



Horsforth Town Council

**Full Council Minutes
Wednesday 28 November 2018 at 7.15pm**

Present: In Chair - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, D Collins, Cllr S Dowling, Cllr J Garvani, Cllr M Holmes, Cllr M Hughes, Cllr M Leech, P Mallott, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr N Tinsley (arrived 7:48pm), Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou – Clerk; PCSO R Southwood

HTC/18.57 – HTC/18.60 These minute numbers have been left blank intentionally.

HTC/18.61 **To receive apologies for absence and to consider the reason for the absence.**
Apologies and reasons for absence from the meeting were received from Cllrs C Cordingley, R O’Callaghan, D Prater and N Tinsley.
Apologies and reasons for absence from the meeting of 28 September 2018 were received from Cllr M Wharton – these apologies and reasons had been submitted by Cllr M Wharton prior to the meeting on 28 September 2018 but had not been seen by the Clerk before leaving the office that day.
RESOLVED:
That the apologies and reasons for absence from this meeting from Cllrs C Cordingley, R O’Callaghan, D Prater and N Tinsley be accepted.
That the apologies and reasons for absence from the meeting of 28 September 2018 from Cllr M Wharton be accepted.

Note: Cllr N Tinsley subsequently arrived at the meeting at 7:48pm.

HTC/18.62 **Declaration of Disclosable Pecuniary and other Interests**
There were no declarations of interest.

HTC/18.63 **To consider questions and comments from members of the public at the Chairman’s discretion**
No members of the public present.

HTC/18.64 **Minutes of the previous meeting**
RESOLVED: That the minutes of the meeting held on Wednesday 26 September 2018 are a true record.

HTC/18.65 **Annual Event 2018 – presentation of certificate to Emmanuel Baptist Church.**
Deferred to the next meeting of the Council 30 January 2018.

HTC/18.66 **Horsforth Policing Update**
To receive reports from West Yorkshire Police and to consider any further action in relation to:

Signed Dated

- 18.66.1. Crime statistics. Members **noted** the crime update from PCSO R Southwood.
Summary attached.
- 18.66.2. Police Community Support Officers. (PCSOs)
Information was given regarding PCSOs in Horsforth: Horsforth has 2 full-time PCSOs and 1 part-time (88%) PCSO. Two further PCSOs also work out of the Horsforth office although they are designated to different areas (Holt Park/Cookridge and Rawdon/Yeadon).
ACTION: PCSO R Southwood was asked to request clarification on what PCSOs Horsforth should have.
- 18.66.3. Speed indicator devices (SIDs). The mobile SID had not been out recently.
- 18.66.4. Cold calling control zones. The new CCCZ for Airedale Drive/Wood Lane was going live on Friday 10 December 2018.

PCSO R Southwood left the meeting at 7:38pm.

HTC/18.67 To submit the minutes of Committee meetings as listed under for Council to note:

18.67.1	Planning, Licensing and Traffic Committee – extraordinary meeting	5 September 2018
18.67.2	Community and Environment Committee (draft)	6 September 2018
18.67.3	Planning, Licensing and Traffic Committee	20 September 2018
18.67.4	Planning, Licensing and Traffic Committee	18 October 2018
18.67.5	Finance and General Purposes Committee – extraordinary meeting (draft)	1 November 2018
18.67.6	Finance and General Purposes Committee (draft)	8 November 2018

The minutes were **noted**.

HTC/18.68 Accounts and List of Payments

The Finance and General Purposes Committee has recommended that Council approve the accounts and list of payments to 22 October 2018.

RESOLVED: To approve the accounts and list of payments to 22 October 2018.

HTC/18.69 Precept timetable.

Members **noted** the Leeds City Council precept timetable for 2019/20.

CIlr N Tinsley arrived at the meeting at 7:48pm.

HTC/18.70 Public Bodies (Admission to Meetings) Act 1960

RESOLVED: Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during items 11 and 12 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.

HTC/18.71 3 & 5 The Green

To receive an update and consider any action.

To include considering any recommendations from Finance and General Purposes Committee (F&GP) (see F&GP minutes)

Signed Dated

Cllr D Collins gave a verbal update on meetings held with Horsforth Museum relating to museum finances and options that had been discussed regarding use of the Stables and the meeting room at No. 3.

Members discussed the use of the Stables.

