



Horsforth Town Council

Full Council Minutes Wednesday 22 March 2017 at 7.15pm

Present: In Chair - Cllr J Garvani

Cllr M Boyes, Cllr D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr S Glover, Cllr R Hardcastle, Cllr J Hardy, Cllr M Holmes, Cllr M Hughes, Cllr R Jacques, Cllr R O'Callaghan, Cllr D Prater, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr N Tinsley, Cllr R Wilkinson, Cllr V Wood-Robinson

In attendance: J Sou – Acting Clerk

HTC/16.95 – HTC/16.100 These minute numbers have been left blank intentionally.

HTC/16.101 To receive apologies for absence and to consider the reason for the absence

It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that the apologies and reasons for absence from Cllrs T Hanley, P Mallott and M Wharton be accepted.**

HTC/16.102 Declaration of Disclosable Pecuniary and other Interests

To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 14-19 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 20-21 of the Members' Code of Conduct.

Cllr D Collins declared non-pecuniary interests as Chair of Horsforth in Bloom (Item 12) and Horsforth Gala Committee (Item 17).

HTC/16.103 To consider questions and comments from members of the public at the Chairman's discretion

Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the Committee. However they may not speak during the remainder of the meeting unless specifically invited to do so by the Chairman.

None present.

HTC/16.104 Minutes of the previous meeting

Council was asked to approve the minutes of the meeting held on Wednesday 25 January 2017.

Signed Dated

Draft minutes had been circulated to all members. The Acting Clerk advised of a correction required to the draft minutes at HTC/16.91 – to substitute 1 July 2009 for 1 April 2009.

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that subject to the correction at HTC/16.91 to substitute 1 July 2009 for 1 April 2009 the minutes of the meeting held on Wednesday 25 January 2017 are a true record.**

HTC/16.105 To submit the minutes of Committee meetings as listed under for Council's approval:

16.105.1. Planning and Licensing Committee 19 January 2017

It was proposed by Cllr A Radford, seconded by Cllr M Hughes and **resolved that the minutes of the Planning and Licensing Committee held on 19 January 2017 are a true record.**

16.105.2. Planning and Licensing Committee 23 February 2017

It was proposed by Cllr M Hughes, seconded by Cllr A Radford and **resolved that the minutes of the Planning and Licensing Committee held on 23 February 2017 are a true record.**

16.105.3. Community Committee 2 March 2017

A discussion took place regarding the Good Citizens and Young Achievers Awards, the criteria for these and whether they could be awarded to a group. It was **noted** there was no written guidance or criteria regarding awarding to a group.

It was proposed by Cllr M Hughes, seconded by Cllr C Cordingley and **resolved that the minutes of the Community Committee held on 2 March 2017 are a true record.**

16.105.4. Public Safety and Traffic Committee 9 March 2017

It was proposed by Cllr M Hughes, seconded by Cllr S Glover and **resolved that the minutes of the Public Safety and Traffic Committee held on 9 March 2017 are a true record.**

16.105.5. Finance and General Purposes Committee 9 March 2017

It was proposed by Cllr M Hughes, seconded by Cllr S Dowling and **resolved that the minutes of the Finance and General Purposes Committee held on 9 March 2017 are a true record.**

HTC/16.106 Accounts and List of Payments

The Finance and General Purposes Committee has recommended that Council approve the accounts and list of payments to 2 March 2017 (attached to agenda).

Signed Dated

It was proposed by Cllr M Hughes, seconded by Cllr J Pritlove and **resolved to approve the accounts and list of payments to 2 March 2017 (attached).**

HTC/16.107 Horsforth Town Council lease

To consider updates and agree any necessary action.

A report and recommendations had been circulated to all members with the agenda.

Proposed change to lease to delete reference to peppercorn rent and to substitute reference to rent of £2,800 per annum:

It was proposed by Cllr R Hardcastle, seconded by Cllr M Hughes and **resolved to accept the change to the lease to delete reference to a peppercorn rent for 11 years and instead to refer to a rent of £2,800 per annum waived for 11 years in lieu of the £30,000 contribution from the Council.**

Backdated service charge of £300 per annum to 2009:

It was proposed by Cllr R Hardcastle, seconded by Cllr N Tinsley and **resolved to agree to a backdated service charge of £300 per annum from 2009.**

Service charge from date of signature of the lease. Proposed figure of £510 with provision for annual review in the lease:

It was proposed by Cllr M Hughes, seconded by Cllr D Collins and **resolved that the Acting Clerk be given discretion to look at the terms relating to review of the future service charge and to send a suitable response to Leeds City Council.**

Payment by Council of Leeds City Council's reasonable legal costs for preparation of the lease:

It was proposed by Cllr D Collins, seconded by Cllr M Hughes and **resolved that Council does not agree to payment of Leeds City Council's legal costs for preparation of the lease.**

It was **noted** that Council would have its own external legal costs to pay for preparation of the lease.

HTC/16.108 Council and Committee Diary 2017-18

To consider setting the dates and venues for Council and Committee meetings 2017-18.

A proposed diary was attached to the agenda.

It was proposed by Cllr D Collins, seconded by Cllr S Dowling and **resolved that full Council meetings should continue to take place on Wednesdays.**

It was proposed by Cllr M Hughes, seconded by Cllr M Hughes and **resolved to approve the Council and Committee meeting diary for 2017-18 as proposed.**

Signed Dated

The approved diary is attached.

HTC/16.109 Annual Town Meeting

To consider the date and venue for the Annual Town Meeting.

