



Horsforth Town Council

Full Council Minutes
Wednesday 18 July 2018 at 7.15pm

Present: In Chair - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, Cllr C Cordingley, Cllr M Holmes, Cllr M Hughes, Cllr P Mallott, Cllr R O'Callaghan, Cllr D Prater, Cllr J Pritlove, Cllr I Scott, Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou – Clerk, PCSO J Andrews.

HTC/18.20 **These minute numbers have been left blank intentionally.**

HTC/18.21 **To receive apologies for absence and to consider the reason for the absence.**

Note: Cllr R O'Callaghan was present but gave apologies as he would have to leave the meeting early.

RESOLVED: That the apologies and reasons for absence from Cllrs D Collins, S Dowling, J Garvani, M Leech, A Radford and N Tinsley be accepted, and to accept Cllr R O'Callaghan's apologies and reasons for leaving the meeting early.

HTC/18.22 **Declaration of Disclosable Pecuniary and other Interests**

None declared.

HTC/18.23 **To consider questions and comments from members of the public at the Chairman's discretion**

No members of the public present.

HTC/18.24 **Minutes of the previous meeting**

Council was asked to approve the minutes of the Annual Meeting of the Town Council and the first ordinary meeting of Council, both held on Wednesday 23 May 2018.

Draft minutes had been circulated to all members and were in the agenda pack.

RESOLVED: That the minutes of the Annual Meeting of the Town Council and the first ordinary meeting of Council both held on Wednesday 23 May 2018 are a true record.

HTC/18.25 **Horsforth Policing Update**

To receive and consider reports from West Yorkshire Police.

Members received a report from PCSO J Andrews as follows:

- Crime statistics for Horsforth for the period 13 June 2018 to 18 July 2018 (**attached**)
- The mobile speed indicator devices had not been in use due to insufficient resources
- Priorities had mainly been in relation to drug related activities and anti-social behaviour
- Parking issues at Victoria Walk and Victoria Gardens – the police only dealt with parking matters where they cause an obstruction or a danger; advice is to call the police in such situations and a parking ticket will be issued

Signed Dated

- CCCZ – volunteers and assistance are required for this as it involves leaflet deliveries to addresses in the proposed zones. Cllr C Calvert volunteered to assist and will liaise with PCSO J Andrews.

ACTION: Cllr C Calvert to liaise with PCSO J Andrews re CCCZ.

PCSO J Andrews left the meeting at this point.

HTC/18.26 To submit the minutes of Committee meetings as listed under for Council to note and to consider recommendations not otherwise listed on this agenda:

The minutes had been previously circulated to members and were in the agenda pack.

18.26.1. Planning, Licensing and Traffic Committee 17 May 2018

Noted.

18.26.2. Community and Environment Committee (draft) 7 June 2018

Noted.

18.26.3. Planning, Licensing and Traffic Committee (draft) 14 June 2018

Noted.

18.26.4. Finance and General Purposes Committee EOM 28 June 2018

Noted.

18.26.5. Staffing and Employment Committee (draft) 5 July 2018

Noted.

18.26.6. Finance and General Purposes Committee (draft) 5 July 2018

Noted.

Members further considered the decision at Minute F&GP/18.18 resolving to enter into a five year lease for a printer/copier with Commerce Business Systems subject to the machine being a new machine and faster than the current one.

Further enquiries had been carried out and the machine offered was in fact an ex-demo machine, approximately 6 months old and having done 13,000 copies. It would be covered by the servicing and maintenance agreement and was guaranteed as new. Members considered a further quote provided by Commerce Business Systems for the provision of a new machine with a similar specification to the ex-demo machine offered.

Members considered that the ex-demo machine offered still presented the best value for the Council.

RESOLVED: To enter into a five year lease with Commerce Business Systems at £18 per month for the ex-demo machine offered.

ACTION: The Clerk.

HTC/18.27 Accounts and List of Payments

Finance and General Purposes Committee recommended that Council approve the accounts and list of payments to 19 June 2018 (attached to agenda).

Members **noted** cheque no. 300119 issued on 11 July 2017 payable to Royal British Legion had not been cashed. The office had been in contact with the Royal British Legion regarding the uncashed cheque.

RESOLVED as follows:

- 1. To pursue enquiries with Royal British Legion and to offer to issue replacement payment of the £18.50**

Signed Dated

2. To approve the accounts and list of payments to 19 June 2018 (attached).

Cllr R O'Callaghan left the meeting at this point.

