erected on this site.
- b) Planning Section 106 details had been circulated to all members. Noted.
- c) Newton side orchard. Local concerns regarding possible engineering works on this site had been referred to the Enforcement Officers and information received that the recently erected boundary wall on the Burfield Road boundary of this site would be the subject of a retrospective planning application. Noted.
- d) In relation to the recent planning decision regarding Randall Court, it was agreed that notwithstanding the Parish Councils objection to the application as submitted, that the Clerk formally advise Windsor Housing of the Parish Councils full support in principle of their proposals for the redevelopment of the site.

### **08.310 POLICY AND RESOURCES**

The Lead Member indicated that whilst she was as yet unable to provide revised budget sheets in respect of 2008/2009 together with 2009/2010, she was happy that the current situation was in accordance with previous decisions of the Council.

She understood that the closedown of 2008/2009 would be dealt with on Tuesday 12<sup>th</sup> May following which, in conjunction with the Clerk, she would produce a revised budget for 2009/2010 based on that previously approved by the Council but adjusted in light of the out turn in respect of 2008/2009.

**08.311 FINANCIAL STATEMENT - PERIOD 01.01.09 TO 31.03.09**

That in respect of the attached statements (Appendix B), the Council NOTED, the details of the Income Received and approved the Payments Made in respect of expenditure incurred in relation to Parish Council activities.

It was noted that subject to the closedown of the 2008/2009 financial year that it was not possible to provide a bank reconciliation as at 31<sup>st</sup> March 2009 at this point in time.

Consequent upon the Clerks comments following distribution of both detailed and summary listings of both income and expenditure, it was agreed that in future only summary listings be circulated.

**08.312 THE OLD CHAPEL MEETING ROOM – PARISH COUNCIL SIGN**

It was proposed, seconded and unanimously resolved that action be taken to replace the current temporary sign with a more appropriate installation.

**08.313 PARISH CHARTER 2009**

The Clerk had previously circulated details of the new Parish Charter agreed between the Borough Council and the Parishes at a recent Parish Conference.

It was proposed, seconded and unanimously agreed that the Chairman be authorised to sign the Charter on behalf of the Council.

**08.314 ENVIRONMENT**

Cllr Peach, in his role as Lead Member for Environment, indicated that most items under this heading would be dealt with as part of the discussion of the action list. However, the following items were dealt with as indicated.

- a) Cemetery Memorials – the situation was as referred to in Minute 08.304 above.
- b) Allotment Rents – The Clerk report that approximately 60% rents due for 2009/2010 had been received.
- c) Church Road Cemetery Railings & Gates – The Clerk reported receipt of two quotations for the works necessary to refurbish the plinths, railings and gates at the above site. In light of the information provided it was proposed, seconded and resolved that the quotation submitted by M. Haddon be accepted subject to amendments to his specification in respect of the painting of the railings and gates.
- d) Memorial Hall Park – The Clerk reported on discussions he had held with the Day Centre regarding both the provision of seats and putting facilities in the park area. Consequent upon the information provided it was agreed that at this time only 1 seat be installed, together with the supply of the necessary putting equipment including clubs and balls.
- e) Friary Stores, Memorial Seat – It was noted that the damaged seat had been prepared and would be reinstalled. Cllr M. V. Beer agreed to liaise with the shop keepers in this regard.
- f) Crimp Hill Hedge – The Clerk reported receipt of a quotation for the supply and planting of hedging material on two boundaries of the cemetery, which was far in excess of the budget provision currently available. It was agreed that the budget for this work be increased to £2,500.00 and authority given for the placing of an order for the work to be carried out immediately.
- g) The Chairman referred to a letter he had received from a Parishioner regarding in particular the seat recently installed at the junction of Meadow Way and Straight Road. It was agreed that it be repositioned as requested.

**08.315 THE OLD WINDSOR COMMUNITY PARTNERSHIP**

Cllr I. A. Troughton, in role as Chairman of the Partnership, briefed members as to progress regarding the installation of the Village identity signs being arranged by the Partnership.

**08.316 THE NEIGHBOURHOOD ACTION GROUP**

Cllr I. A. Troughton, in role as Chairman of the Old Windsor NAG, commented upon the fact that in his opinion the N.A.G. was operating satisfactorily and to the benefit of Old Windsor.

He referred to changes which due to Government instructions had been placed on the Borough Council which would result in the disbandment of the Local Crime and Disorder Forum, which would be replaced by a scrutiny and audit panel of the Borough Council.

It was noted that Cllr M. V. Beer had already pressed for action to be taken to include Parish Council representatives on the new panel.

**08.317 PARISH COUNCIL ADMINISTRATION**

The Chairman reminded members of proposals which had not come to fruition concerning the training of a previous member of the Parish Council to act as a trainee Clerk and possible replacement for the current Clerk upon his retirement and commented on the circumstances surrounding this situation.

It was clear that there was a need for increased administrative input and he therefore proposed, with the support of the Vice-Chairman and the Lead Member of Policy and Resources, that arrangements be put in place for additional administrative support for the Clerk amounting to 16 a week commencing in early May 2009.

It was proposed, seconded and unanimously agreed that agency arrangement be entered into to provide this support in the coming months.

**08.318 ACTION LIST**

The action list dated 25<sup>th</sup> February 2009 was reviewed and amended in light of the current situation concerning the various items listed.

A revised action list would be circulated with the agenda for the next meeting.

**08.319 COUNCILLORS QUESTIONS AND COMMENTS**

Cllr Mrs Dawson

Asked as to whether or not, in light of the length of Parish Council meetings refreshments might be provided for those attending. It was agreed that this be arranged.

Cllr M. V. Beer

Commented on the following items.

a) Royal Borough Gardens in Bloom-In noting that the competition would run again this year asked for the usual support from the members of the Council.

b) Indicated that a petition had been submitted to the Royal Borough by a parishioner Mr N. McRae regarding the provision of bus shelters in Old Windsor.

c) Reminded the Chairman of the forthcoming Mayor making at which he hoped the Parish Council would be represented by the Chairman.

d) Advised members that agreement had been reached by the Borough Council for the provision of a Borough museum in the Guildhall in Windsor, which would also be used for more activities in the future.

Cllr C. Andrews

In remarking on his concerns about the side and rear of the Fish and Chip shop in the St Lukes Road parade, was advised that this was private property and that the Parish Council had made approaches in the past in this regard. It was agreed that a further letter be sent by the Clerk asking for further action.

**08.320 NEXT MEETING**

The Next Meeting will be held on 13<sup>th</sup> May 2009 at 7.30pm in the Old Chapel Meeting Room.

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**CHAIRMAN**