RESOLVED: That Finance & General Purposes Committee be asked to assess giving Horsforth Museum a grant of £3000 per annum for five years.

ACTION: All members were asked to consider alternative groups or partners who may be able to use the Stables.

Cllr D Collins left the meeting at 8:20pm.

HTC/18.72 Recommendations from Staffing and Employment Committee

RESOLVED: To approve the recommendations of Staffing and Employment Committee as follows:

- To authorise 5 to 7 hours per week overtime for the Clerk to spend on CILCA;
- To amend the annual leave policy to authorise office staff to take up to 1 day's annual leave without the prior agreement of the line manager;
- To amend the flexitime and toil policy to remove the requirement for staff to take a 20 minute rest break after 6 hours of working and to give them an entitlement instead; to make the 20 minute rest break unpaid;
- To purchase a mobile telephone for use by staff and councillors;
- To close the office for additional days 2 – 4 January 2019.

HTC/18.73 Defibrillator

To consider a further defibrillator in Horsforth.

Cllr R Hardcastle gave a report. A suitable site for a defibrillator on Station Road had been found at the business, Mousie Brown. This would provide defibrillator cover for this part of Horsforth and the lower part of Cookridge. The approximate cost would be £1300 with yearly maintenance costs in the region of £70. Electricity costs would be the responsibility of the business owner.

Brian Firth of Global CPAD Campaign would be responsible for ensuring the necessary agreement and consents with the building owner were in place, and for arranging installation.

RESOLVED: To approve funding the installation and yearly maintenance of a defibrillator at Mousie Brown on Station Road.

HTC/18.74 Revised Guidance on Register of Interests

Members **noted** the latest guidance (updated as at September 2018) from Leeds City Council on Register of Interests.

HTC/18.75 Leeds City Council - Parish Charter Working Group

To receive an update.

Cllr M Hughes reported on a meeting of the Parish Charter Working Group attended by Cllr M Hughes and the Clerk.

Leeds City Council wished to review and improve the Charter.

It was hoped that revisions would take place in January 2019.

Signed Dated

Noted.

ACTION: Cllr M Hughes and the Clerk to report back on progress.

HTC/18.76 Motion (in the name of Cllr J Garvani) to stop the use of single use plastics by Council and to encourage businesses and schools to do the same

It was moved by Cllr J Garvani, seconded by Cllr M Hughes that Horsforth Town Council notes the recent motion passed by Leeds City Council (LCC) to phase out single-use plastics and seeking to stop contractors, suppliers and vendors at Council events from using them.

Whilst Horsforth Town Council does not have the powers of LCC, it can set a lead and urge other businesses in Horsforth to stop the use of single-use plastic.

To this end, Council resolves to:

1. Stop the use of single-use plastic as soon as practically possible.
2. Write to businesses, especially cafes, and schools in Horsforth urging them to do the same.
3. Highlight that the Council is single-use plastic free on all publicity for Council events.
4. Publicise this on the Council website and Facebook page.

Review progress on this every 3-6 months

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HTC/18.77 Council Surgery

Cllrs C Calvert and S Dowling volunteered for the Council Surgery on 30 January 2019.

HTC/18.78 Matters for information

Members **noted** the following:

- A schedule of correspondence and consultations received for the period to 28 November 2018;
- That changes to Leeds City Council bin collections for Christmas and New Year had been posted on the Council's Facebook page;
- That the Neighbourhood Plan was out for consultation.

HTC/18.79 Items for future agenda

Budget 2019-20.

Signed Dated

HTC/18.80 Date of next meeting

30 January 2019.

Deadline for agenda items: 17 January 2019.

Noted.

The meeting closed at 8:45pm

*Distribution: Cllrs M Boyes, C Calvert, D Collins, C Cordingley, S Dowling, J Garvani, S Glover,
R Hardcastle, 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 statistics: Horsforth**28 November 2018**

Assaults – 15
Blackmail – 1
Breach of Sex Offenders Register – 2
Burglary business – 4
Burglary residential – 25
Domestic – Crime – 29
Drugs – Possession – 3
Harrassment – 6
Hate Crime – 5
MOWP – 14 (petrol stations) - 1 Taxi
Nuis Telephone Calls – 5
OPL – 1
Public Order Offences – 7
Robbery - 1
TFMV – 15
TOMV - 2
TOPC – 2
Theft – 16
TWOC - 1