

# Horton Parish Council

## Minutes of Meeting Tuesday 21<sup>st</sup> November 2017

<b>NB</b>	Due to time constraints Item #07F was dealt with before the meeting started. Councillors had all been advised of the early start	
<b>#01</b>	<b>Present &amp; apologies &amp; declaration of interest</b>	
	<b>Present:</b> Cllrs Tillyer, Coogan, Crame, Bovingdon and Patel (and the Clerk) <b>Apologies:</b> Cllrs Cole, Rayner, Sinclair-Hill and McAuley <b>Members of the public:</b> Mr Shine, Mr Larcombe and Mr & Mrs Rockett	
	Questions from the public: <b>Mr Larcombe:</b> (a) He reiterated the concern regarding Nitrous Oxide. (b) He drew our attention to planning application 17/03146 which had not been originally sent to Horton PC but did include land in Horton. (clerk to forward info to Cllr Crame) (c) Datchet Councillors have debated the Ward Changes and proposed support of a Three Village ward of Datchet Horton & Wraysbury. These villages have historical links (previously "Three River Villages (?)", commons concerns and natural boundaries. <b>Mr Shine:</b> asked for details of the 'Hard Facts about Trees' leaflet he had received (Cllr Tillyer gave information) <b>Mr and Mrs Rockett:</b> Asked what was happening regarding their complaint concerning Brookfield (see #04E)	<del>BH</del>
<b>#02</b>	<b>Minutes of previous meeting for approval:</b>	
	Item #04D should be amended to read " <b>Public Right of Way &amp; Milestones statement:</b> <i>This item did not get discussed at the meeting but Cllr Cole advised the clerk that he felt that the document had little purpose. The report made it clear that Horton is small, and someone in the document kept complaining that they cannot walk around the reservoir but had little else for the village.</i> " The amended minutes were proposed for adoption (Cllr Crame) and seconded (Cllr Coogan) and unanimously agreed.	<del>BH</del>
<b>#03</b>	<b>Matters arising from previous meetings of the Parish Council:</b>	
	<i>(Ongoing matters: // Potential purchase of BT phone box // Road in front of the Crown // Purchase of defibrillator // No updates received for these items)</i>	
A	<b>Parish Graveyard:</b> No update	
B	<b>Audit Recommendations (update):</b> <b>R4:</b> Standing Orders & Financial Regulations – awaiting reply from Wraysbury Clerk & Internal Auditor as to whether they can assist <b>R5:</b> Risk Assessment & Succession Planning. Cllr Crame awaiting a response to her draft from Brian Hickley (RFO). RFO to liaise with Internal Auditor <b>R6:</b> "Idiot's Guides" - Clerk to chase Internal Auditor <b>R12:</b> being dealt with under R5 <b>R13:</b> Clerk to ask Internal Auditor & RBWM if we can use RBWM version <b>R14:</b> see 2017 10 17 minutes #03 B R14	<del>BH</del> RFO RFO BH BH
C	<b>Memorial Green – traffic:</b> Cllr Patel reported that there are regularly two vehicles left for a long time on the road in front of the Crown. Not always the same vehicles. He has reported them to RBWM. They inspect the vehicles when reported, and again two weeks later, and then write to the owners giving 21 days to remove them. It is possible that these are from the garage in Datchet Road. Cllr Patel to pass registration numbers & descriptions to Cllr Crame for checking. There have also been reports of vans parking up in the early hours of the morning, possibly distributing newspapers (Metro?) from one van to a number of smaller vans. Cllr Tillyer to look into this.	JP JC RT
D	<b>Fly tipping:</b> signage. Clerk to order these and to put them in the agreed locations	BH
E	<b>Arthur Jacobs' Nature Reserve &amp; Poyle Poplars – Maintenance.</b> Mr Shine was not aware of the last maintenance session so was unable to meet with volunteers there. He now has contact details for Jason Mills who co-ordinates this (Jason Mills, Countryside Manager, Highways, Parks & Countryside, Braywick Nature Centre Tel. 01628 673069)	
F	<b>Lighting (new street lamps):</b> Cllr Rayner had reported by email that funding had been granted, but subsequently that it had been withdrawn. Clerk to ask Cllr Rayner how much the replacement lamp housing would cost	<del>BH</del>
<b>#04</b>	<b>Planning applications and Highways:</b>	Reply to Planning by 27/11
A	<b>17/03315 Westerley</b> – replace front boundary wall. This proposal was discussed and councillors were of the opinion that the railing would not be in keeping with the village character. The Neighbourhood Plan states that the plan is to maintain the village's rural nature, and this proposal would be contrary to this objective. Councillors understood that boundaries into the highway should not exceed 1m, and sliding gates are generally higher than this. They also expressed concern that this would make exiting difficult and potentially dangerous as visibility would be reduced. Cllr Patel asked for a copy of the application notification letter - to be forwarded	<del>BH</del> <del>BH</del>
