



Horsforth Town Council

Full Council Minutes
Wednesday 10 September 2020 at 7.00pm

Present: In Chair – Cllr J Garvani

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Sam Dowling	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Dawn Collins	Richard Hardcastle	Becca Batchelor	Rob Jacques
Eddie Hyndes	Christine Glover	Gordon MacFarlane	Becky Heaviside	
Raymond Jones	Matt Leech	Peter Mallott	David Prater	
Rosa Shaw		Tracy Stones	Charlotte Sellers	

In attendance: J Sou – Clerk, L Farrell – Assistant Clerk; 1 member of the public

HTC/20.30 These minute numbers have been left blank intentionally.

HTC/20.31 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllr R Harris be accepted.

HTC/20.32 Declaration of Disclosable Pecuniary and other Interests
None declared.

HTC/20.33 To consider questions and comments from members of the public at the Chairman's discretion

A member of the public spoke with a proposal for an alternative Christmas Lights Switch-On to replace the usual event at The Green which had been cancelled due to Covid-19. The community to be invited to switch-on their own Christmas lights at a pre-agreed time, to co-ordinate with the lights switching on at The Green. The following suggestions were made:

- Brand as a town council event
- Countdown on social media platform
- Livestream
- Invite local pubs to cast the livestream
- Co-ordinated sing-alongs
- Promotional leaflets to be printed by the Council and circulated
- Involve schools
- Spot how many Father Christmases around Horsforth competition
- Father Christmas on Zoom

It was agreed that this should be discussed by the Events Sub-Committee and that the member of the public should be invited to that meeting.

ACTION: Office to enquire about booking engineer with Leeds Lights for switch-on at designated time

Signed Dated

- HTC/20.34 Minutes of the previous meeting**
RESOLVED: That the minutes of the meeting held on Wednesday 16 July 2020 are a true record.
- HTC/20.35 Horsforth Policing Update**
- 20.35.1.** Members **noted** the crime statistics provided by West Yorkshire Police for the period from 16 July 2020.
 Members requested West Yorkshire Police to provide further information for future reports, to give an indication on crime trends and for statistics during the Covid-19 lockdown period.
ACTION: Office to request the further information.
- 20.35.2.** **Road safety around schools** – measures taken due to Covid-19 are leading to parents and children spilling onto the streets around schools.
 The issue of St Margaret’s was raised – Ward councillor Cllr Jonathan Taylor is already working with Highways and the school to see if improvements are possible; Cllr Batchelor has also raised this issue.
 Brief discussion relating to possible ways to deal with the problems – such as temporary road closures outside schools.
ACTION: Refer to Planning, Licensing and Traffic Committee meeting in October; Office to liaise with Ward Cllr Taylor and Cllr Batchelor.
- HTC/20.36 Finance**
RESOLVED: To approve the accounts and list of payments to 28 August 2020.
- HTC/20.37 To re-adopt the policies, procedures and governance documents listed in the agenda pack for 2020-21**
RESOLVED: To re-adopt the policies, procedures and governance documents listed in the agenda pack for 2020-21
Noted: updated audit plan for 2020 – re-named Internal Audit Plan
- HTC/20.38 Asset Register**
- 20.38.1.** Members noted the updated asset register to September 2020
- 20.38.2.** **RESOLVED: To approve the write-off and disposal of the items as listed in the schedule in the agenda pack in a security conscious manner**
ACTION: Office to investigate organisations who may accept donations of the items.
- HTC/20.39 Appointment of Internal Auditor 2020-21**
RESOLVED: To appoint Yorkshire Internal Audit Services to carry out the Council’s two internal audits for the financial year 2020-21.
- HTC/20.40 Review of internal audit, internal control check and risk management**
 The following appointments were made:
- 20.40.1.** Cllrs D Collins and R Hardcastle to carry out the Council’s review of internal audit
- 20.40.2.** Cllrs D Collins and R Jones to carry out the Council’s internal control checks

Signed Dated

20.40.3. Cllrs R Jones and S M Dowling to undertake the Council’s annual review of risk management.

ACTION: Office to consider how the above can be carried out in a Covid-secure manner and arrange dates.

HTC/20.41 **Committee and working/advisory group appointments**

20.41.1. **RSOLVED:** To appoint Cllr E Hyndes as Chairman of Events Sub-Committee.

20.41.2. **RESOLVED:** To approve the appointment of Cllr Becca Batchelor to the Editorial Working Group

20.41.3. **Noted:** The appointment of the following members to the 3&5 The Green Advisory Group (“The Green Advisory Group”): Cllrs Jude Arbuckle, Becca Batchelor, Dawn Collins, Richard Hardcastle and Rosa Shaw

20.41.4. There were no other changes.

HTC/20.42 **Council, Committee and Working Group meetings and dates**

- **Noted:** That NALC and YLCA continue to recommend that meetings should not take place physically.

