



Horsforth Town Council

Mechanics Institute
Town Street
Horsforth
Leeds
LS18 5BL

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Full Council Meeting

Thursday 4th April 2024

AGENDA PACK

*Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani,
J Garvani, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards,
T Stones, J Tumalan, A Wishart*



Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Meeting of the Town Council - Minutes Thursday 25th January 2024 at 7.00pm

Broadfields

Simon Dowling
John Garvani
Eddie Hyndes
Raymond Jones
Becky Cousins

Brownberrie

Dawn Collins
Rob Harris
Andrew Martin
Andrew Wishart

Hall Park

Richard Hardcastle
Tracy Stones
Julio Tumalan

Victoria

Dave Brosnan
Mark Fletcher
Gill Garvani
Emily Richards

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree – Clerk, PC Russell, PCSO Thomas, P. Beal – Good Citizen Award winner

HTC/23.67 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

HTC/23.68 To receive apologies for absence and to consider the reason for the absence

Apologies were received by Cllr Gomersall, Cllr Bromley and reasons were approved.

HTC/23.69 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/23.70 To consider questions and comments from members of the public at the Chairman's discretion

One member of public attended. See item HTC/23.71.

HTC/23.71 To present an award to one of the winners of the Good Citizen Award

Paul Beal was awarded the Good Citizen Award for monitoring the defibrillators in Horsforth. All Cllrs thanked him for his work in the community and presented him an award and certificate.

HTC/23.72 Police report

23.72.1 To note and consider the latest crime statistics for Horsforth.

PC Russell apologised for his absence at meetings, this was due to the meetings occurring on was not on shift. He will endeavour to attend meetings in future and if he is not available, he will ensure someone else attends. He reported that they have been short in staff in the area but have recently recruited three PCs to the team who will cover Yeadon, Otley and Guiseley which means he is able to me more present in Horsforth.

PCSO Thomas reported the crime statistics for the last 6 weeks which were: 3 business burglaries, 14 residential burglaries, 14 thefts from motor vehicle, 3 vehicle thefts, and 11 cases of criminal damage.

23.72.2 To consider any other policing matters.

Cllrs queried the following:

- It was noted a major incident occurred on 24th January 2024 at St James Drive. PCSO Thomas believed this to be a vehicle theft but will investigate this.
- Concerns were raised about the number of recent thefts from vehicles and that there is a reluctance from vehicle owners to report the crimes to Police. Cllr Russell confirmed that response teams may not attend the crime at the time due to it not being priority such as if another call involves a danger to life. He did say that if the response team are not able to deal with it, it is passed to the Neighbourhood Police Team who investigate it. They look at the statistics and monitor the patterns to try and make a conviction. They agreed to do a social media campaign to ensure the crimes are reported.
- Concerns were raised about anti-social behaviour at the Church Lane carpark, and they agreed to carry out routine patrols.
- It was noted that vehicles are speeding on Scotland Lane and PC Russell said he will attend with a radar speed gun. He will report how many speeding tickets are issued at the next meeting.
- It was requested that the TC are made aware of PACT meeting dates and drop-in sessions so that they can advertise it. Cllr Thomas agreed to forward the upcoming dates.
- Cllrs thanked them for how they dealt with the incident last year and enquired what they are doing now to prevent knife crime. Cllr Russell reported that he attended the school before the incident to do an in depth talk on knife crime and is currently speaking to the Sergeant to consider ways they can address it again at the school as it was felt that it could be triggering.
It was noted that they are monitoring the area (Stanhope Drive/Broadgate Lane) as youths are using the bench as a memorial.

HTC/23.73 To approve the minutes of the meeting of the Town Council held on 30th November 2023

Resolved to approve the minutes of the meeting of the Town Council held on 30th November 2023.

HTC/23.74 To receive an update and note previous minutes for the following committees.

23.74.1 Finance and General Purposes

The Minutes were noted, and the Clerk will amend the attendance record.

23.74.2 Planning, Licensing and Traffic

The minutes were noted.

23.74.3 Community and Environment

Cllr Gains reported that the committee are reviewing the Good Citizen/Young Achiever Award Scheme, reviewed the Christmas Event and the litter pick. The Committee has agreed to carry out the litter picks again this year.

23.74.4 Staffing and Employment

The minutes were noted.

HTC/23.75 Financial Matters

23.75.1 To consider and approve the accounts to 31st December 2023 and agree any necessary action

Resolved to approve the accounts to 31st December 2023.

23.75.2 To consider and approve the Schedule of Payments

Resolved to approve the schedule of payments.

23.75.3 To consider and approve the budget proposal for 2024-2025

The draft budget was considered for 2024-2025 and amendments were made. The bookkeepers comments were noted by the Clerk and raised concerns about the TC's current bank balance and available funding for future projects.

Resolved to approve a general budget of £201,639.00 designated reserves of £143,371.00 and restricted funds of £161,248.00. See Appendix 1.

NOTE: A member of public arrived during this item, and it was agreed to change the order of business and go back to item HTC/23.71. The member of public then left the meeting and item HTC/23.75.3 resumed.

23.75.4 To consider and agree the Precept request for 2024-2025 and agree the statement for the community.

Resolved to request a precept of £144,900 which means an increase of 15%. This equates to an annual charge of £19.33 per Band D household and an increase of 20p per month per Band D household. Proposed by Cllr Martin and Seconded by Cllr Jones.

A public statement was considered and approved.

23.75.5 To note that S. White has completed the ILCA course and approve the recommendation from the S&E Committee to increase her salary by one point

Resolved to increase S. White's salary by one point commencing from the date she completed the ILCA course.

23.75.6 To consider alternative arrangements for watering the floral displays

It was noted that LCC are unable to water the floral displays this year due to staff shortages and the Clerk has been unable to obtain quotes. It was **resolved** to defer this to the next Community and Environment Committee meeting in March.

HTC/23.76 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:

23.76.1 To consider and agree the meeting dates for 2024-2025 and agree the date of the Annual Town Meeting 2024.

Resolved to agree the proposed meeting dates for 2024-2025 and it was **resolved** to hold the Annual Town Meeting on Thursday 9th May 2024 at 7pm and the Clerk will invite the Deputy Lord Lieutenant to speak about mental health in the community.

23.76.2 To receive an update from the Annual Event Working Group including:

i. To consider a recommendation from the Annual Event Working Group

It was noted that the working group have not met, and it was **resolved** to defer the decision to an extraordinary meeting of the Community and Environment Committee.

ii. To consider the working group membership

Resolved that Cllr Gains and Cllr Richards would be members of the working group.

23.76.3 To receive an update from the 3&5 Development Group and agree any necessary action including:

i. To receive an update about the renovation, license of alterations and planning permission

Cllr J. Garvani reported that the planning application has now been registered by LCC and they plan to determine it by 1st March 2024. The license of alterations is required by LCC, and they will only grant this once the application has been approved so this means the works start date is delayed.

A site meeting is being held with the architect and contractor on 29th January 2024.

ii. To receive an update about the public meetings and surveys

Cllr J. Garvani reported that a resident drop-in session was held in December, and over 100 residents have completed the online survey so far and the deadline is 31st January 2024. A sample of the survey answers so far was provided.

A meeting with community groups about the project is being held on 8th February 2024.

iii. To amend the working groups name

Resolved to amend the name to Premises Development Group and the TOR will remain.

HTC/23.77 To consider correspondence received and agree any necessary action:

23.77.1 To consider installing a memorial plaque on the bench located at Broadgate Lane junction with Stanhope Drive.

Cllrs considered the request and had sympathy for the family and friends. It was **resolved** to delay the decision until after the course case. It was noted that some residents have been in contact with the TC about not being able to sit on the bench and all agreed not to action anything at present.