B	<b>16/03678:9 Layburn Cres SL3 8QL</b> – Horton? This property is not in Horton. Clerk to write to Planning to advise them of this. (Horton skirts the back gardens of these properties: It includes the grass within the reservoir boundaries but not over the fence)	<del>BH</del>
C	<b>16/04001 (Previously 471678 in Oct 1993)</b> New Mill Cottage, Mill Lane. RBWM have looked into this matter. It may be that the change of name lead to mistakes being made and the permitted development rights being reinstated but there	

	have also been changes in the law which would have permitted this development (PDR for detached-up to 8m and SemiD up to 6m). The works currently under construction have been inspected and declared legal, and will be re-inspected when the works have been completed. There is a question outstanding regarding the soakaway – this should have written consent from neighbours as it is on shared land. Queries regarding this should be raised with the owners, and copied to Victoria Gibson at RBWM Planning ( <a href="mailto:Victoria.Gibson@rbwm.gov.uk">Victoria.Gibson@rbwm.gov.uk</a> ). Clerk to advise complainant	BH
D	<b>Public Right of Way &amp; Milestones statement.</b> See item #02 in these minutes	
E	<b>Brookfield:</b> Cllr Crame explained that RBWM have advised HPC that they are looking into the complaint but it may take some time. They have looked into the building regulations and Planning permissions and consider these all to be legal and that no planning regulations have been contravened. Cllr Crame advised Mr & Mrs Rockett that HPC has no authority in this matter. Mr and Mrs Rockett thanked the Councillors for their time and their work in this matter. Cllr Crame told the Council that she was very annoyed that an email sent to the Councillors regarding Brookfield house was shared outside of the Councillors. This was shared without consent and before it was ready to be published as it explained her first stage of investigation. <b>The Clerk would like to remind Councillors that they should not share information before it is made public as changes may be required</b>	
F	<b>17/03316 Westerley</b> (screen around rear flat roof). This would create a balcony and policy is not to allow balconies. Clerk to ask Cllr Rayner to call this in irrespective of decision	27/11 BH BH
G	<b>17/02487/Discharge</b> – site of old Paper Works, Stanwell Road. This seems to be a paper exercise with no possible outcome. When the properties were built there were certain prerequisites to be fulfilled – these were not signed off at the time. However now that the properties have been built it is not possible to establish whether they were fulfilled. The discharge request has been raised as items were not signed off, but it is not possible to establish whether the requirements were met or not.	
H	<b>17/03130 Unit A Horton Trading Estate</b> (B8 to B8 & B2). The councillors have been unable to fully establish the likely outcomes of the proposed changes so are unable to fully comment. However they ask that the Planning Dept are mindful of the potential disruption to neighbours, and that the units are not used outside of accepted working hours (ie no antisocial hours use, and limited weekend use). Our Neighbourhood plan does encourage work premises in the area, but Councillors ask that no noise, pollution or disruption are allowed to inconvenience the very near neighbours	15/11 (extn requested) BH
I	<b>17/02593 28-30 Coppermill Road (Decision)</b> : Recent correspondence to be sent to Cllr Crame	BH
J	<b>17/03426 Land west of Colne brook, Foundry Lane:</b> This relates to a (now expired?) application (possibly 92/00397) which previous Clerk Mrs Marlow reported on in March 2014 (this report has been emailed to Councillors, please contact the clerk for a copy). One of the previous conditions of the permission was to provide a bridge linking AJNR to the field on the opposite side of the river. This has not been completed: In 2014 HPC recognised that the project cannot be completed until the Cemex (north of Horton) site is worked and restored, but agreed to write to RBWM asking that the required provision of the bridge and part of the footpath within the completed extraction site is not lost by default due to the time limitation clause. Cllr Crame to draft a response – Clerk to send a physical letter including copies of all relevant information. Councillors trust that this late application is not a deliberate act to minimise time for the Parish Council to object	29 or 6 /12 BH JC BH
K	<b>17/02516 Millbridge Farm:</b> This has been approved subject to materials used as specified to protect the visual amenities of the area.	