HTC/18.28 Assets of Community Value

No report.

There had been no meeting of the Working Group.

HTC/18.29 3 & 5 The Green

Members **noted** the appointment of Richard Crooks as architect.

Members received an update from Cllr M Hughes.

A comprehensive business plan had been drafted by Cllr D Collins with assistance from Cllr M Hughes. The figures were to be considered further tomorrow and it was hoped the draft document would then be ready for circulation.

F&GP recommended that Council proceed with producing a business plan based on the figures produced by Cllr D Collins.

Members also considered a proposal from Locality to provide support for the project.

RESOLVED as follows:

- 1. That Council proceeds with producing a business plan based on the figures produced by Cllr D Collins**
- 2. That Locality be appointed as consultant to assist with the business plan and the project at up to £1000 in fees**
- 3. To confirm that Council considers that the appointment of Locality as consultant providing specialist services falls within the exception at Financial Regulations 13(1)(ii)**
- 4. That authority be delegated to the Chair of the 3 & 5 The Green Steering Group, the Chair and Vice-Chair of Council and the Clerk as follows:**
 - a. To approve expenditure on the 3 & 5 The Green project to the maximum of the allocated budget**
 - b. To appoint professional advisers as required**

HTC/18.30 General Data Protection Regulations

Members received an update from Cllr M Hughes.

The Working Group had met and the following documents had been produced or were in the process of production:

- Data audit spreadsheet
- Personal data audit questionnaire
- General privacy notice
- Privacy notice for staff, councillors and role-holders within the Council

The documents would be reviewed by either Finance and General Purpose Committee or Staffing and Employment Committee as appropriate before being presented to full Council for final approval.

The Clerk also reported as follows:

- The Council website enquiry form had been updated to include asking for consent to share information further
- Council application forms were being updated to include asking for consent to share information

Signed Dated

HTC/18.31 Review of Terms of Reference, Policies and Procedures

There had been no meeting of the Working Group.

To be reviewed in September to consider how to progress if no progress at that time.

HTC/18.32 Clerk's Report

Members **noted** details of correspondence and consultations received (**attached**).

Discussion regarding whether enquiries from members of the public should be sent to members to deal with, where members had particular knowledge or interest in an area, or to the ward councillor for the member of the public. At present, members of the public are not asked to provide address details.

In many cases, members of the public were advised to contact Leeds City Council as the Town Council did not have specific powers to deal with many of the issues raised. Where a specific contact at Leeds City Council was known and where the member of the public had consented to their information being forwarded, the office would make a direct referral to the contact at Leeds City Council. Otherwise, the member of the public was directed to the Leeds City Council website.

The Clerk requested that where members wished any items arising to be given further consideration, that they advise the office so the item could be included on the next appropriate Committee or Council agenda.

HTC/18.33 Council Surgery

Cllrs M Boyes and I Scott volunteered for the next Council Surgery, to take place on **Wednesday 26 September 2018 at 6.45pm.**

ACTION: Cllrs M Boyes and I Scott

HTC/18.34 Items for future agenda

3 & 5 The Green.

HTC/18.35 Date of next meeting

The next meeting of the Town Council is on **Wednesday 26 September 2018 at 7:15pm.**

The meeting closed at 8:07pm

Distribution: Cllrs M Boyes, C Calvert, D Collins, C Cordingley, S Dowling, J Garvani, S Glover, R Hardcastle, J Hardy, M Holmes, M Hughes, R Jacques, M Leech, P Mallott, R O'Callaghan, D Prater, J Pritlove, A Radford, I Scott, N Tinsley, M Wharton, V Wood-Robinson

Signed Dated

Crime Report for Horsforth
PCSO J Andrews
13 June 2018 – 18 July 2018

- 1 attempted burglary – suspect trying door handles
 - 5 burglaries – 4 through insecure windows and doors
 - 19 theft from motor vehicles – 17 insecure vehicles; 2 smashed windows
 - 1 theft of motor vehicle
 - No robberies
-

Horsforth Town Council

Bank Reconciliation as at 19.06.18

Prepared by Tracy Sutcliffe (Bookkeeper) on 19.06.18

At next y/end
S / L term

Balance per bank statements as at

Current Account	Yorkshire Bank (per stmt 09.06.16)	14,124.00	Short term
	Unity Trust Bank (per print 18.06.18)	210,537.35	Short term