23.77.2 To consider correspondence received regarding the proposed parking charges at the Fink Hill carpark

It was noted that Cllrs are aware of the petition against the proposed parking charges and some Cllr's have signed it. Cllr Hardcastle raised concerns about the impact it would have on neighbouring streets. It was agreed that the town council did not want to comment any further.

23.77.3 To appoint a TC representative for MHA Communities

Resolved to appoint Cllr Jones as the representative.

HTC/23.78 To consider reports and any action required in relation to the following external organisations:

23.78.1 Dementia Friendly

Cllr Fletcher reported that they are in the early stages of planning the Dementia Action Week and are deciding what events to do and the dates.

He confirmed that Horsforth Dementia Friendly has received a grant from the LCC Community Committee to contribute towards a Dementia bus.

As mentioned previously, the last play called Purple List was a success and they are planning the next play for the Action Week or as a stand-alone event.

AVSED (Aireborough Voluntary Services for the Elderly and Disabled) is holding a dementia support event at Greenacre Hall, Rawdon on 24th April 2024.

The next Rainbow Café is taking place on 31st January 2024.

23.78.2 Horsforth Fairtrade

No report provided.

23.78.3 Young Peoples Champion

Cllr Cousins reported that the Youth Club will be decorating the Brownlee Building soon. She is attending a meeting soon to discuss what they can paint and there will be an internal graffiti wall.

23.78.4 Horsforth Climate Action

No report provided. It was noted that on Saturday 3rd February 2024, Horsforth Climate Action are holding an event at St Margaret's Church focusing on litter locally and the Repair Café will be taking place on the same day.

It was requested that all representatives provide a written report to the Clerk in advance to include in the Agenda Pack.

HTC/23.79 Exclusion of press and public

Resolved to exclude the public for Item HTC/23.80 in view of the confidential nature of the business to be transacted. NOTE: It was agreed to change the order of business and Items HTC/23.79 and HTC/23.80 were considered before Item HTC/23.75.

HTC/23.80 3&5 The Green

To consider the recommendation from the working group regarding the Museum lease

The 3 & 5 Working Group recommended some terms for the Museum lease including the annual rent and it was **resolved** to approve the recommended annual rent proposal.

HTC/23.81 Matters for information

To note the following:

23.81.1 Information previously circulated to members

No information to note.

23.81.2 Matters raised by members of the public

Two members of public attended the council surgery about the following:

- Cllr Wishart reported that a member of public had concerns about a fallen tree on Hall Lane. Cllr J. Garvani confirmed that LCC are aware of it.
- Cllr Fletcher reported that a member of public had raised concerns about parking on Westbrook Lane. This was discussed and it was noted that Cllr Bromley has received correspondence from the primary school about the parking also. The Clerk will investigate this.
- Cllr Dowling reported that parking issues outside schools in the area has been an issue recently and they are trying to get more Police presence, highlight it more on social media and requested an increase in parking enforcement officer patrol.

HTC/23.82 Council Surgery

Cllr Cousins and Cllr Gains agreed to attend the next Council surgery.

HTC/23.83 Items for future agenda

None requested.

HTC/23.84 Date of next meeting

Resolved that the next Full Council meeting is to be held on 4th April 2024 instead of 28th March 2024 due it being Good Friday that week and the deadline for agenda items is 25th March 2024.

Meeting closed at 9pm.

Distribution: E Bromley, D Brosnan, D Collins, M Connors, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, S Gomersall, A Goulden, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, T Stones, J Tumalan, A Wishart

Appendix 1 – Approved Budget 2024-2025

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED AT YEAR END	2024-2025
INCOME						
Precept	£126,019	£126,019	£126,035	£126,035	£126,035	
Council Tax Support Grant	£4,676	£4,676	£4,927	£4,927	£4,927	£5,174.00
Bank Interest	£100	£1,043	£100	£1,659	£2,410	£2,760.00
Donations				£699	£699	
CIL				£176	£176	£0.00
Premises income				£0	£0	
Museum Rent	£3,000		£4,000	£0	£0	£1.00
Grants				£0	£0	£5,000.00
Donations					£0	£10,000.00
Lettings				£0	£0	
	£133,795	£131,738	£135,062	£133,495	£134,247	£22,935.00

	2022-2023 APPROVED BUDGET	2022-2023 ACTUAL	2023-2024 AGREED BUDGET	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED AT YEAR END	2024-2025 APPROVED BUDGET
EXPENDITURE						
Community and Environment						
Grants & sponsorship	£5,150	5,385.00	£4,500	£1,700	£3,000	£4,000
Award scheme	£200	43.00	£200	£274	£274	£200
Civic Service	£100	0.00	£100	£100	£100	£100
Horsforth Gala	£100	30.00	£100	£44	£44	£100
Remembrance Service	£1,000	679.04	£1,000	£859	£901	£1,000
Annual Town Meeting	£50	0.00	£50	£0	£0	£0
Horsforth Matters	£3,200	3,978.07	£1,750	£1,524	£1,620	£1,000
Band concerts	£975	1,045.50	£1,200	£990	£990	£990
Annual Event	£0	0.00	£2,543	£2,550	£2,550	£2,500
Christmas motifs, lights and trees	£14,700	14,343.00	£16,000	£950	£15,784	£17,000
Christmas Switch-On event	£2,200	1,713.71	£5,000	£4,163	£5,000	£4,500
HTC baskets and planters - inc watering	£5,450	5,374.26	£5,600	£5,550	£5,550	£5,800

Community planters (HIB/Fairtrade) watering x1/week	£3,640	3,655.65	£4,000	£4,014	£4,014	£4,200
Jubilee Garden - maintenance	£1,000	1,070.00	£1,000	£420	£720	£1,000
Total	£37,765	37,317.23	£43,043	£23,138	£40,547	£42,390
Planning, Licensing and Traffic	£500	0.00	£500	£0	£0	£500
Total	£500	0.00	£500	£0	£0	£500
Cold Calling Control Zone/Other	£500	0.00	£0	£0	£0	£0
Total	£500	0.00	£0	£0	£0	£0
Climate Change	£1,000	0.00	£0	£0	£0	£0
Staffing costs						
Office Staff	£77,311	43,877.11	£61,605	£47,257	£61,253	£69,363
Premises Staff						£7,500
Recruitment						£100
Total	£77,311	43,877.11	£61,605	£47,257	£61,253	£76,963
Office						
Office Equipment & Photocopier Lease	£1,030	1,437.06	£1,000	£263	£300	£400
IT Support	£1,300	1,071.50	£1,175	£822	£1,138	£1,400
Stationery & Printing	£775	1,119.98	£900	£574	£800	£900
Postage	£100	6.28	£100	£0	£0	£25
Telephone and Broadband	£930	860.82	£900	£720	£848	£1,500
Subscriptions	£2,325	2,205.00	£2,325	£1,944	£2,310	£2,450
Audit, Accounts & Data Protection	£1,805	3,996.81	£3,000	£1,840	£1,904	£2,000
Miscellaneous	£155	525.89	£200	£408	£500	£750
Bank Charges	£145	147.15	£145	£105	£141	£150
Chairman's Allowance	£200	95.00	£100	£0	£0	£100
Meeting Expenses & Refreshments	£185	42.48	£185	£0	£0	£100
Room Hire	£1,100	317.50	£1,300	£257	£433	£500
Legal & Professional Fees	£1,030	0.00	£1,030	£0	£750	£2,500
Email and Website	£685	1,791.00	£737	£18	£758	£800
Clock Maintenance	£415	705.00	£500	£150	£500	£500
Defibrillator Maintenance	£1,030	40.00	£2,000	£150	£1,025	£2,000
Roll Of Honour	£125	120.00	£0	£0	£0	£0
Combined Insurance	£1,340	1,833.30	£1,834	£1,999	£1,999	£2,500
Total	£14,675	16,314.77	£17,431	£9,250	£13,406	£18,575

