

At the Meeting of the COUNCIL  
for the PARISH of HORTON  
held in Champney Hall at 7.00pm  
Tuesday 21st April 2026

**Present: Cllr B. Hickley (Chair), Cllr G. Petrassi – Beck, Cllr E. Coogan, Cllr F. Bovingdon, Cllr N. Cole**

**In Attendance: Harley Spillane – Clerk to the Parish Council.**

## **1. WELCOME AND APOLOGIES FOR ABSENCE**

Cllr B. Hickley has welcomed all to the meeting.

**Apologies received:** Cllr D. Buckley and Cllr E. Larcombe have sent their apologies.

**Absent without apologies:** Cllr J. Patel

## **2. DECLARATIONS OF INTEREST**

None

## **3. QUESTIONS FROM THE PUBLIC**

Resident 1 – We bought Kirkstone back in January last year, the building was damaged. Permitted development was denied as there was no property. Started to rebuild the property, was told they didn't have planning permission. The property was being built to original specifications. The property will be used for people with learning disabilities as assisted living. – Chair advised resident that the planning application has been received late today and unfortunately was too late for it to be considered at this meeting.

## **4. COUNCIL MINUTES**

To receive approval for the minutes of the Parish Council meeting of Tuesday 17th February 2026 and Tuesday 17th March 2026.

**Proposed:** Cllr B. Hickley **Seconded:** Cllr E. Coogan **Vote All In Favour:** Unanimous

## **5. MATTERS ARISING FROM THE MEETING HELD 17<sup>TH</sup> MARCH 2026**

None

## **6. COUNCIL STRUCTURE**

- i. **To consider proposals for changes to the councils leads and committee structure ahead of the Annual Council Meeting.**

Clerk to agenda the Lead roles and committees/working groups Cllrs can choose to nominate for the roles.

## **7. ADMINISTRATION**

- i. **To review and approve changes to Sickness absence policy.**  
**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi-Beck **Vote All In Favour:** Unanimous
- ii. **To review Annual Leave Policy.**  
**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi- Beck **Vote All In Favour:** Unanimous
- iii. **To review Health and safety policy**  
**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi - Beck **Vote All In Favour:** Unanimous

- iv. **To review Scheme of Delegation policy.**  
Council has opted to have this policy removed as is no longer required.  
**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi- Beck **Vote All In Favour:** Unanimous
- v. **To review play park risk assessment.**  
Deferred to next meeting, Clerk is working on a more up to date document.
- vi. **To Review Councils risk management policy and risk assessment.**  
Clerk to review the areas raised in the meeting. Deferred to the next meeting.
- vii. **To consider if the council needs a whistle-blower policy**  
Sexual Harassment is now a protected disclosure as of 6<sup>th</sup> April 2026. Even without a policy the council is still bound Public Disclosure Act 1998. Cllrs feel there is no current need to have a policy. Clerk has reminded the Council that even without the policy they must still follow Public Disclosure Act 1998.

## 8. PLANNING APPLICATION

- i. **Planning Application**  
None received.
- ii. **Enforcement Matters**  
No new enforcement matters.
- iii. **Appeals**  
No new appeals

## 9. COMMUNICATION AND CORRESPONDANCE

- i. **Colne Valley Trust letter to Jack Rankin MP.**  
Cllrs have acknowledged the letter sent.
- ii. **Five Bells Pub**  
Residents have expressed concerns over the current state of the Five Bells Pub. There are currently 5 reports with RBWM about the rubble and sofa that have been placed on the pathway, it is believed the owner has put the rubble there to prevent further fly tipping on the sight. The Fly tipping on the ground has been reported to the Environmental Agency., and is logged as an environmental incident.

## 10. REPORTS FROM WARD COUNCILLORS

No ward councillors present.

## 11. CHAIRS REPORT

- i. **Report From Chair.**  
Cllr B. Hickley has discussed fly tipping with 2 officials at the borough, asking for help with how we tackle fly tipping in Horton.  
Colne valley trust, Colne connections forum 18/06 Clerk and Cllr B. Hickley to attend.
- ii. **Clerks Report.**  
Clerks report included updates to Employment Law with National Minimum Wage, Sick Pay , Holiday Pay records, Statutory Sick pay and Parental Leave.  
The Clerk has also updated the council on the LGPS Access and Fairness consultation changes have been introduced from 1 April 2026.