Term deposit accounts

050085835	Matures 27.09.18	15,842.09	Short term
050085 00000236	Matures 09.10.18	15,739.90	Short term
050085 00000841	Matures 27.03.19	37,970.37	Short term
		294,213.71	

Add uncredited receipts

0.00	0.00
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Less unpresented cheques

11.07.17	300119	Royal British Legion - Poppy wreath	18.50	
23.05.18	300134	St Margaters PCC - Room hire	75.00	
29.05.18	300135	St Margaters PCC - Room hire	63.00	
05.06.18	300136	Horsforth Gala Committee - Gala stall	28.00	
12.06.18	300137	Traidcraft PLC - Biscuits	12.10	
				196.60

Net Balances as at 19.06.18

294,017.11

Cash book

Opening balances as at 1 April 2018

180,169.40

Add cash book receipts

130,344.24

Less cash book payments

16,496.53

Closing cash book balance as at 19.06.18

294,017.11

Difference 0.00

Horsforth Town Council
Cash Book
Year ended 31 March 2019

Period 01.04.18 to 19.06.18

Bank Payments																	SECTION	
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Creditors 2018	Planning Lic & Traffic	CCCZ / Other	Comm & Environ'mt	Assets of Comm Val	Election	Salaries	Office	Buildings	Staff & Councillor Training	Designated Funds	137 EXPENDITURE
				£	£	£	£	£	£	£	£	£	£	£	£	£	£	
11.04.18	Leeds Christian Community Trust - Grant	300132	11	300.00						300.00								
11.04.18	Horsforth Churches Together - Sponsorship	300133	12	460.00						460.00								
23.05.18	St Margaters PCC - Room hire - 25.04.18	300134	10	75.00										75.00				
29.05.18	St Margaters PCC - Room hire - 23.05.17	300135	4	63.00										63.00				
05.06.18	Horsforth Gala Committee - Gala stall	300136	5	28.00						28.00								
12.06.18	Traidcraft PLC - Biscuits	300137	3	12.10										12.10				
13.04.18	Vision ICT Ltd - Domain renewal	On line	13	66.00		11.00								55.00	Adv & Website			
13.04.18	Horsforth In Bloom - QJG - Mar 2018	On line	14	80.00			80.00											
13.04.18	YPO - Bookcase	On line	15	157.14		26.19	130.95											
13.04.18	Leeds City Council - Christmas lights switch on 2017/18	On line	16	257.24		42.87	214.37											
13.04.18	Smith Of Derby Limited - Jubilee Clock service visit	On line	17	261.60		43.60	218.00											
13.04.18	Vision ICT Ltd - Website hosting & support May 18 to Apl 19	On line	18	693.00		115.50								577.50	Adv & Website			
13.04.18	YLCA - Annual subs 01.04.18 to 31.03.19	On line	19	1,734.00										1,734.00	Subscriptions			
13.04.18	Payroll Costs	On line	20	2,392.33			2,392.33											
23.04.18	BNP Paribas Leasing Ltd - Copier lease to 21.07.18	DD	21	188.40		31.40								157.00	Equip lease			
24.04.18	TalkTalk Limited - Broadband	DD	22	23.31										23.31				
26.04.18	Payroll Costs	On line	23/24	2,139.84									2,139.84					
30.04.18	XBM Limited - Copy charges	DD	25	81.14		13.53								67.61				
08.05.18	Stemm Print & Sign - Banners	On line	26	88.80		14.80	74.00											
08.05.18	Tracy Sutcliffe - Bookkeeping	On line	27	277.50			285.00											
08.05.18	Post Office Shop - Stationery	On line	28	29.38		4.90								24.48				
08.05.18	Enlightened IT Services - IT Support	On line	29	50.00										50.00				
08.05.18	Tracy Sutcliffe - Payment in error - refunded	On line	Contra	157.50			157.50											
08.05.18	Larkfield Engraving - Goblets with logo - award scheme	On line	30	60.00		10.00				50.00								
15.05.18	Tracy Sutcliffe - Refund overpayment	Credit	Contra	-157.50			-157.50											
17.05.18	Royal Mail - Costs re 3&5 The Green	On line	31	756.70		126.12					630.58	3&5 The Green						
17.05.18	Kudu Product Ltd - Printing	On line	32	572.60		39.60					533.00	3&5 The Green						
17.05.18	Locality - Membership 01.04.18 to 31.03.19	On line	33	500.00		83.33								416.67				
17.05.18	Horsforth In Bloom - QJG April 2018	On line	34	75.00						75.00								
17.05.18	YLCA - Staff & Councillor training	On line	35	180.00												180.00	£90 / £90 Staff & councillor	
17.05.18	Paula Fearon - EXPENSES - TV Monitor Cable	On line	36	130.08										21.47	Monitor cable			
	Paula Fearon - EXPENSES		36			1.83				9.17	Frames - Good Citizen award							
	Paula Fearon - EXPENSES		36											7.21	Meeting expenses - refreshments			
	Paula Fearon - EXPENSES		36			15.07								75.33	Broadband			
17.05.18	Yorkshire Audit - Final int audit 2017/18	On line	37	300.00										300.00				
17.05.18	Payroll Costs	On line	38	201.05			201.05											
17.05.18	SLCC - Julie Sou - membership to 30.04.19	On line	39	185.00										185.00				
17.05.18	Payroll Costs	On line	40	533.01									533.01					
23.05.18	TalkTalk Limited	DD	41	23.31										23.31				
23.05.18	YLCA - Refund of overpayment	Credit	35	-180.00												-180.00	£90 / £90 Staff & councillor	
24.05.18	Link Com Consulting Ltd - Horsforth TC - Logo	On line	8	120.00		20.00								100.00				
25.05.18	Payroll Costs	On line	PAYROLL	2,347.32									2,347.32					
29.05.18	BT Group PLC - Office phone	DD	42	107.17		17.86								89.31				
29.05.18	Payroll Costs	On line	PAYROLL	587.03									587.03					
30.05.18	Horsforth In Bloom - QJG - May 2018	On line	9	60.00						60.00								
31.05.18	XBM Limited - Copy charges	DD	43	81.50		13.59								67.91				
08.06.18	Royal Mail - Acquisition & establishing costs	On line	7	114.14		19.02					95.12	3 & 5 The Green						
13.06.18	Julie Sou - Expenses - Norton Anti virus	On line	6	300.49		2.99								14.99	Norton Anti virus			
	Julie Sou - Expenses - Milk		6											2.53	Milk			
	Julie Sou - Expenses - PDF Advanced software		6											279.98	Power PDF Advance software			
18.06.18	TalkTalk Limited - refund	Credit	41	-15.65										-15.65				
	Carried Forward			16,496.53	0.00	653.20	3,595.70	0.00	0.00	982.17	1,258.70	0.00	5,607.20	4,399.56	0.00	0.00	0.00	0.00
	Check total			16,496.53		16,496.53												
	Total Expenditure 2018-2019 (for budget page)							12,247.63										
	Cash book payments			16,496.53														