Training						
Staff Training	£2,000	800.00	£1,500	£200	£200	£1,000
Councillor Training	£1,000	25.00	£2,000	£439	£600	£1,000
Total	£3,000	825.00	£3,500	£639	£800	£2,000
Election (TRANSFER FROM DF)						
	£10,000	7,745.00	£12,500	£13,609	£13,609	£12,500
Total	£10,000	7,745.00	£12,500	£13,609	£13,609	£12,500
Premises						
Utilities and Services	£8,655	19,003.00	£16,784	£8,138	£9,784	£13,500
Cleaning and Caretaking	£3,090	0.00	£1,000	£0	£0	£2,500
Maintenance and Statutory Checks	£5,255	936.00	£1,500	£421	£700	£13,150
Sundry expenditure	£13,521	9,798.00	£13,811	£9,810	£9,810	£19,561
Total	£30,521	£29,737	£33,095	£18,369	£20,294	£48,711
Horsforth Museum - Grant re No5 The Green Rent						
	£3,000	£0	£4,000	£0	£4,000	£0
Total	£3,000	£0	£4,000	£0	£4,000	£0
	£178,272	£135,815	£175,674	£112,262	£153,909	£201,639
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE	-44,477	-4,077	-40,612	21,234	-19,662	-178,704

PROPOSED BUDGET AND PRECEPT		£	£
Total proposed expenditure			201,639
<u>Other income/funds</u>			
Anticipated CTSG		5,174	
Bank interest (estimated)		2,760	
Rent/premises insurance for No5 The Green		1	
Donation		10,000	
Grant		5,000	
Total other income/funds			22,935
Amount needed to balance budget			178,704
PRECEPT REQUEST			144,900
Difference			33,804

Designated Funds

	2022-2023	2022-2023 ACTUAL	2023-2024	2023-2024 ACTUAL AS AT 31/12/2023	2023-2024 EXPECTED C/F AT YEAR END	2024-2025 APPROVED DES/RES FUNDS
DESIGNATED FUNDS						
Neighbourhood Plan	£4,037	£3,243	£3,243	£3,243	£3,243	£3,243
Election	£3,750	£3,750	£3,750	£0	£0	£0
3 & 5 The Green - Refurbishment	£69,100	£35,252	£70,000	£53,818	£48,962	£48,962
The Museum						£5,000
No.3 Phase 2 Renovation						£80,000
Contingency For Premises Repairs						£5,000
3 & 5 The Green - Pre-Acquisition Costs	£3,418	£2,418	£2,418	£1,166	£0	£1,166
Free School Meal	£2,750	£2,750				£0
Mechanics Institute	£4,500	£4,500	£4,500	£4,500	£4,500	£0
Queens Platinum Jubilee	£3,660	£126				£0
TOTAL DESIGNATED FUNDS C/F	£91,215	£52,040	£83,911	£62,727	£56,705	£143,371
RESTRICTED FUNDS						
Community Infrastructure Levy	£80,666	£75,573	£71,349	£71,349	£71,349	£71,349
3 & 5 The Green - PWLB	£89,899	£89,899	£89,899	£89,899	£89,899	£89,899
TOTAL RESTRICTED FUNDS C/F	£170,565	£165,472	£161,248	£161,248	£161,248	£161,248

£304,619





Horsforth Town Council

The Stables
2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

**Finance and General Purposes Committee Minutes
Meeting held on Thursday 14th March 2024 at 7pm
Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG**

Present: In Chair – Cllr S. Dowling (Chair)

D. Brosnan, M. Fletcher, A. Goulden, E. Hyndes, R. Hardcastle, A. Martin, T. Stones,

In attendance: B. Crabtree – Clerk

FGP/23.70 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/23.71 To consider apologies and the reason for absence

Apologies were received from Cllr J Garvani, G Garvani, (Cllr A Goulden and Cllr Hyndes were in attendance as their substitutes) Cllr Tumalan and reasons for absence were approved.

FGP/23.72 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/23.73 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/23.74 To confirm and accept the minutes of the Finance and General Purposes meeting held on 11th January 2024

Resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 11th January 2024 as a true and accurate record.

FGP/23.75 Financial Matters

23.75.1 To consider recommending that the Council approves the accounts and cash book entries to 29th February 2024 and agree any necessary action

Resolved to recommend that the Full Council approves the accounts and cash book entries to 29th February 2024.

23.75.2 To consider and approve the schedule of payments.

Resolved to approve the Schedule of Payments.

23.75.3 To receive an update about the internal audit and internal control checks

i. Review of internal audit

It was noted that Cllr Tumalan had carried out the internal audit review and the Cllr Jones will be reviewing it next week.

ii. Internal control checks

It was noted that Cllr Dowling and Cllr G Garvani had carried out the internal control check.

23.75.4 To consider and agree the arrangements for the Christmas lights for 2024 including:

- i. **To consider a proposal from Cllr Tumalan**
The proposal was considered, and it was **resolved** not to purchase the Christmas lights.
- ii. **To consider the Christmas lights quote**
Resolved to approve the quote provided by LCC for the Christmas lights at a cost of £15014.00.
- iii. **To consider submitting a grant application for the Outer Northwest Community Committee funding towards the Christmas Lights**
Resolved to apply for the grant for the Christmas lights.

FGP/23.76 Community Infrastructure Levy (CIL)

23.76.1 To receive an update on CIL

Cllrs noted the CIL report prepared by the Clerk.

23.76.2 To receive any reports from Community Infrastructure Levy Group

It was noted that LCC still need to install some equipment and are due to have a site meeting with the CIL working group members shortly.

It was noted that one of the benches is being installed on the public lane on Featherbank Lane and not outside the Horsforth Hotel.

FGP/23.77 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:

23.77.1 To consider a recommendation from the C&E Committee to increase the Horsforth Central Methodist Church grant to £1000

Resolved not to increase the grant.

FGP/23.78 3&5 The Green

To receive an update and agree any necessary action

It was noted that LCC has not granted planning permission yet due to the architect finishing the window condition survey in response to the conservation team. The Clerk will email the architect for an update.

FGP/23.79 Exclusion of press and public

Resolved to exclude the public.

FGP/23.80 Floral displays

To consider the quotes and agree the arrangements for the floral displays this year

Resolved to approve the quotes for the floral displays and watering at a cost of £6968 and it will be reviewed again next year.

Cllr Brosnan noted that the signage on the floral displays needs renewing and this will be considered by the C&E Committee.

FGP/23.81 Staffing Matters

23.81.1 To receive an update about the S. White's appraisal and agree any necessary action

It was noted that the Clerk and Cllr Gains had carried out the appraisal and it was very positive. It was **resolved** to ask the Staffing and Employment Committee to review her working hours at the next meeting.

23.81.2 To review and agree the Annual Leave Policy

Resolved that the terms of carrying over leave into the ensuing year will remain the same.

23.83.3 To receive further updates about staffing and agree any necessary action

It was noted that the Admin Assistant has several hours of flexi, TOIL and Annual Leave still to take this year. It was **resolved** to pay her for the outstanding hours and allow her to carry over 18 hours of annual leave to ensure that she has zero hours of Flexi and TOIL to carry forward into the new year.

It was **resolved** that members of staff must not carry more than 5 hours flexi or TOIL over each month.

It was noted that the office will be closed week commencing 25th March 2024 due to annual leave, special leave requests and to ensure limited hours are carried forward into the new year.

FGP/23.82 Matters for information

It was noted that Council Tax Bills have now been published and if Cllrs receive any messages, to forward to the Clerk.

FGP/23.83 Items for future agenda

FGP/23.84 Date of the next meeting

Resolved that the next meeting will be held on 16th May 2024 and the deadline for agenda items is 7th May 2024.

The meeting closed at 7.50pm.