L	<b>17/03503 17 Coppermill Road Single storey rear extension:</b> Permitted Development Rights allow 8m, this application requests 7.8m. Horton Councillors would like the planning team to be mindful of the need for appropriate surface water provisions and that rain water to be stored within the confines of the property, not added to the main drains. Additionally they ask that all permitted development rights be removed and no expansion permitted for at least ten years.	BH
<b>#05</b>	<b>Chairman's Communications:</b>	
A	<b>RBWM Borough Local Plan Parish Stakeholder Group:</b> Chair and Clerk will attend, although Cllr Crame will be our lead on this. Queries- are there any relationships between NP&LP? Why was there no feedback on GRT Plan? We have not been consulted on BP so cannot support it.	BH JC
B	<b>Electoral Review for Royal Borough:</b> As 14 Ward Councillors will have to be cut changes will have to be made. HPC has not heard back from Datchet at all, or from Wraysbury regarding a decision. Currently Horton & Wraysbury have two Councillors as does Datchet. Cllr Cole attended the recent Parish Conference at which this matter was discussed. His report has been emailed to the Councillors but in summary he concludes “Logically, the only solution is that Horton, Wraysbury and Datchet combine ...”. A letter is to be sent to RBWM advising them of HPC's thoughts	JC BH
C	<b>Mayor's Charity Event</b> : Councillors were advised of this event	
D	<b>Burglary Update PS Rachel Jinks</b> : Cllr Patel is happy to distribute the leaflets via the shop	BH JP
E	<b>Remembrance Day Parade:</b> This event went well, with a very good turnout. An invoice has been received for the Road Marshalls who conducted the road closure. Thank you to Garden Designs and Cllr Patel for making the memorial green tidy for the event and to Cllr Rayner for his help in arranging for all the necessary components of the road closure.	
F	<b>Parish Visit:</b> Chair (Cllr Bovingdon) and Clerk to meet with Alison Alexander and others on Thursday 30 <sup>th</sup> November at St Michael's church regarding Local Issues	FB BH
G	<b>Date of APM (10<sup>th</sup> April 2018?) And AGPM (15<sup>th</sup> May 2018 with PM?) to be agreed:</b> Dates unanimously agreed, together with continuing with 3 <sup>rd</sup> Tuesday of each month (except August & December, no meeting) for HPC meetings in 2018.	

