



Horsforth Town Council

Full Council Minutes

Wednesday 24 March 2022 at 7.00pm

St Margaret’s Parish Centre, Church Lane, Horsforth, Leeds LS18 5LA

Present: In Chair – Cllr Simon Dowling

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Emmie Bromley	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
Sam Dowling	Dawn Collins	Katharine Firth	Becky Heaviside	
John Garvani	Christine Glover	Richard Hardcastle	Charlotte Sellers	
Raymond Jones	Rob Harris	Peter Mallott		
	Margaret Townsley	Tracy Stones		

In attendance: J Sou – Clerk, 1 member of the public

HTC/21.80 These minute numbers have been left blank intentionally.

HTC/21.61 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs B Batchelor, E Hyndes and R Jacques be accepted.

HTC/21.62 Declaration of Disclosable Pecuniary and other Interests
None declared.

HTC/21.63 Public Participation
The guest speakers Kay Morrison and Caroline Tomes on climate issues had been invited to speak instead at the Annual Town Meeting as one of them had been unable to attend today’s meeting.

HTC/21.64 Minutes of the previous meeting
RESOLVED: That, subject to the following changes, the minutes of the meeting held on 27 January 2022 are a true record:
Minute HTC/21.67 – To substitute in the first resolution “P Mallott” for “R Jacques” in the list of members voting for the motion.
Minute HTC/21.67 – To add the following to the second resolution “Budget to be reviewed in 6 months with a view to informing the public if future budgets need to be significantly increased”.
Minute HTC/21.69 – To add “and witnessed by the Clerk” to the resolution.

HTC/21.65 The minutes of the following meetings were noted:

Planning, Licensing and Traffic Committee	20 January 2022 (advisory group)
	17 February 2022

Signed Dated

HTC/21.66 Police report

Members **noted** the report from West Yorkshire Police on crime statistics for the period 7 January 2022 to 14 February 2022.

A verbal report was given by the Clerk on other policing issues in Horsforth.

Police representatives had been invited to the meeting but were not available to attend.

Members expressed the following:

- The crime statistics did not fully represent the issues in Horsforth
- Members of the public felt that nothing was being done in Horsforth to address various crime issues
- Communication between the police and the Council needed to be improved
- Suggested that Police and Community Together (PACT) meetings should be alternated between different wards

ACTION:

- **Clerk to express these concerns to West Yorkshire Police and to invite Alison Lowe, the Deputy Mayor of West Yorkshire for Crime and Policing to the next Council meeting.**
- **A number of other suggested contacts were also made: Sergeant Sarah Jenness, Sergeant Claire Marlow, Rowan Hess**
- **Clerk to contact PCSOs for Horsforth to ask for details of PACT meetings and for the Council to be informed of future PACT meetings**

HTC/21.67 Finance

RESOLVED as follows:

- 1. To approve the accounts and list of payments to 28 February 2022**
- 2. To approve the following virements:**
 - a. £10,150 from 3&5 The Green Property Overheads to Pre- Acquisition Costs**
 - b. £1,000 from Training to pay for recruitment**
 - c. £1,225 from Salaries to pay for the Staffing and Structure Review. Note: payment not to be made pending enquiries regarding the report. See Minute HTC/21.71**

3. To approve the following payments:

YLCA subscription 2022-23	1,909 + VAT
Zurich – insurance premium for 3&5 The Green and St James	244.55 + VAT
Woodside defibrillator	
Leeds City Council – floral displays	3,408.94 + VAT
Leeds City Council – community floral displays	3,531.18 + VAT

Members also approved payment for the Broadfields election – the invoice had not yet been received but was estimated would be in the region of £7,500 based on other election costs.

4. To note the pay award of 1.75% for 2021-22

HTC/21.68 Internal audit

Signed Dated

Noted: The internal audit review and internal control check had been completed with the following matters raised:

- Audit review – training of councillors
- Internal control check – Clerk’s contract needs updating

HTC/21.69 3&5 The Green

Noted: the lease had been completed on 31 March 2022.

Action required:

- Need to appoint project manager
- Need to appoint structural engineer – specific concern regarding a beam but the condition generally not too bad

Councillors were invited to be involved in the process and to assist with clearing of the property if they wished.

Thanks were given to the Clerk.

HTC/21.70 Casual vacancy – Victoria ward

Noted: Leeds City Council had received the required number of requests and a by election would be held to fill the casual vacancy.

HTC/21.71 Staffing and structure review and recruitment

21.71.1. RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during this item of the agenda on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

21.71.2. Noted: following the recent recruitment exercise for a deputy clerk, no appointment had been made.

21.71.3. Recommendation from Staffing and Employment Committee was to advertise for the following:

- Assistant clerk - SCP 18 or SCP 19-23 with ILCA; 18 to 24 hours per week
- Administration Assistant – SCP 7 – 17; 18 to 24 hours per week

RESOLVED: To accept the recommendations of the Staffing and Employment Committee and to delegate to the Committee the recruitment of an assistant clerk and administration assistant at the salary and grades set out above.

HTC/21.72 Changes to committees and working groups

Noted: Cllr R Jacques resigned from the Editorial Working Group due to work commitments. A new chair will be the first item on the agenda for the next Editorial Working Group meeting.

HTC/21.73 Fink Hill junction improvement works

Noted: the information regarding the improvement works received from the Leeds City Council officer.

Cllr D Collins provided additional information regarding the works:

- At least 109 trees along Broadway will be classed as memorial trees, including many trees which are already in place. A community event to re-dedicate the trees is proposed.

Signed Dated

- Funding for the trees and fencing around the trees will be provided by Highways
- The paved area within the wall around the Cenotaph – Highways will pay for reflagging of this area and replacing some of the grass area. Planning permission is needed for the works as the Cenotaph is listed. Cllr Collins is happy to share the plans once they are available.
- There is no funding at the moment for the memorial stone.

HTC/21.74 Reports from external organisations

- Dementia Friendly – report from Cllr J Arbuckle **noted:**
 - Members were encouraged to attend dementia training
 - Dementia Action Week is planned for May 2022
 - There will be a stall at Horsforth Farmers’ Market on the first Saturday in May 2022
- Horsforth Fairtrade – nothing to report
- Young People’s Champion – nothing to report

HTC/21.75 Meeting schedule 2022-23

Noted.

HTC/21.76 Councillor surgery

There were no attendees at the Council surgery held prior to the meeting
There will no councillor surgery at the next meeting which is the Annual Meeting of the Town Council.

HTC/21.77 Matters for information

None

HTC/21.78 Items for future agendas

None

HTC/21.79 Date of next meeting

Annual Town Meeting – 28 April 2022
Annual Meeting of the Town Council – 26 May 2022

The meeting closed at 8:07pm

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

Signed Dated