*Distribution: Cllrs D. Brosnan, S. Dowling, M. Fletcher, G. Garvani, J. Garvani,
R. Hardcastle, A. Martin, T. Stones, J. Tumalan*

DRAFT



Horsforth Town Council

The Stables, 2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Planning, Licensing & Traffic Committee Minutes Thursday 18th January at 7pm The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG

Present: In Chair – Cllr R Hardcastle (Chair)
Cllrs M Fletcher, D Brosnan, G Garvani, A Goulden, M Fletcher and E Hydes

In attendance: S White Administration Assistant.

PLT/23.102 To receive apologies for absence and to consider the reason for the absence
Apologies were received from Cllr M Connors and reasons were approved.

PLT/23.103 Declaration of Disclosable Pecuniary and other Interests
None declared.

PLT/23.104 To consider questions and comments from members of the public at the Chairman's discretion
Cllr R Jones was in attendance to update the committee on an update on the airport. See **PLT/23.112.2**

PLT/23.105 Minutes of the previous meetings
Resolved to approve the minutes of the meeting held on Thursday 23rd November 2023.

PLT/23.106 Leeds City Council Planning Decisions
The planning decisions were noted.

PLT/23.107 New Planning Applications

107.1 To note the planning applications received since the meeting held on 23rd November 2023 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

The comments submitted by the Proper Officer for recent applications were noted.

107.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.

Resolved to comment on the planning applications as per Appendix 1.

PLT/23.108 Planning Appeals & Planning Appeal Decisions

The appeals were noted.

PLT/23.109 Planning Enforcement

No planning enforcements to note.

PLT/23.110 Licensing Applications

The licensing applications were noted.

PLT/23.111 Traffic

To consider and approve any action in relation to traffic issues, including the following:

111.1 Complaints

To consider correspondence from a resident regarding cars parking on the pavement outside their house.

S White declared an interest due to knowing the resident who contacted the council. The issue was discussed and was resolved that HTC, although it can sympathise, it cannot offer any guidance as it is not under our remit. S White to refer the complaint to the City Councillors for them to follow up with LCC Highways.

111.2 Traffic schemes

None to report.

111.3 Speed indicator device (SID) updates and any data

Cllr M Fletcher gave an update on the latest data from the SID. There was a very low level of speeding again with only 0.07% going over 50km/h. Midnight to 9am is by far the peak period for speeding.

	Tot vehs	Vehs speeding	%speeding
midnight-9am	64720	186	0.287
6am-8pm	295062	66	0.022
3pm-7pm	106160	10	0.009
7pm-midnight	109520	88	0.080

PLT/23.112 Leeds Bradford Airport (LBA)

To consider the following:

112.1 Leeds Bradford Airport Consultative Committee

No updates to note.

112.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No updates to note.

112.2 Any other matters relating to Leeds Bradford Airport (LBA).

Cllr R Jones gave an update on the airport. In November the airport withdrew night flight applications. Any flights before 11pm do not count as night flights. QC0.5 rated aircraft are permitted to arrive and leave the airport overnight. CEO of LBA Vincent Hodder believes no rules were broken as QC0.5 aircrafts do not count. Evidence will be extended to 18th March 2024. It is unclear if the airport may have been sold to another party. Regeneration of the airport terminal due to be complete by January 2025 A good year for profits for the airport, concerns still on going if there is an increase in night flights. Time slots are determined by aircraft owners. The terminal updates will generate 170+ jobs.

PLT/23.113 Neighbourhood Plan.

No update.

PLT/23.114 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/23.115 To consider correspondence received and agree any necessary action

To note correspondence from Cllr E Richards regarding footpath inspections in the Cragg Hill area. Resolved to forward correspondence to the City Councillors with a recommendation to refer to Parks and Countryside. The Cragg Hill Residents' Group is meeting WC 22nd January, where they will be updated on the next steps.

PLT/23.116 Matters for information.

No matters for information.

PLT/23.117 Items for future agenda

No agenda items were requested.

PLT/23.118 Date of the next meeting
Next meeting of the Committee: 22nd February 2024
Deadline for agenda items: 12 February 2024
The meeting dates were noted.

The meeting concluded at 7:53pm.

Distribution: Cllrs R Hardcastle, D Brosnan, M Connors, M Fletcher, G Garvani, A Goulden, E Hydes

Appendix 1 - Minute No. PLT/107.2 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
23/07647/FU	Fri 05 Jan 2024	Wed 31 Jan 2024	14 Church Crescent Horsforth Leeds LS18 5LF	Part two storey part single storey extension to front,side and rear incorporating integral garage, new entrance door with porch,rooflights and juliet balcony to rear; demolition of existing garage	Horsforth Town Council neither supports nor objects to this application.
23/07355/FU	Fri 05 Jan 2024	Fri 02 Feb 2024	3 The Green Horsforth Leeds LS18 4RH	Alterations including removal and blocking up of bay window to Side; replacement access ramp; replacement windows; new external lighting; new external vents and extractors internal reconfiguration and installation of lift	Horsforth Town Council supports this application.
23/06822/FU	Fri 05 Jan 2024	Wed 31 Jan 2024	High Trees 1 Southway Horsforth Leeds LS18 5RN	First floor side extension and single storey front extension	Horsforth Town Council neither supports nor objects to this application.
24/00045/FU/NW	Tue 02 Jan 2024	Thu 01 Feb 2024	52 Victoria Walk Horsforth Leeds LS18 4PP	Part two, part single storey side and rear extension	Horsforth Town Council neither supports nor objects to this application.



Horsforth Town Council

The Stables, 2 Church Road
Horsforth
Leeds
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

Planning, Licensing & Traffic Committee Minutes Thursday 22nd February 2024 at 7pm The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG

Present: In Chair – Cllr R Hardcastle (Chair)
Cllrs M Fletcher, G Garvani, A Goulden, M Fletcher and E Hydes

In attendance: S White Administration Assistant.

PLT/23.119 To receive apologies for absence and to consider the reason for the absence
Apologies were received from Cllrs M Connors and D Brosnan and reasons were approved.

PLT/23.120 Declaration of Disclosable Pecuniary and other Interests
None declared.

PLT/23.121 To consider questions and comments from members of the public at the Chairman's discretion
No members of the public were in attendance.

PLT/23.122 Minutes of the previous meetings
Resolved to approve the minutes of the meeting held on Thursday 18th January 2024.

PLT/23.123 Leeds City Council Planning Decisions
The planning decisions were noted.

PLT/23.124 New Planning Applications

124.1 To note the planning applications received since the meeting held on 18th January 2024 and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

The comments submitted by the Proper Officer for recent applications were noted.

124.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.

Resolved to comment on the planning applications as per Appendix 1.

PLT/23.125 Planning Appeals & Planning Appeal Decisions

The appeals were noted.

PLT/23.126 Planning Enforcement

No planning enforcements to note.

PLT/23.127 Licensing Applications

The licensing applications were noted.

PLT/23.128 Traffic

To consider and approve any action in relation to traffic issues, including the following:

128.1 Complaints

No complaints were received.