	Proposed Cllr Patel, seconded Cllr Coogan			
H	<b>Reform of Data Protection Regulation</b> : Wraysbury Clerk and Internal Auditor to be asked if either can 'sub contract' to cover this requirement	#		
I	<b>Draft Airports National Policy Statement:</b> A copy of this email has been forwarded to Councillors. This email was sent to those who previously responded to the Government's consultation on draft Airports National Policy Statement. A further period of consultation runs 24 <sup>th</sup> October to 19 <sup>th</sup> December 2017. But will not cross refer to previous responses due to the large numbers involved. To respond go to <a href="https://www.gov.uk/government/consultations/heathrow-expansion-revised-draft-airports-national-policy-statement">https://www.gov.uk/government/consultations/heathrow-expansion-revised-draft-airports-national-policy-statement</a> . Cllr Crame to prepare a response.	JC		
J	<b>Correspondence from RK Leisure:</b> Cllr Crame received an email from RKLeisure which included "You will have seen from our presentation and the additional information that we have circulated, that the proposals for enhanced recreational facilities, public access, as well as an element of small scale housing that addresses identified local needs, fully accord with the objectives of the Neighbourhood Plan." and "Here at RK Leisure we are committed to ensuring that any proposals for the Lakes and the surrounding area has the support of the local community and we will of course continue to keep you informed of their proposals as these progress." . Cllr Crame explained that changes cannot be made to the NP, but this does not mean that suggestions not included in it cannot be considered. Broadly the Councillors agreed that the idea had potential to be beneficial for the village even if they were not agreed that the planned Spa and housing would be beneficial. Councillors felt that "affordable" was a very subjective view of house prices (and that "affordable housing" has specific connotations ie 75% of market value), and that the flood scheme may have a greater impact on the lakes than RKL have considered. Councillors decided they would prefer to hold a dedicated meeting regarding this matter and then invite RKL to a subsequent meeting. Cllr Crame to write to RKL	JC		
<b>#06</b>	<b>To receive reports from Borough Councillors:</b>			
A	Including village maintenance items: Cllr Bovingdon asked about road sweeping – Clerk to forward a RBWM schedule	#		
<b>#07</b>	<b>Other Communications or Consultations:</b>			
A	<p><b>Register of Community Assets:</b>  <i>The Community Right to Bid, introduced under the Localism Act 2011, gives voluntary and community groups the chance to bid and take over the running of assets that are deemed to be of value to the local community. Parish councils, voluntary and community organisations can nominate both privately and publicly owned assets to be included on a list of assets of community value. This list is managed by the council.</i></p> <ol style="list-style-type: none"> <li><i>If a landowner wants to sell a property that has been listed as an asset of community value, they will have to tell the council.</i></li> <li><i>If a community group wants to buy the asset, they can trigger a six-month period when the owner cannot sell their property on the open market. This is to give community groups the chance to prepare a bid for it so they have a better chance of saving much-loved shops, pubs or their local facilities by developing a proposal and raising the required capital.</i></li> <li><i>At the end of the six-month period, the owner is free to sell the asset to whoever they wish and at any price.</i></li> </ol> <p><i>The Royal Borough of Windsor &amp; Maidenhead has welcomed the Community Right to Bid (CTRB) as another way for the council to encourage voluntary activity and support local communities.</i></p> <p>At present no Horton properties are on the RCA. The following places of historic interest are to be considered for nominating</p> <table border="1"> <tr> <td> <ul style="list-style-type: none"> <li>• Old School House, Horton</li> <li>• Little Court, Bells Lane</li> <li>• The Old Rectory, Horton Road</li> <li>• Church of St Michael, Stanwell Road</li> <li>• The 5 Bells Public House, Stanwell Road, Horton (now known as The Horton Arms)</li> <li>• Horton Cedars, Datchet Road</li> <li>• Lych Gate to north of St Michael's Church, Stanwell Road</li> </ul> </td> <td> <ul style="list-style-type: none"> <li>• Dairy of Berkyn Manor (at NE corner of house, Off Stanwell Road</li> <li>• Horton