



Horsforth Town Council

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Meeting of the Town Council - Minutes Thursday 29th September 2022 at 7.00pm

Present: In Chair – Cllr Stones

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Emmie Bromley	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Rob Harris	Katharine Firth	Mark Fletcher	Rob Jacques
Eddie Hyndes	Christine Glover	Richard Hardcastle		
Raymond Jones	Margaret Townsley	Peter Mallott		
		Tracy Stones		

In attendance: B Crabtree - Locum Clerk

HTC/22.27 The meeting will commence with a minute's silence for Her Majesty followed God Save The King

A minute's silence was held for Her Majesty.

HTC/22.28 To receive apologies for absence and to consider the reason for the absence

Apologies were received from Cllr B. Batchelor, Cllr J. Garvani, Cllr B. Heaviside, Cllr C. Sellers and reasons were approved.

HTC/22.29 Declaration of Disclosable Pecuniary and other Interests

Cllr SM Dowling, Cllr Calvert and Cllr Hardcastle declared an interest in item HTC/22.33.5. Cllr Calvert declared an interest in item HTC/22.37.4.

HTC/22.30 To consider questions and comments from members of the public at the Chairman's discretion

Two members of public were present regarding item HTC/22.33.5 and provided the Cllrs with further information about the project and answered questions from Cllrs.

PCSO Thomas attended along with a colleague and gave a Police update which included the following:

- PCSO Lyndon Thomas started working in the Horsforth Ward on 5th September 2022.
- Reported the crime statistics from 3rd September 2022 including 8 burglaries, 5 criminal damage, 7 assaults, 17 thefts such as handbags.
- A number of fixed penalties have been issued to vehicles ignoring the no entry signs on Manor Road.
- There has been antisocial behaviour occurring at the new playground on Drury Road. Action is being taken with LCC, the Housing Association and local schools to combat the issue.
- It was noted that there is still an issue with electric scooters/motorbikes in the area, and he agreed to investigate it further once he receives further details.
- It was noted that untaxed vehicles are dealt with by DVLA and parking on double yellow lines are dealt with by LCC. The Police can issue tickets for vehicles parked on pavement drops.

- It was noted that there are parking issues on Chaddlewood Close such as vehicles parking in front of driveways and he said he will pass the information on to school patrols. It was confirmed that the school has given letters to parents about the issue.

HTC/22.31 Minutes of the previous meeting

Resolved to approve the minutes of the meetings held on 28th July 2022, 18th August 2022 and 1st September 2022 as a true and accurate record.

HTC/22.32 To receive and note the minutes of the following meetings:

The following minutes were noted:

Staffing and Employment Committee	11 th August 2022, 31 st August 2022
Finance and General Purposes Committee	14 th July 2022

HTC/22.33 Financial Matters

22.33.1 To consider and approve the end of year accounts and list of payments to 30th August 2022.

Resolved to approve the accounts and list of payments to 30th August 2022.

22.33.2 To approve/note the following payments:

Resolved to approve the following payments:

- Business Rates for 3&5 The Green – Leeds City Council - £6802.59
- Salary – Clerk - £4683.10
- Salary – Locum Clerk - £953.58
- Electricity at 3&5 The Green – Engie - £7676.43 (Please note: there may have been an increase since the agenda was issued)
- Roofing works at 3&5 The Green – Airedale Roofing - £6450.00
- Dehumidifier/electrical and wastewater works at 3&5 The Green – L & B Property - £552.00
- External painting at the Stables – Yorkshire Decorators LTD - £840.00
- Band concerts – Leeds City Council - £975.00
- Bookkeeping – T& B Bookkeeping Services - £594.00
- Keys for 3&5 The Green – Meridian - £100.00
- 2021 Wreath – Royal British Legion - £42.50
- Book of Condolences – S. Dowling - £31.98
- Accessible Roundabout at Newlaithes - Leeds City Council - £5093.00
- Queens Jubilee Garden – Horsforth in Bloom - £120.00
- Flowers – T. Stones - £95.00
- Insurance – Zurich - £1833.30
- Laminating the NDP map – T. Stones - £9.00
- Office 365- Enlightened IT Services – £96.60
- Printing costs – Commerce Business Solutions - £67.50

22.33.3 To consider and agree to arrange training for Rialtas Accounts Software at a cost of £200.00

Resolved to agree to arrange training for Rialtas Accounts Software at a cost of £200.00

22.33.4 To agree to remain with the SAAA sector led auditor appointment regime

Resolved to remain with the SAAA sector led auditor appointment regime

22.33.5 To consider a grant request from Friends of Horsforth Hall Park.

Cllr SM Dowling, Cllr Calvert and Cllr Hardcastle declared an interest and left room.