128.2 Traffic schemes

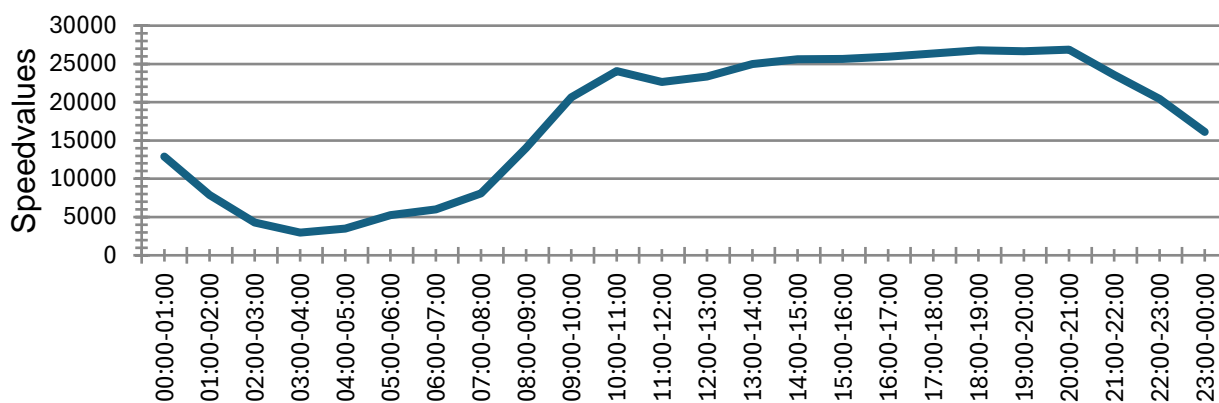
None to report.

128.3 Speed indicator device (SID) updates and any data

Cllr M Fletcher gave an update on the latest data from the SID. The average speed at any time of is around 30 km/h (about 19mph). It shows that the times for maximum speed are between around 11pm and 4am, when some drivers were clocked doing 75 km/h (47mph), as opposed to daytime where no one was driving more than about 55 km/h (34mph). The majority (99.93%) of vehicles in Horsforth are driving below the speed limit – at least when driving past the SID.

Evaluation time	18 January 2024,19:00 - 20 February 2024,19:00						
Speed limit	50	km/h	Values	Vehicles	Vd[km/h]	Vmax[km/h]	V85 [km/h]
Speed violations	0.07	%	424569	48060	27	75	31
ADT	1456						
AYT	531440						
Evaluation direction	Arriving						

Sequence Number of speedvalues



PLT/23.129 Leeds Bradford Airport (LBA)

To consider the following:

129.1 Leeds Bradford Airport Consultative Committee

No updates to note.

129.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No updates to note.

129.2 Any other matters relating to Leeds Bradford Airport (LBA).

No updates to note.

PLT/23.130 Neighbourhood Plan.

S White to contact the working group again to ask about setting a potential date for a meeting.

PLT/23.131 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/23.132 To consider correspondence received and agree any necessary action

Correspondence received strongly objecting to application regarding application 24/00607/FU. It was resolved that Horsforth Town Council will object to the retrospective planning application due to the work undertaken so far does not comply with the submitted planning application.

PLT/23.133 Matters for information.

No matters for information.

PLT/23.134 Items for future agenda

No agenda items were requested.

PLT/23.118 Date of the next meeting**Next meeting of the Committee: 21st March 2024****Deadline for agenda items: 11th March 2024**

The meeting dates were noted.

The meeting concluded at 7:30pm.

*Distribution: Cllrs R Hardcastle, D Brosnan, M Connors, M Fletcher, G Garvani, A Goulden, E Hydes***Appendix 1 - Minute No. PLT/124.2 – comments on new planning applications**

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
24/00222/FU	Mon 22 Jan 2024	Fri 23 Feb 2024	38 Newlaithes Road Horsforth Leeds LS18 4LG	Part two storey part single storey extension to side/rear	Horsforth Town Council neither supports nor objects to this application.
24/00487/FU	Thu 25 Jan 2024	Wed 21 Feb 2024	90 New Road Side Horsforth Leeds LS18 4QB	Retrospective application to shop front	Horsforth Town Council neither supports nor objects to this application. Note that we deplore the retrospective application.
24/00607/FU	Thu 01 Feb 2024	Fri 15 Mar 2024	3 Temperance Court Back Lane Horsforth Leeds LS18 4RX	Retrospective application for installation of white UPVC windows; replacement UPVC fascia and guttering; replacement UPVC doors in Heritage Green; infill of two doors to the rear of the garage structure; new window opening; replacement garage door; replacement cladding to dormer	Horsforth Town Council objects to the planning application due to the work completed so far is not in-keeping with the planning application.
24/00310/FU	Wed 07 Feb 2024	Fri 15 Mar 2024	96 And 96A Town Street Horsforth Leeds LS18 4AP	Replacement of existing timber framed single glazed shop front windows with double glazed aluminium framed window units	Horsforth Town Council neither supports nor objects to this application.
24/00120/FU	Thu 08 Feb 2024	Sat 02 Mar 2024	29 Alexandra Road Horsforth Leeds LS18 4HE	Detached outbuilding to rear	Horsforth Town Council neither supports nor objects to this application.



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Community and Environment Committee Meeting Minutes Thursday 7th March 2024 at 7pm Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr F. Gains (Chair)
E. Hyndes, E. Richards, J. Tumalan, A. Wishart

CE/23.63 Introduction from Chair

Cllr Gains welcomed all to the meeting.

CE/23.64 To accept apologies and the reason for absence

Apologies were received from Cllr Jones, Cllr Gomersall, Cllr Cousins, Cllr Bromley and reasons were approved.

CE/23.65 Declaration of Disclosable Pecuniary and other Interests

Cllr Hyndes declared an interest in item CE/23.70.1

CE/23.66 To consider questions and comments from members of the public at the Chairman's discretion

- A representative from 9th Airedale Scout Group was in attendance to provide further information about the grant they had submitted.
- A representative from Horsforth Churches Together was in attendance to provide further information about the grant they had submitted.
- One member of Horsforth Litter Pickers was in attendance regarding item CE/23.76.

CE/23.67 To approve the minutes of the Community and Environment Committee meeting held on 7th December 2023

Resolved to approve the minutes of the meeting held on 7th December 2024.

CE/23.68 Grant/Sponsorship

23.68.1. To receive feedback from previous applications/sponsorship

The feedback was noted.

23.68.2. To consider grant and sponsorship applications received

Resolved to approve a grant of £500 to 9th Airedale Scouts towards camping activities.

Resolved to approve a grant of £500 to Horsforth Churches Together towards the community Walk of Witness on Good Friday.

Resolved to approve a grant of £500 to Horsforth Central Methodist Church towards a boiler. It was **resolved** to recommend that the F&GP Committee considers increasing the grant to £1000 at the next Committee meeting.

Resolved to approve a grant of £300 to Horsforth Hawks towards new rounders equipment.

CE/23.69 Good Citizen and Young Achiever Awards Scheme

23.69.1 To consider a new awards scheme proposal

Resolved to approve the proposed awards scheme called the Heart of Horsforth Awards Scheme.

23.69.2 To receive any updates and to consider and agree any action required.

The Clerk will advertise the awards scheme and prepare a score sheet to help Cllr's when they are considering the applications.

CE/23.70 Events

To receive updates/feedback from the Events Working Groups and agree any necessary action:

23.70.1 Annual Event

Resolved to agree the Annual Event Working Groups recommendation to hold two annual events this year for the D-Day 80th Anniversary on 6th June 2024 and Walk of Art on 6th and 7th July 2024.

The D-Day event will be held in the evening at Hall Park and the WG have agreed to light a beacon, have performers including a swing band, bugler, and singer.

The TC will contribute to the Walk of Art weekend as a participant organisation and will set up a gazebo and have some public involvement artwork produced for the opening of No.3 The Green at which time it would also be possible to celebrate 25 years of Horsforth Town Council. The location of the gazebo is to be confirmed.

CE/23.71 Editorial Working Group

To receive any updates and to consider and agree any action required including:

It was noted that the WG has agreed to invite community groups and non-profit organisations to submit information to be published on the TC website and monthly newsletter.

23.71.1 To re-consider publishing the directory on the website

Resolved to keep the directory on the website and the WG will keep checking it.

CE/23.72 Jubilee Garden

No update.

CE/23.73 Floral displays

23.73.1 To consider and agree arrangements for the floral displays this year.

Resolved to defer to the next F&GP Committee meeting as the Clerk has not received any quotes.