Lodge, Horton Road</li> <li>• Ashgood Farmhouse, Stanwell Road</li> <li>• The Crown Public House and attached barn, The Green</li> <li>• Brookfield, Datchet Road</li> <li>• Mildridge Farmhouse, Horton Road</li> <li>• Churchyard wall, West of St Michael's Church, Stanwell Road</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Old School House, Horton</li> <li>• Little Court, Bells Lane</li> <li>• The Old Rectory, Horton Road</li> <li>• Church of St Michael, Stanwell Road</li> <li>• The 5 Bells Public House, Stanwell Road, Horton (now known as The Horton Arms)</li> <li>• Horton Cedars, Datchet Road</li> <li>• Lych Gate to north of St Michael's Church, Stanwell Road</li> </ul>	<ul style="list-style-type: none"> <li>• Dairy of Berkyn Manor (at NE corner of house, Off Stanwell Road</li> <li>• Horton Lodge, Horton Road</li> <li>• Ashgood Farmhouse, Stanwell Road</li> <li>• The Crown Public House and attached barn, The Green</li> <li>• Brookfield, Datchet Road</li> <li>• Mildridge Farmhouse, Horton Road</li> <li>• Churchyard wall, West of St Michael's Church, Stanwell Road</li> </ul>	
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B	<b>HPC Asset Register</b> : No update			
C	<b>Councillors' Declaration of Interest forms:</b> Distributed to Councillors present for completing and returning	ALL		
D	<b>Councillors' Code of Conduct forms:</b> Distributed to Councillors present for completing and returning	ALL		
E	<b>Neighbourhood Plan:</b> No update			
F	<b>Flower Container / Previous Clerk, Mrs Marlow:</b> A possible suitable item has been found and the clerk has been asked to establish size and cost. <a href="https://tinyurl.com/TroughReBetty">https://tinyurl.com/TroughReBetty</a>	#		
G	<b>Neighbourhood Action Group:</b> Jeff Pick (who runs the TVP Alert scheme) attended the meeting. He talked about the problems in establishing and nurturing Neighbourhood Watch schemes both now and in the past. Particularly problematical is recruitment of co-ordinators. Since about 2010/11 the Thames valley scheme has evolved with Jeff as the co-ordinator for all the individual Community Watch schemes. This has reach 11000 members, but decisions have been made to revert to the traditional NW format which needs co-ordinators in each road. Despite leaflet drops and meetings in local villages co-coordinators have not come forward. Jeff has had to stop sending 'partner' info through the Alert			

	<p>scheme, and will only be able to send local info in future (as and when there is info to send rather than on specific days as now).</p> <p>Neighbourhood Action Group (NAG) will continue under PC Rachel Jinks with assistance from Francesca.</p> <p>Communities need to decide how best they can proceed. They can write to Police and Crime Commissioners (PCC) individually or as a group. It was proposed (Cllr Patel and seconded Cllr Coogan) that HPC write to show that we support the current (past) arrangement</p> <p>He also mentioned Nitrous Oxide canisters – if we find more than 25 in one location please call 101. These are legal if you have a machine for making whipped cream but otherwise are illegal (they are used with a balloon to inhale Nitrous Oxide to get high)</p>	JC																																																																	
H	<b>Berkshire Association of Local Councils (BALC) 2017 BALC AGM.</b> : No volunteers to attend																																																																		
I	<b>Signage outside Milton Close maisonettes:</b> The clerk has received an apology from Radian acknowledging that the matter took too long to deal with and that their lack of internal communication contributed to the problem. They will address this with training																																																																		
J	<b>Salt requirements for winter 17/18:</b> Garden Designs have quoted £15 to loosen salt and to clean up salt bins. Approved	<del>BH</del>																																																																	
K	<b>Berkshire Bio Diversity</b> : This organisation undertakes works on public rights of ways, and the clerk has the details if HPC is interested in the works of the team.																																																																		
L	<b>Complaint re trees opposite 221 Coppermill Rd:</b> Resident has emailed the clerk re overgrown trees first brought to our attention in July. Clerk to chase Helen Leonard at RBWM	<del>BH</del>																																																																	
M	<b>Fast Internet / fibre to west Horton:</b> suggested action. Deferred as Cllr Cole not available																																																																		