Period 01.04.18 to 19.06.18

Bank Receipts																	
Date	Details	Cheque Number	Invoice Ref	Current Account	Deposit Account	Vat	Debtors 2018	Other	Public Safety	Community	Planning	Environment	Salaries	Office	Buildings	Staff Training	Interest
				£	£	£	£	£	£	£	£	£	£	£	£	£	£
01.04.18	Balances brought forward			111,088.19	69,081.21			180,169.40									
05.04.18	Interest on deposit account - 00000236				244.69												244.69
05.04.18	Interest on deposit account - 00000841				226.46												226.46
03.04.18	Leeds City Council - Precept		1	114,710.00				114,710.00									
03.04.18	Leeds City Council - LCTS Grant		1	4,958.00				4,958.00									
01.05.18	Leeds City Council - CIL Payment		2	2,116.88				2,116.88									
01.05.18	HMRC - VAT refund			8,088.21			8,088.21										
	Carried Forward			240,961.28	69,552.36	0.00	8,088.21	301,954.28	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	471.15
	Check total			310,513.64		310,513.64											
	Total Income 2018-2019 (for budget page)							122,256.03									
	Cash book receipts			130,344.24													
	Cash book balances		294,017.11	224,464.75	69,552.36												

	= presented	
	Total Income 2018-2019 (for budget page)	122,256.03
	Total Expenditure 2018-2019 (for budget page)	12,247.63
	Agreed to Budget	110,008.40