## 12. REPORTS

- i. **Waterways Report.**  
The Clerk delivered the update received from Cllr E. Larcombe.  
Cllr E. Larcombe plans to attend a Thames RFCC meeting on 30th April.
- ii. **Report From Flood Warden.**  
None
- iii. **Playground Report.**  
Rospa Inspection due at the end of the month, Sovereign are due on 1<sup>st</sup> May.

**iv. Defibrillator Report**

New Defibrillator has arrived and is currently being stored at Champney Hall, unfortunately the solar powered free-standing unit that was ordered on back order has now been discontinued, the alternative has concerns around it being a higher risk of damage and vandalism. Clerk to see if there are more appropriate alternatives. The Defibrillator outside of Champney Hall is still in good working order.

**v. War Memorial.**

Stone mason quotes have not been obtained yet for the work required on the war memorial; The Clerk will have these at the next meeting.

**13. FINANCE AND ADMINISTRATION**

**i. To approve of Orders Of Payments.**

**Proposed:** Cllr E. Coogan **Seconded:** Cllr N. Cole **Vote All In Favour:** Unanimous

**ii. To Approve Zurich Renewal Quote of £730.07 ex vat for Insurance.**

Gallager and Clear Council were reached out to for quotes but have not been received. The renewal from Zurich has increased by £12.07. Council have opted to stay with Zurich.

**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi-Beck **Vote All In Favour:** Unanimous

**iii. To Approve quote from window flowers for summer displays £798.00.**

**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi-Beck **Vote All In Favour:** Unanimous

**iv. To review and approve grant request from St Michaels Church £1,500.00.**

**Proposed:** Cllr G. Petrassi-Beck **Seconded:** Cllr F. Bovingdon **Vote All In Favour:** Unanimous

**To approve the adoption of the fixed Asset register for 2026-27.**

Laptop removed, total Asset costs £37,144.67

**Proposed:** Cllr B. Hickley **Seconded:** Cllr N. Cole **Vote All In Favour:** Unanimous

**v. To Approve bank reconciliation for Q4.**

**Proposed:** **Seconded:** **Vote All In Favour:** Unanimous

**vi. To review year end budget report.**

(Cllr N. Cole left the meeting at 20.26)

Clerk is going to prepare a easier to read report for the next meeting for all Cllrs.

**vii. Vat reclaim completed for £2,453.66**

Cllrs informed of the VAT reclaim that has been put in. Clerk informed she made a slight error as did not realise this could be done quarterly, rather than end of year only. Claim does not include VAT paid for cabinet as it is yet to be received, and have been informed of possible issues.

**viii. First Instalment of the precept has been received of £26,918 on 01/04/26**

Cllrs informed that the first instalment of the Precept has been received, but not remittance notice has been received as of yet by RBWM.

**ix. Councillor's Questions**

None

**14. EVENTS**

No current Updates.

**15. ANY FURTHER QUESTIONS FROM THE PUBLIC**

None

**16. COUNCILLORS QUESTIONS AND COMMENTS**

None

**17. DATE OF NEXT MEETING**

The Date of the next Parish Council monthly meeting will be Tuesday 19<sup>th</sup> May at 19.00.

## **18. EXCLUSION OF PRESS AND PUBLIC – PART II**

The Chairman will move that the Press and Public be excluded from the meeting under the Public Bodies (Admissions to Meeting) Act 1960, the public and press be excluded from the meeting during consideration of the following item due to the confidential nature.

## **19. To consider the Clerks sick pay entitlement and resolve the appropriate rate of pay.**

**Resolved:** That following consideration in Part II session, the council agreed to award the Clerk full sick pay in recognition of work duties continuing to undertake during the period of absence.

**Proposed:** Cllr B. Hickley **Seconded:** Cllr G. Petrassi- Beck **Vote All In Favour:** Unanimous

**MEETING CLOSED 20.45.**

DRAFT