N	<b>Christmas Tree</b> (Switch On and carol service). The current lights are OK but the transformers are (x1) broken or (x1) unreliable, and replacements do not seem available. Alternatives have been sourced. Purchase proposed by Cllr Tillyer and seconded by Cllr Crame. Switch On was agreed as Monday 4 <sup>th</sup> December at 6:30pm. Clerk to ask the uniformed soldiers and Scott (from Remembrance Parade) if they are available to switch on the lights. To be advertised on Facebook	RFO <del>BH</del> <del>BH</del> BH																																																																	
<b>#08</b>	<b>Financial</b>																																																																		
A	<p>Payment of invoices: to receive for approval a list of invoices received:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Payee</th> <th>Invoice Number or Ref</th> <th>Cheque</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>21-Nov</td> <td>Wycombe Wanderers FC (road marshals)</td> <td>19046</td> <td>469</td> <td>300.00</td> </tr> <tr> <td>21-Nov</td> <td>HMRC (B&amp;B PAYE Aug, Sept &amp; Oct)</td> <td>120PN3162</td> <td>470</td> <td>283.98</td> </tr> <tr> <td>21-Nov</td> <td>HMRC (B&amp;B PAYE November)</td> <td>120PN3162</td> <td>471</td> <td>106.40</td> </tr> <tr> <td>21-Nov</td> <td>B &amp; B Hickley</td> <td>Nov</td> <td>472</td> <td>424.88</td> </tr> <tr> <td>21-Nov</td> <td>Garden Designs</td> <td>2302</td> <td>473</td> <td>318.00</td> </tr> <tr> <td>21-Nov</td> <td>Royal British Legion (Remembrance Day wreaths)</td> <td>43051</td> <td>474</td> <td>34.00</td> </tr> <tr> <td>21-Nov</td> <td>Garden Designs</td> <td>2309</td> <td>475</td> <td>66.00</td> </tr> <tr> <td></td> <td>Cancelled</td> <td></td> <td>476</td> <td></td> </tr> <tr> <td>21-Nov</td> <td>Champney Hall</td> <td>Annual</td> <td>477</td> <td>350.00</td> </tr> <tr> <td>21-Nov</td> <td>St Michaels PCC (Clock maintenance)</td> <td>98769</td> <td>478</td> <td>254.40</td> </tr> <tr> <td>21-Nov</td> <td>Garden Designs</td> <td>*2062* adjustment</td> <td>479</td> <td>49.00</td> </tr> <tr> <td>21-Nov</td> <td>Champney Hall (HPC Charity monies)</td> <td>Min. 17/10 R14</td> <td>480</td> <td>658.15</td> </tr> </tbody> </table>	Date	Payee	Invoice Number or Ref	Cheque	Value	21-Nov	Wycombe Wanderers FC (road marshals)	19046	469	300.00	21-Nov	HMRC (B&B PAYE Aug, Sept & Oct)	120PN3162	470	283.98	21-Nov	HMRC (B&B PAYE November)	120PN3162	471	106.40	21-Nov	B & B Hickley	Nov	472	424.88	21-Nov	Garden Designs	2302	473	318.00	21-Nov	Royal British Legion (Remembrance Day wreaths)	43051	474	34.00	21-Nov	Garden Designs	2309	475	66.00		Cancelled		476		21-Nov	Champney Hall	Annual	477	350.00	21-Nov	St Michaels PCC (Clock maintenance)	98769	478	254.40	21-Nov	Garden Designs	*2062* adjustment	479	49.00	21-Nov	Champney Hall (HPC Charity monies)	Min. 17/10 R14	480	658.15	
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B	<b>RFO's updated finance report for July, August &amp; September</b> (and Cllr Cole & Rayner's reports): Deferred	<del>BH</del>																																																																	
<b>#09</b>	<b>Questions from the public:</b>																																																																		
	None																																																																		
<b>#10</b>	<b>Dates of future meetings:</b> 2017 & 2018, Third Tuesday of each month																																																																		
	No Parish Council meeting in December 2017																																																																		
	Tuesday 16th January 2018 Parish Meeting																																																																		
	Tuesday 20 <sup>th</sup> February 2018 Parish Meeting																																																																		
	Tuesday 20 <sup>th</sup> March 2018 Parish Meeting																																																																		
	Tuesday 10 <sup>th</sup> April 2018 Annual Parish Meeting																																																																		
	Tuesday 17 <sup>th</sup> April 2018 Parish Meeting																																																																		

**\*\* Draft Minutes – not for distribution outside Horton Parish Council until signed by the Chair \*\***

Clerk to the Council. Mrs Benta Hickley, 4B Bells Lane, Horton, SL3 9PW Email [Clerk@HortonParishCouncil.Gov.uk](mailto:Clerk@HortonParishCouncil.Gov.uk).

Note: Personal callers by appointment only.

**Agendas and previous minutes are available from the Parish Council Website: [www.hortonparishcouncil.gov.uk](http://www.hortonparishcouncil.gov.uk)**