Resolved to approve the grant from Friends of Horsforth Park for £500 towards a Community Garden Project.

(Four Cllrs abstained from voting and 7 Cllrs voted to approve the grant.)

HTC/22.34 To consider matters requested by Councillors and agree any necessary action:

22.34.1 To consider having a Horsforth Town Council tabletop stall each month at the Farmer's Market to raise the profile of our Council.

Resolved to agree to sign up to have a stall for the next three months to trial it.

22.34.2 To consider purchasing a set of lamp-post flagpoles in readiness for Christmas to be placed along Town Street, Station Road and New Road Side, working in partnership with local businesses to possibly sponsor a flagpole attachment.

Resolved to defer to the next Community and Environment Committee meeting.

22.34.3 To consider and agree the arrangements for the Good Citizen Award

It was noted that no nominations had been received and it was **resolved** not to extend the nomination deadline.

22.34.4 To consider working in collaboration with Horsforth Climate Action on a formal basis and agree to publish the statement.

Resolved to collaborate with Horsforth Climate Action and it was agreed that Cllr SL Dowling, Cllr Stones and Cllr Townsley would be the Town Council representatives.

HTC/22.35 To receive an update and consider/agree any action for the following committees:

22.35.1 Finance and General Purposes

Cllr Stones reported that the recent F&GP meeting was cancelled due to the period of mourning and bookkeeper services are ongoing at present.

22.35.2 Planning, Licensing and Traffic

Cllr Arbuckle reported that the committee is using the Neighbourhood Development Plan and it was noted that the recent meeting was cancelled due to the period of mourning

22.35.3 Community and Environment

Cllr Calvert reported that the meeting was cancelled due to the period of mourning and the next meeting is being held in November 2022.

22.35.4 In view of the confidential nature of the business to be transacted in Item 9.5. to consider to temporarily exclude the press and public and that they be asked to withdraw from the meeting

The Locum Clerk left the room, and no members of public were present at the time.

22.35.5 Staffing and Employment

Cllr Stones reported that the former Clerk, Julie Sou's official last day would be 30th September and that at the Staffing Meeting on Tuesday 27th September it was agreed that an official job offer letter would be sent to Becky Crabtree on Friday 30th September post Full Council offering her the role of full time Clerk for Horsforth Council. Councillors were informed that the role would be full-time, 37.5 hours on Band 29, £33,486.00 per annum, £17.40 per hour. The job description and contract will be forwarded on receipt of the acceptance letter from Becky Crabtree.

HTC/22.36 To receive an update and consider/agree any action for the following working groups:

22.36.1 3 & 5 Development Group

It was noted that an Extraordinary Meeting will be convened on 13th October 2022 to allow all Cllrs the chance to view the proposed plans and ask any questions.

a) To consider and agree that R. Crooks Partnership be appointed as architect

It was confirmed that the architect had been appointed at a F&GP meeting.

b) To consider and agree the Terms of Reference for the Working Group.

Resolved to approve the Terms of Reference for the 3 & 5 Development Group.

22.36.2 Community Infrastructure Levy Advisory Group

Cllr Hardcastle raised concerns about the increased costs of 3&5 The Green and confirmed that the Advisory group will convene a meeting shortly to review the costs and give a recommendation to the F&GP Committee.

22.36.3 Editorial Working Group

a) To consider Terms of Reference for the Editorial Working Group.

Resolved to approve the Terms of Reference with an amendment.

c) To agree a date for the next issue of Horsforth Matters

It was noted that the next issue will be published in time ideally for a delivery in November

22.36.3 Neighbourhood Plan Working Group

It was noted that the working group has not met recently.