Horsforth Town Council
Annual Budget and Expenditure 2018-2019
Updated 19.06.18

	Annual Budget 2018-19		Income & Expenditure As At 19.06.18		Budget Remaining As At 19.06.18	
	£	£	£	£	£	£
INCOME						
Precept	114,710		114,710		0	
Council Tax Support Grant	4,958		4,958		0	
Other Grants	0		0			
Bank interest Received	0		471		0	
TOTAL INCOME		119,668		120,139		0
EXPENDITURE						
Community & Environment		760		760		0
Grants from 2017-18 Budget						
Community & Environment						
Grants & Sponsorship	5,000		0		5,000	
Award Scheme	150		59		91	
Civic Service - Vired to C&E/Horsforth Gala	0		0		0	
C&E/Horsforth Gala	200		0		200	
Remembrance Service	350		0		350	
Horsforth Matters	3,500		0		3,500	
Band Concerts	1,000		0		1,000	
Events and Projects	1,500		28		1,472	
Christmas Motifs, Trees and Switch On	14,200		0		14,200	
Summer Baskets Installation & Water	4,600		0		4,600	
Planter Watering - HTC	400		0		400	
Planter Watering - HIB	3,200		0		3,200	
Garden Maintenance	1,000		135		865	
		35,100		222		34,878
Planning, Licensing & Traffic		1,000		0		1,000
Cold Calling Control Zone / Other		500		0		500
Salaries		49,961		5,607		44,354
Office						
Office Equipment, Photocopier & IT Support	1,500		243		1,257	
Office/IT Update (2018/19)	3,000		280		2,720	
Stationery & Printing	1,000		160		840	
Postage	250		0		250	
Telephone and broadband	600		196		404	
Subscriptions	2,600		2,336		264	
Audit, Accounts & Data Protection	2,500		293		2,208	
Miscellaneous & Quality Council	100		100		0	
Bank Charges	100		0		100	
Chairman's Allowance	300		0		300	
Room Hire, Meeting Expenses & Refreshments	600		160		440	
Legal & Professional Fees	1,000		0		1,000	
Website Maintenance	600		633		-33	
Clock Maintenance	500		0		500	
Defibrillator Maintenance	150		0		150	
Roll Of Honour	200		0		200	
Combined Insurance	1,300		0		1,300	
		16,300		4,400		11,900
Buildings						
Rent & Rates	1,000		0		1,000	
Utilities	400		0		400	
		1,400		0		1,400
Staff Training						
Staff Training	1,000		0		1,000	
Councillor Training	2,000		0		2,000	
		3,000		0		3,000
Election		8,000		0		8,000
3 & 5 The Green - Pre Acquisition Costs		10,000		1,259		8,741
Assets of Community Value						
Loan repayment	7,000		0		7,000	
Property Management & Maintenance	1,500		0		1,500	
Waste Removal	200		0		200	
Premises Cleaning & Service Charges	2,250		0		2,250	
Business Rates	300		0		300	
Water Rates	450		0		450	
Light, Heat & Power	1,050		0		1,050	
Insurance	600		0		600	
		13,350		0		13,350
TOTAL EXPENDITURE		139,371		12,247		127,124
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		-19,703		107,892		-127,124

Horsforth Town Council
Annual Budget and Expenditure 2018-2019
Designated Funds
Horsforth Town Council

		As At 19.06.18	
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.18	21,479	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 19.06.18		21,479
HORSFORTH MATTERS COMMUNITY DIRECTORY			
	Balance B/F 01.04.18	6,000	
	Income	0	
	Expenditure	0	
	Transfer of funds	-6,000	
	Balance C/F 19.06.18		0
ELECTION			
	Balance B/F 01.04.18	8,687	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 19.06.18		8,687
DEFIBRILLATOR			
	Balance B/F 01.04.18	630	
	Income	0	
	Expenditure	0	
	Transfer of funds	-630	
	Balance C/F 19.06.18		0
3 & 5 THE GREEN			
	Balance B/F 01.04.18	0	
	Income	0	
	Expenditure	0	
	Transfer of funds	70,000	
	Balance C/F 19.06.18		70,000
SPEED INDICATOR DEVICE			
	Balance B/F 01.04.18	0	
	Income	0	
	Expenditure	0	
	Transfer of funds	3,100	
	Balance C/F 19.06.18		3,100
TOTAL DESIGNATED FUNDS C/F			103,266
RESTRICTED FUND			
COMMUNITY INFRASTRUCTURE LEVY			
	Transfer of funds	0	
	Income	2,117	
	Expenditure	0	
	Transfer of funds	0	
	0		2,117
TOTAL RESTRICTED FUNDS C/F			2,117