- A diary of proposed meeting dates for 2020-21 was provided.

RESOLVED: To approve the Council and Committee dates for 2020-21.

HTC/20.43 **Salary award 2020-21**

Noted: Salary award of 2.75% and one day increase to the minimum level of annual leave.

HTC/20.44 **3&5 The Green**

Members **noted** an update:

- Leeds City Council has confirmed it is still happy to dispose of the properties to the Council: Council awaiting revised Heads of Terms

- Application to extend period to draw down loan – the application was granted and the deadline for drawing down the loan extended to **4 August 2021**. No further extensions of time will be granted.

- Request for pre-planning application advice – clarification on the original fee quoted of £180 has been requested; the Green Advisory Group to be requested to assist in completing the form with regards to the proposed uses of the property.

- The Green Advisory Group – meeting to be arranged.

- 3&5 The Green Steering Group – meeting of this group will be arranged when there is positive progress to report

ACTION:

Office to arrange meeting of the Green Advisory Group

Discussion with Leeds City Council required on the proposed modifications and uses

HTC/20.45 **Community Infrastructure Levy (CIL)**

Members considered a report on reviewing how CIL monies should be spent, including whether to establish an advisory group to consider appropriate projects for CIL expenditure and to make recommendations to Council

It was agreed that the proposal and terms of reference for the proposed advisory group should be considered by Finance and General Purposes Committee (FGP). FGP to make any recommendations on establishing the proposed group to Council.

Signed Dated

ACTION: Clerk to draw up draft terms of reference for consideration by FGP.

HTC/20.46

Events

20.46.1. Remembrance Sunday event

Council considered a report on taking over the Remembrance Sunday event in light of the Royal British Legion's stated policy that it would no longer organise parades and that all aspects of such events, including static services, should be civic events organised by the local council.

RESOLVED: That Council would organise the Remembrance Sunday event for this year.

The decision whether to take over future Remembrance events to be reviewed by Council at a later date.

20.46.2. Christmas 2020

Members **noted the following:**

- Christmas lights and motifs have been ordered from Leeds Lights £12,249+VAT.
- Two quotes had been obtained for two 15ft Christmas trees, including installation and disposal. A third quote had been requested but not received despite a reminder.

RESOLVED: To dispense with the third quote and to accept the quote from Aire Valley Tree Services.

It was confirmed that the member of the public who spoke on an alternative Christmas event should be invited to the Events Sub-Committee.

ACTION:

- **Events Sub-Committee to meet to make arrangements for Remembrance Sunday event and alternative Christmas lights switch-on**
- **Office to clarify whether Leeds Lights will install lights on trees supplied by another supplier**
- **Office to invite representatives from Royal British Legion to the Events Sub-Committee meeting to discuss the arrangements for Remembrance Sunday**
- **Office to invite the member of the public to the Events Sub-Committee meeting to discuss the alternative Christmas lights switch-on**

HTC/20.47

Website upgrade

Members **noted** the progress on the new website.

Editorial Working Group to be given the task of updating the Community Directory.

It was noted that photographs needed changing to show the current councillors.

RESOLVED: To approve the website "going live".

HTC/20.48

Office re-opening

Office had remained closed due to Covid-19.

Re-opening of the Office partly dependent on Leeds City Council which had closed the building.

Members **noted** that the Horsforth Community Hub in the building had now re-opened but with limited opening hours.

Signed Dated

The Clerk had been in discussions with Leeds City Council regarding the feasibility of re-opening the Council's office in the building. Leeds City Council was carrying out a risk assessment and would revert back to the Clerk.

It was **agreed** that re-opening of the Council office should be reviewed by the Clerk with the Chair of Staffing Committee and the line manager.

HTC/20.49 Matters for Information

The following verbal reports were made:

Cllr B Heaviside reported on the work of Horsforth Fairtrade. Covid-19 had restricted the number of awareness sessions they could deliver. Fairtrade status was due for renewal this year and a deferral had been requested due to Covid-19 – a response was awaited. Cllr Heaviside was pleased to note a section on Fairtrade on the new Council website.

Cllr J Arbuckle reported on the work of Dementia Friendly. The work of the group has been on hold due to Covid-19, but they had held a stall at the Farmers' Market and had been offered a place at Horsforth Churches Together to meet the public.

Comment was made that publicity for town council surgeries should make it clear that the surgeries are not aligned to any political group.

HTC/20.50 Items for future agenda

HTC/20.51 Date of next meeting

26 November 2020 at 7pm.

Deadline for agenda items – 13 November 2020.

The meeting closed at 8:52pm

Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SM Dowling, SL Dowling, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques R Jones, M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw, T Stones

Signed Dated