22.36.5 Event Working Groups

a) To consider and agree the membership for the following Event Working Groups:

Resolved to appoint members to the Event working groups as shown on the attached table.

b) To appoint a Lead for each Events Working Group

Resolved to appoint the Lead at the first working group meetings.

b) To consider and agree the Working Groups Terms of Reference.

Resolved to approve the Event Working Group terms of Reference.

c) To receive an update about the following events and approve proposed actions/quotes:

- **Remembrance Service**

It was noted that St Johns Ambulance are unable to provide first aiders at both events and the priority is to ensure that the road closure has been confirmed. Further arrangements will be agreed under the Terms of Reference.

- **Christmas Event**

Resolved to approve the quote for the stage and PA system at a cost of £1521.66. Further arrangements will be agreed under the Terms of Reference.

d) To consider publish information about HTC events on media platforms.

It was noted that all HTC events are to be published on all media platforms.

e) To consider and agree First Aid arrangements for upcoming events

Resolved to agree to the cost of First Aid training for Cllrs and further quotes will be obtained.

HTC/22.37 Reports from external organisations

To consider reports and any action required in relation to:

22.37.1 Dementia Friendly.

Cllr Calvert reported that Dementia Friendly attended the Woodside Rec Community Day in August, they are handing out cards to businesses with information about how to get involved. The AGM meeting is being held shortly.

a) For Council to consider as a Full Council, to receive a Dementia Friendly Horsforth awareness session

Cllr Calvert asked Cllrs to email him if they are interested in attending the awareness sessions.

b) To apply as a Council to become a 'business' Dementia Friendly Council – to receive our updated sticker status

It was noted that the TC would be required to register to complete the application process to in turn receive Dementia Friendly new sticker. Councillors agreed that this is something the Council should look into.

c) To agree to allow Dementia Friendly the use of the Council's postal address for any post

Resolved to allow Dementia Friendly to use the TCs postal address.

22.37.2 Horsforth Fairtrade

No update.

22.37.3 Young People's Champion

Cllr Capitano reported that he is in contact with local schools and discussing how they can work together. In light of the issues discussed with the Police at the beginning of the meeting, he proposed speaking to the schools and asking for their help to combat the problems in the area and carry out a visit to speak to the students. Cllr Jones and Cllr Stones agreed to go along with him. Cllr Capitano is also attending an upcoming meeting with Horsforth Children's Cluster Board and Cllr Stones offered to attend also.

22.37.4 To note that a meeting is being held with ABCD/HCAP and an update will be given at the next meeting.

It was noted that a meeting is to be held shortly with ABCD/HCAP.

HTC/22.38 Matters for information

To note the following:

- **Information previously circulated to members, including consultation documents**

No information received.

- **Matters raised by members of the public**

No matters were raised.

HTC/22.39 Council Surgery

Two councillors are requested to provide their names for attendance at the next Council Surgery – 6:30pm to 7:00pm, 24th November 2022

Cllr Jones and Cllr Firth agreed to attend the next Council surgery.

HTC/22.40 Items for future agenda

The following items were requested:

- Budget review

HTC/22.41 Date of next meeting

Resolved that an Extraordinary Meeting will be held on 13th October 2022 and a Full Council meeting is to be held on 24th November 2022 and the deadline for agenda items is 14th November 2022.

Appendix 1 - Event Working Group Membership

Remembrance Service	Christmas Event	Annual Event
Cllr C. Calvert	Cllr B. Batchelor	Cllr R. Capitano
Cllr R. Capitano	Cllr C. Calvert	Cllr SM. Dowling
Cllr D. Collins	Cllr R. Capitano	Cllr R. Hardcastle
Cllr SL Dowling	Cllr K. Firth	Cllr E. Hyndes
Cllr E. Hyndes	Cllr M. Fletcher	Cllr R. Jones
Cllr T. Stones	Cllr J. Garvani	Cllr T. Stones
	Cllr E. Hyndes	Cllr K. Firth
	Cllr P. Mallott	
	Cllr T. Stones	

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