CE/23.74 Band Concerts

The Clerk reported that performers have now been confirmed and they are as follows:

2nd June 2024 – Corpus Christi Brass Band, 7th July 2024- Horsforth Music Centre Concert Band and 4th August 2024 – Otley Brass Band.

CE/23.75 Hall Park

It was noted that the Friends of Hall Park AGM is being held on 11th March 2024.

CE/23.76 Litter

23.76.1 To receive any updates and agree any action required

It was noted that Woodlands and Manor Care Home have done litter picking recently and Cllrs asked the Clerk to email them to say thank you.

Resolved to work with Horsforth Litter Pickers, local schools and businesses to raise awareness of litter issues. The Clerk was asked to contact Horsforth School and Woodlands to enquire if they would like to work with the TC.

23.76.2 To consider an enquiry regarding the amount of litter on the Crabtree Land

Resolved that the Clerk will contact the landowners to ask if they would be happy to work with the community to tidy up the area. If the Clerk is unable to get in touch with the landowners, she will speak to LCC.

CE/23.77 To consider matters requested by Councillors/Clerk and agree any necessary action:

23.77.1 To consider and agree the arrangements for the Christmas lights including a proposal from Cllr Tumalan

Resolved to defer to the F&GP Committee due to the amount of funding that is being considered.

Resolved to extend the meeting for 10 minutes.

23.77.2 To receive an update from the Young People Champion including:

- i. **To receive an update about the Young People Survey**

Resolved to defer this item.

- ii. **To receive an update about the skatepark**

Resolved to defer this item.

- iii. **To consider installing a graffiti wall**

Resolved to defer this item.

23.77.3 To consider and agree to have a stall at Horsforth Gala on 29th June 2024

Resolved to have a stall at the Gala this year.

23.77.4 To agree arrangements for the Annual Town Meeting

It was noted that the ATM is being held on 9th May 2024 at Leeds Trinity University. It was **resolved** to invite A. Lowe and the Deputy Lord Lieutenant to speak about mental health in the community.

23.77.5 To consider transferring the responsibility of the bench situated at Broadgate Lane/Stanhope Drive to LCC Parks Department and removing it from the TC's Asset Register

Resolved to agree to transfer the responsibility of the bench situated at Broadgate Lane/Stanhope Drive to LCC Parks Department.

CE/23.78 To consider correspondence received and agree any necessary action:

23.78.1 To consider applying for a Yorkshires Golden Rose Award

Resolved to possibly apply for the award in 2025 and forward to the letter to Horsforth in Bloom and ask if they would like to apply this year and/or work with the TC in 2025.

23.78.2 To consider a request to install a bench at the Stanhope Drive War Memorial.

Resolved to defer to the next meeting.

23.78.3 To consider a Community Outreach Offer from Royal Armouries.

It was noted that the Royal Armouries would like to extend their outreach offer to those living in the Horsforth ward. This involves taking their historical handling collection to community hubs, providing an opportunity for community members to get a closer look at some of the arms and armour the museum displays. Cllrs were interested in this and agreed the TC could work with them and local schools once No.3 opens. In the meantime, the Clerk will forward the email to The Museum and also, enquire if they would like to be involved in the D-Day event.

CE/23.79 Items for future agenda

- Remembrance Service
- Christmas Event

CE/23.80 Date of the next Meeting

Next meeting of the Committee: 13th June 2024. (Please note: The meeting was originally scheduled for 6th June 2024)

Deadline for agenda items: 3rd June 2024

The meeting dates were noted.

Meeting closed at 9.07pm.

Distribution: Cllrs E. Bromley, B. Cousins, F. Gains, S. Gomersall, E. Hyndes, R. Jones, E. Richards, T. Stones, J. Tumalan, A. Wishart

Horsforth Town Council
Bank Reconciliation as at 29.02.2024
Prepared by Becky Crabtree 05.03.2024

At next y/end
S / L term

Balance per bank statements as at 31.01.2024

Current Account	Virgin Money (per stmt 29.02.2024)	86,912.00	Short term
	Unity Trust Bank (per Stmt 29.02.2024)	136,898.20	Short term
	Nationwide Building Society (Per stmt 31.12.2023)	85,836.83	Short term

Term deposit accounts

309,647.03

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 29.02.2024

309,647.03

Cash book

Opening balances as at 01.04.2023

330,632.27

Add cash book receipts

153,274.13

Less cash book payments

174,259.37

Closing cash book balance as at 29.02.2024

309,647.03

Difference 0.00

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Updated 05.03.2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2023-2024		As At 29.02.204		As At 29.02.204	
		£	£	£	£	£	£
INCOME							
	Precept	126,035		126,035		0	
	Council Tax Support Grant	4,927		4,927		0	
	Bank Interest Received	100		2,359			
	Other			774			
	3 & 5 The Green						
	HLAH No3: Rent & Premises Insurance	3,000		0		0	
	The Museum No5: Rent & Premises Insurance	0		0		0	
	HTC The Stables: Rent & Premises Insurance	0		0		0	
	TOTAL INCOME		134,062		134,095		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,500		2,200		2,300	
	Award Scheme	200		274		-74	
	Civic Service	100		100		0	
	Horsforth Gala	100		44		56	
	Remembrance Service	1,000		859		141	
	Annual Town Meeting	50		0		50	
	Horsforth Matters	1,750		1,524		226	
	Band Concerts	1,200		990		210	
	Special Events and Projects (Annual Event)	2,543		2,550		-7	
	Christmas Motifs, Lights & Trees	16,000		15,881		119	
	Christmas Switch On Event	5,000		4,241		759	
	HTC Floral Displays - Installation & Water	5,600		5,550		50	
	Community Watering - HIB & Fairtrade	4,000		4,014		-14	
	Garden Maintenance	1,000		540		460	
			43,043		38,767		4,276
	Planning, Licensing & Traffic		500		0		500
	Salaries						
	Basic Salary Costs	61,605		55,578			
			61,605		55,578		6,027
	Office						
	Office Equipment & Photocopier Lease	1,000		317		683	
	IT Support	1,175		1,033		142	
	Stationery & Printing	900		774		126	
	Postage	100		0		100	
	Telephone and Broadband	900		903		-3	
	Subscriptions	2,325		2,242		83	
	Audit, Accounts & Data Protection	3,000		1,947		1,053	
	Miscellaneous, Quality Council & Recruitment	200		420		-220	
	Bank Charges	145		111		34	
	Chairman's Allowance	100		0		100	
	Meeting Expenses & Refreshments	185		73		112	
	Room Hire	1,300		362		938	
	Legal & Professional Fees	1,030		0		1,030	
	Email and website	737		143		594	
	Clock Maintenance	500		434		66	
	Defibrillator Maintenance	2,000		720		1,280	
	Combined Insurance	1,834		1,999		-165	
			17,431		11,478		5,953
	Training						
	Staff Training	1,500		320		1,180	
	Councillor Training	2,000		439		1,561	
			3,500		759		2,741
	Election		12,500		13,609		-1,109
	Property Overheads						
	3 & 5 The Green						
	Loan repayment	9,811		9,810		1	
	Site H&S & Statutory Inspections	1,000		356		645	
	Site Premises Insurance	4,000		0		4,000	

	No 3 Cleaning Charges	1,000		0		1,000
	No 3 Business Rates	6,784		6,784		0
	No 3 Light, Heat, Power & Water	10,000		1,937		8,063
	Site Management & Maintenance	500		165		335
			33,095		19,052	14,043
	Horsforth Museum - Grant re No 5 The Green Rent		4,000		0	4,000
	TOTAL EXPENDITURE		175,674		139,243	36,431
	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-41,612		-5,148	