Members considered the availability and costs of potential venues, St Margaret's Parish Centre and the Willows Community Centre owned by Leeds City Council. At present there was no charge for the Willows but this may change from 1 April 2017.

It was proposed by Cllr S Dowling, seconded by Cllr C Cordingley and **resolved that the Annual Town Meeting take place on Wednesday 10 May 2017 at 7pm at the Willows Community Centre.**

HTC/16.110 Recommendation for Leeds Trinity University Honorary Award

To consider an update from Cllr M Hughes and agree any necessary action.

Cllr M Hughes reported that following the last meeting of the Town Council, there had been only 24 hours to submit a nomination for the Honorary Award. Leeds Trinity University however had granted an extension of time and Cllr M Hughes had duly nominated Jude Arbuckle and advised the Chair and Vice-Chair of Council of his actions. The nomination had been successful and the award to Mr Arbuckle was to be made on 20 July 2017.

The report was **noted**.

HTC/16.111 20mph Zones

To consider purchasing 20mph drawstring bags for distribution to local schoolchildren.

Report attached to agenda.

There was a discussion regarding whether the 20mph bags would be used by schoolchildren given most schools provided their own bags and whether funds would be better used for other measures such as more traffic wardens.

Cllr D Collins offered to look into the possibility of having more traffic wardens.

It was proposed by Cllr M Hughes, seconded by Cllr J Hardy and **resolved that Cllr D Collins gather information about providing more traffic wardens to refer to a future meeting.**

It was proposed by Cllr R Hardcastle, seconded by Cllr S Glover and **resolved that the Council do not purchase 20mph speed bags and to ask Leeds City Council to which schools Leeds City Council would be distributing them.**

HTC/16.112 Hanging baskets and floral displays 2017

To note the withdrawal of the appointed contractor.

Signed Dated

To appoint an alternative contractor and to approve any necessary budget increases.

Details and report attached to agenda.

Cllr D Collins produced an aerial photograph showing locations of planters and troughs (attached).

There was a discussion regarding whether the Council should pay for watering of Horsforth in Bloom planters and troughs.

It was proposed by Cllr M Hughes, seconded by Cllr C Cordingley and **resolved to accept Leeds City Council's quote of £4673 and to write to Southway Garden and Landscapes to reserve the Council's position in connection with Southway's withdrawal from the contract.**

It was proposed by Cllr M Hughes, seconded by Cllr R Hardcastle and **resolved to ask Leeds City Council for the cost of watering additional planters and troughs.**

HTC/16.113 Annual Event 2017 – Dementia Awareness Week 14-20 May 2017

To receive an update from Cllr V Wood-Robinson and to agree any necessary action.

Members **noted** a briefing report from Cllr V Wood-Robinson (**attached**).

Members were requested to assist with promotion of the event by distributing flyers and posters.

HTC/16.114 Electoral Review of Leeds

To note the final recommendations of the Local Government Boundary Commission ("the Commission") for Horsforth:

No change to the ward boundary

Number of councillors: three

Attached to agenda:

Email from the Commission

Extract from the Commission's Draft Recommendations, November 2016

Extract from the Commission's Final Recommendations, March 2017

Summary report from the Commission attached with links to full report and detailed maps, March 2017

The final recommendations of the Local Government Boundary Commission for Horsforth were **noted**.

HTC/16.115 Parish Precepts – Request to Demonstrate Restraint

To note correspondence from YLCA and Cllr Sue Baxter, Chairman of the National Association of Local Councils.

Attached to agenda.

Signed Dated

The correspondence was **noted**.

HTC/16.116 Council Laptop

To note information relating to a Council laptop:

The laptop used by the Clerk was missing.

The Clerk could not recall when she had last had it.

The laptop contained no sensitive information.

The information was **noted**.

Cllr J Garvani to look into a new laptop for the Council.

HTC/16.117 Horsforth Gala

To consider having a pitch at the Horsforth Gala on 24 June 2017 – single pitch £28, double pitch £53.

To agree any necessary action and expenditure.

Booking form attached with requirements.

No further action to be taken.

HTC/16.118 Civic Service

To note the Civic Service is to be held on Sunday 11th June, 6pm at Woodside Methodist Church Outwood Lane, Horsforth, LS18 4HP.

To agree any necessary action.

Invitations to be extended to Stuart Andrew MP, city ward councillors, the Lord Mayor, the Deputy Lieutenant, Leeds Trinity University representative, local headteachers, Morrisons's community champion and senior police officers.

Invitees to be asked to send a representative if they are unable to attend.

HTC/16.119 Council Surgery

Two councillors are requested to provide their names for attendance at the next Council Surgery from 6.45pm to 7.15pm. Date as agreed under Item 8.

Cllr M Hughes and Cllr R Hardcastle volunteered for the next Council Surgery, to take place on Wednesday 24 May 2017 at 6.45pm.

HTC/16.120 Items for future agenda

3 & 5 The Green.

HTC/16.121 Date of next meeting

The next meeting is the Annual Meeting of the Town Council on Wednesday 24 May 2017 at 7.15pm.

Signed Dated

The meeting closed at 8.50pm

Distribution: Cllrs M Boyes, D Collins, C Cordingley, S Dowling, J Garvani, S Glover, T Hanley, R Hardcastle, J Hardy, M Holmes, M Hughes, R Jacques, P Mallott, R O'Callaghan, D Prater, J Pritlove, A Radford, I Scott, N Tinsley, M Wharton, R Wilkinson, V Wood-Robinson

DRAFT

Signed Dated