2018-19

1. May-Jul

Correspondence and Consultations

Correspondence and Consultations Received			Updated:	17/07/18		
Date received	Details	Deadline for response	Date FW to Cllrs	Cmte & date	Full Council date	Further action?
25/05/18	YLCA - exemption from having to appoint Data Protection Officer		29/05/28		18/07/18	
11/06/18	CONSULTATION: Gambling Policy	05/08/18	12/06/18	PL&T 12/07/18	18/07/18	
12/06/18	Ward Cllr R Lewis - Phase 1B bus consultaton launch on 20 June 2018		12/06/18		18/07/18	
20/06/18	LCC Newlay Bridge works commencing 23 July 2018 for 12 weeks		21/06/18		18/07/18	
21/06/18	YLCA - car parking in town centres and action for local parks		04/07/18		18/07/18	
22/06/18	CONSULTATION: King George's Playing Fields improvement	06/07/18	27/06/18		18/07/18	
25/06/18	LCC Plastic recycling in Leeds		26/06/18		18/07/18	
25/06/18	NALC bulletin		04/07/18		18/07/18	
26/06/18	LCC - Adult Social Care marketplace event 12 July 2018		26/06/18		18/07/18	
26/06/18	LCC Horsforth Gala road closures 30 June		26/06/18		18/07/18	
02/07/18	CONSULTATION: Benton Park School expansion	27/07/18	04/07/18		18/07/18	
02/07/18	CONSULTATION: Connectng Leeds - bus route consultation	04/07/18	04/07/18		18/07/18	
02/07/18	NALC bulletin		04/07/18		18/07/18	
03/07/18	LCC customer care re Broadgate Lane repair works		04/07/18	PL&T 12/07/18	18/07/18	
09/07/18	ONW Community Committee minutes		17/07/18		18/07/18	
11/07/18	White Rose Update July 2018		17/07/18		18/07/18	
16/07/18	CONSULTATION: Licensing policy	30/09/18	17/07/18	PLT - 16/08/18	18/07/18	
17/07/18	Invitation to Kirkstall Forge - Wed 12 Sept 2018 at 7pm		17/07/18		18/07/18	Confirm attendance

MOP general enquiries		Updated:	17/07/18		
Date received	Details	Action	Crmt & date	Full Council date	Further action?
17/06/18	Complaint re road signage at Hall Lane not being removed after roadworks	Advised to contact LCC; further referred to DC and PLT	PLT - 12/07/18	18/07/18	
07/06/18	Asking what is HTC going to do about houses that are possibly going to be built near the Horsforth roundabout? What is being done about the Broadfield location? The Airport road is also unlikely to help anybody except developers.	Referred to PLT for response	PLT - 12/07/18	18/07/18	
26/06/18	Enquiry re Armistice Day plans	Referred to JP for response		18/07/18	JP responded
29/06/18	Noisy motorcyclist on Hopcroft Close - please discourage this man	Advised to contact LCC and police		18/07/18	
18/06/18	Asking about rumoured playground on St George's playing fields	Referred to LCC and LCC survey		18/07/18	
04/06/18	Minutes on website - requested minutes be forwarded to him by email (no contact details provided)	None - because no way of contacting MOP		18/07/18	
26/06/18	Asking about renting parking plot outside her garage	Ref to LCC		18/07/18	
21/06/18	Parking problem - request for double yellow lines (no address details given)	Advised to contact LCC Highways	PLT - 12/07/18	18/07/18	
02/07/18	Request for a garage at Holtdale Place	Advised to contact LCC Housing		18/07/18	
01/07/18	Parking ticket received at Horsforth Hall Park	DC to reply		18/07/18	DC replied
27/06/18	Problems re noise from a takeaway (no address details provided)	Advised to contact LCC Env Serv		18/07/18	
09/07/18	Condition of Town Street from photo shop to bookies - dirty and in need of sweeping	Referred to LCC wnwaction team		18/07/18	
12/07/18	Footpath - Brownberrie Lane through LTU grounds - overgrown and impassable	Advised to use LCC online form for PROW problems (link given)		18/07/18	
14/07/18	Request to display poster on noticeboard	Told HTC policy for poster displays and to drop off copy of poster for consideration		18/07/18	