Horsforth Town Council
Annual Budget and Expenditure 2023-2024
Designated Funds

		As At 29.02.204	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.02.2024	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 29.02.2024		3,243
ELECTION			
	Balance B/F 01.02.2024	3,750	
	Income	0	
	Expenditure	3,750	
	Transfer of funds	0	
	Balance C/F 29.02.2024		0
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.02.2024	35,252	
	Income	0	
	Expenditure	16,932	
	Transfer of fund Increase DF for 2023-2024 from General reserve	83,002	
	Transfer of fund Decrease DF for 2023-2024 to General Reserves	48,254	
	Balance C/F 29.02.2024		53,068
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.02.2024	2,418	
	Income	0	
	Expenditure	1,252	
	Transfer of funds	0	
	Balance C/F 29.02.2024		1,166
MECHANICS INSTITUTE			
	Balance B/F 01.02.2024	4,500	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 29.02.2024		4,500
QUEEN'S PLATINUM JUBILEE			
	Balance B/F 01.02.2024	126	
	Income	0	
	Expenditure		
	Transfer of fund Allocated to General Funds for 2023/2024	126	
	Balance C/F 29.02.2024		0

FREE SCHOOL MEALS			
	Balance B/F 01.02.2024		2,750
	Income		0
	Expenditure		0
	Transfer of fund	Allocated to General Funds for 2023/2024	2,750
	Balance C/F 29.02.2024		0
TOTAL DESIGNATED FUNDS C/F			61,977
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.02.2024		71,173
	Income		176
	Expenditure		0
	Transfer of funds		0
	Balance C/F 29.02.2024		71,349
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.02.2024		89,899
	Income (Loan)		0
	Expenditure (repayment)		0
	Transfer of funds		0
	Balance C/F 29.02.2024		89,899
TOTAL RESTRICTED FUNDS C/F			161,248

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	-5,148
Designated Income	0
Designated expenditure	-21,934
Restricted fund income	176
Restricted fund expenditure	0
CASH BOOK TOTAL	-26,907

CASH BOOK TOTAL 2023-2024 -26,906.80
(CB Receipts less payments - per cash book)

Difference **0**

Horsforth Town Council
Remaining General Funds at 29.02.2024

	£	£	£
Bank Balances per reconciliation as at 29.02.2024			
Virgin (formerly Yorkshire Bank) (per stmt 29.02.2024)		86,912.00	
Unity Trust Bank (per Stmt 29.02.2024)		136,898.20	
Nationwide Building Society (Per stmt 31.12.23)		85,836.83	
			309,647
Unspent General Budgets			
Community & Environment	4,276		
Planning, Licensing & Traffic	500		
Salaries	6,027		
Office	5,953		
Training	2,741		
Election	-1,109		
Property Overheads	14,043		
Horsforth Museum	4,000		
		36,431	
Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
Election	0		
3&5 The Green - Refurbishment	53,068		
3&5 The Green - Pre-acquisition costs	1,166		
Mechanics Institute	4,500		
		61,977	
Unspent Restricted Fund			
CIL			
Projects in Hall Park and Woodside Rec.	25,000.00		
3&5 The Green Refurbishment	40,000.00		
Additional projects	6,349.39		
3&5 The Green - PWLB	89,899		
		161,248	
Unspent Funds			259,656
Remaining General Funds			49,991



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

**Schedule of Payments for the Full Council meeting
being held on 4th April 2024**

Payee	Details	Amount	Comments
Salaries	Staff Salaries – March 2024	£3190.18	To note as previously approved by virtue of the employment contract
West Yorkshire Pension Fund	Pension Contributions – March 2024	£966.27	To note as previously approved by virtue of the employment contract
Horsforth Hawks	Grant	£300	Approved at the C&E Committee meeting held on 7 th March 2024
HMRC	Tax & NI (4 th Quarter)	£3566.80	To note as previously approved by virtue of the employment contract
Horsforth Central Methodist Church	Grant	£500	Approved at the C&E Committee meeting held on 7 th March 2024
Horsforth Churches Together	Sponsorship	£500	Approved at the C&E Committee meeting held on 7 th March 2024
9 th Airedale Scout group	Grant	£500	Approved at the C&E Committee meeting held on 7 th March 2024
Leeds City Council	Business rates – Annual cost	£6611.75	
Queensbury Jewellers	Chair and Deputy Chair Chain valuation	TBC Maximum £100	

Payments received

Payee	Details	Amount	Comments
Engie	Refund	£2914.68	The Town Council has switched utility providers and the TC was in credit with Engie. The Clerk requested a refund and Engie transferred £2914.68 on 7 th March 2024.
British gas	Refund	£75.24	British Gas isolated the gas meter to No.5 and quoted more than it cost. The TC had to pay up front and was refunded after the works were completed.



CO-OPTION POLICY

This policy outlines the procedure to be followed by Horsforth Town Council when a casual vacancy arises by virtue of Councillor resignation, disqualification, or death.

The Electoral Services Department at Leeds City Council will be informed of the vacancy as soon as practicable after it arises.

The Council will follow the relevant legislation to allow ten electors to claim a by-election. Assuming there is no call for a by-election the Council will fill the vacancy by co-option using the following procedure:

1. A notice will be erected in a conspicuous place in Horsforth inviting people who are interested in being a Councillor to complete an application.
2. The notice advertising the vacancy will contain a closing date for receipt of applications.
3. Upon receipt, the Council will check (as far as reasonably possible) that candidates are eligible in accordance with the Local Government Act 1972, section 79. To be eligible, the candidate must:
 - be 18 years old or over; and
 - is an elector for the town; or
 - has resided in the town for the past twelve months or rented/tenanted land in the town; or
 - had his/her principal place of work in the town or
 - has lived within three miles (direct) of the townand not disqualified from being a Councillor by virtue of section 80 of the Local Government Act 1972, Part 2 of the Sexual Offences Act 2003 and Local Government (Disqualification) Act 2022, or a Criminal Conviction, Section 34 of the Localism Act 2011.
4. Following receipt of applications, the next suitable Council meeting will have an agenda item 'To receive written applications for the office of town Councillor and to co-opt a candidate to fill the existing vacancy'.

The Council can choose how to manage this part of the process and may make its selection using information in the written application only or it may invite the candidates to come to the meeting to say a bit about themselves, which is quite a useful exercise.

Is important to remember that the process must be transparent, fair and equitable.

How the Council resolves to manage this process should be detailed here; for example:

5. The Council will consider all applications at a meeting of the Council and resolve to co-opt the most suitable candidate.

or

5. The Council will request all those submitting an application to attend a town Council meeting and provide a short (specify the time) presentation as to their suitability as a town Councillor, prior to resolving to co-opt the most suitable candidate.

or

5. The Council will appoint a co-option interview panel. This panel will interview all those submitting an application to attend an interview, to discuss their application a recommendation to the Council as to its preferred candidate for co-option.

6. Decisions of a local Council are normally made on a simple majority vote. The only occasion where this differs is in the co-option process. Where the Council has more than two applicants for one vacancy it will ensure that the successful applicant receives an absolute majority of the votes cast. The difference is that the person elected receives more votes than the others added together.

7. Where there is one candidate for one seat or any situation where the number of candidates is equal to the seats available, the Council must appoint the candidates as long as they are qualified to hold public office under Section 79 of the Local Government Act 1972 and are not disqualified as summarised at point 3.

8. The successful candidate will sign a Declaration of Acceptance of Office before they can act as a Councillor.

9. The clerk will provide the new Councillor with the Council's adopted Code of Conduct.

10. The clerk will provide the new Councillor with the Council's Councillor induction pack.

Approved:

Review date:



Co-option Application Form

Name:	
Address:	
Contact telephone number:	
Contact email address:	
Please state whether you are a member of or affiliated with any political party or related group	
Are you 18 years old or over?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Please briefly outline why you are interested in being a Town Councillor:

Please tell us something about the life experience you will bring to the Council, for example, previous local government experience, work in the voluntary or charitable sector, business or trade union experience:

Please tell us about the skills you feel you would bring to the Council, for example, professional qualifications, financial or project management expertise:

Please note that the majority of Council meetings are held in the evening.

LEGAL DECLARATION OF QUALIFICATION TO HOLD PUBLIC OFFICE AS A LOCAL COUNCILLOR

Where a local council is undertaking the process of co-option of a councillor to the authority, it is duty bound to ensure that the person(s) appointed are eligible to hold office as a local councillor. The qualifications and disqualifications are contained in the Local Government Act 1972, Sections 79 and 80.

In order to be eligible for co-option as a Town Councillor you must be a British Citizen, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below.

Please indicate which qualifications are applicable to you:

You have the required citizenship (s.79 LGA 1972)	<input type="checkbox"/>
You are 18 years of age or over	<input type="checkbox"/>
At the date of application you are a local government elector for Horsforth	<input type="checkbox"/>
At the date of application to the town council you have, during the whole of the twelve months preceding that day, occupied as owner or tenant of any land or other premises in Horsforth	<input type="checkbox"/>
At the date of application to the town council you have, during the whole the twelve months preceding that day, had your principal or only place or work in Horsforth	<input type="checkbox"/>
At the date of application to the town council you have, during the whole the twelve months preceding that day, resided in Horsforth or within three miles of it:	<input type="checkbox"/>

Please note that you do not have to meet all of these qualifications. To be eligible you must be 18 or over and must also meet one of the other provisions. However, it would be helpful if you could indicate all of those which apply).

Disqualifications

Please tick where applicable.

You hold any paid office with the town council	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You are the subject of a Bankruptcy Restrictions Order or Interim Order, or a Debt Relief Restrictions Order or an Interim Debt Relief Restrictions order under Schedule 4ZB of the Insolvency Act 1986.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You have within five years prior to the day of your prospective appointment to the council been convicted in the United kingdom, the Channel Isles or the Isle of Man, of any offence <i>and</i> have had passed on you a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You are disqualified from being elected or from being a member of Horsforth Town Council under Part III of the Representation of the People Act 1983 or under the Audit Commission Act 1998.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
You are subject to the notification requirements of Part 2 of the Sexual Offences Act 2003 (this applies to persons subject to relevant notification requirements or an order made on or after 28 June 2022).	Yes <input type="checkbox"/>	

If you are subject to any of these disqualifications you will not be able to hold public office as a town councillor until the disqualification is no longer effective.

Horsforth Town Council confirms that it is duty bound to treat this information as strictly confidential.

Declaration and Consent

I declare that I am eligible to become a Town Councillor and I certify that the contents of this application form are true and correct.

I consent to my details being retained if I am co-opted as a Councillor.

Signed:

Date:

Please return this form by [redacted] to the Town Clerk, admin@horsforthtowncouncil.gov.uk or post or hand into the office at Horsforth Town Council, The Stables, Church Road, Horsforth, Leeds LS18 5LG



Neighbourhood Plan Working Group Terms of Reference

The Horsforth Neighbourhood Development Plan was made following a public referendum in 2020. It contains both Planning Policies and Aims and Proposals which will be delivered and implemented by the respective Planning Authority or the Town Council in partnership with a variety of different stakeholders and public and commercial bodies

Remit

The Neighbourhood Plan Working Group is constituted to review the adopted Horsforth Neighbourhood Development Plan.

Responsibilities

The Working Group has the following responsibilities:

1. To ensure the consistent and comprehensive implementation of the Neighbourhood Plan.
2. To involve the community in achieving the delivery of the Neighbourhood Plan.
3. To carry out regular reviews of the plan and recommend any amendments and/or modifications of the Neighbourhood Plan.
4. Be aware of the Local Plan and any other policies and documents that may affect the Neighbourhood Plan.
5. To operate within the Working Group Protocol.
6. To consider the costs involved in reviewing the plan and to make recommendations on expenditure to Planning, Licensing and Traffic Committee/Full Council or, if appropriate, to the Clerk operating within the Clerk's delegated powers.
7. The Working Group does not have power to make any decisions as to expenditure or otherwise.

Membership

Open to all members of the Council.

Non-members may be co-opted but shall have no voting rights.

Membership shall be reviewed annually at the Annual Meeting of the Town Council.

The lead of the Working Group shall be appointed at the first meeting of the Working Group after the Annual Meeting of the Town Council.

Conduct of business

Business of the Working Group shall be conducted in accordance with the Working group Protocol and Standing Orders.

Meetings

- a. To be called as and when required.
- b. Meetings will be called by the lead or by 2 members of the group.
- c. Where possible, 3 clear days' notice of a meeting will be given but meetings may be convened at shorter notice.

- d. The group lead or the members calling the meeting will issue an agenda to members of the group by email. Where possible, the agenda will be issued 3 clear days before a meeting but may be issued at shorter notice if the meeting is convened at less than 3 clear days' notice.
- e. Members of the group may request the lead to call a meeting. If, within 7 days of a request to call a meeting, the lead does not call a meeting a meeting may be called by the Proper Officer on receipt of a request from 2 members of the group.
- f. A minute taker will be appointed by the group at the start of every meeting. Minutes will be taken at each meeting and reviewed for accuracy at the following meeting.
- g. Minutes of the group will be submitted to CE/Full Council for information.
- h. At least 3 members of the group must be present at any meeting in order for it to proceed.
- i. Members who are unable to attend a meeting are asked to give their apologies with reasons to both the lead and to the Clerk.
- j. Guests may be invited to the meetings but will be unable to vote on any matter.

Reporting

The Working group will report to Planning, Licensing and Traffic Committee/Full Council.

Adopted:

Dementia Friendly Report by Cllr Fletcher

The members of DFH were sad to hear of the death of Wendy Mitchell, who had come to Horsforth in the past to give talks about her experience of living with early onset dementia. The manner in which she decided to end her life is bound to add to the debate surrounding the potential legalisation of assisted dying.

Planning for DFH's Dementia Action Week (DAW) event - now officially titled the Living Well Showcase with Dementia Friendly bus - continues... except it won't now be in DAW, as due to a misunderstanding it turns out the week itself is a week earlier than thought (w/c 13th May), and our event will be on the 23rd. Due to the amount of planning that had already taken place it was decided to stick with the existing date.

The event will be from 10am to 4.30pm at Lister Hill Baptist Church. As well as the dementia bus we are also planning to have musical performances, a raffle and DFH member Carol Shaw talking about her experience as a carer. We will also have stalls for various organisations including Right at Home, Jordans solicitors, Specsavers (they do hearing aid checks) and DFH itself. To publicise the event we have an advert going in On Your Doorstep as well as posters in churches etc and of course on social media.

In terms of events during Dementia Action Week itself, we hope there will be some information sessions and a pop up stall in the library. Details of these will be confirmed nearer the time.

Rainbow Café, the monthly event for people with dementia and their carers, is still continuing at the sports club on King George's field, Brownberrie Lane - the next one will be on Weds 27th March.

Horsforth Climate Action Report by Cllr Bromley

On the 3rd March HCA held its AGM as an open to the public and interactive event. The AGM held training on donut economics and showed a video highlighting a year's worth of events across 2023.

Link to video here:

https://youtu.be/T8_CD3tQn5U?si=9JQDZhnDL1dEjxL4

On the 6th April 1:30- 4pm There is a Bioblitz Launch - it will be a year long citizen science survey.

Join on the 6th April to learn how to use the naturalist app around st Margaret's grounds while listening to a musician and poet performing nature based work.

Sunday 21st April 2pm - join for a nature walk around Hunger Hills Wood- meet at the entrance to the woods on Hall Lane.

On March 26th myself, HCA's chair Penny Lewis and Katie Dye will be meeting at the civic to discuss how Horsforth climate action can work together with Leeds city council for maximum potential.