



Horsforth Town Council

Full Council Minutes
Wednesday 30 January 2019 at 7.15pm

Present: In Chair - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, D Collins, Cllr C Cordingley, Cllr S Dowling, Cllr J Garvani, Cllr S Glover, Cllr M Holmes, Cllr R Jacques, Cllr M Leech, P Mallott, Cllr D Prater, Cllr J Pritlove, Cllr A Radford, Cllr I Scott, Cllr M Wharton, Cllr V Wood-Robinson

In attendance: J Sou – Clerk; PCSO R Southwood; representatives from Emmanuel Baptist Church, Horsforth School, Leeds City Council and Horsforth Live at Home.

HTC/18.81 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs M Hughes and R O'Callghan be accepted.

Note: Cllrs C Calvert and P Mallott were delayed joining the meeting due to the councillor surgery over-running.

HTC/18.82 Declaration of Disclosable Pecuniary and other Interests

The following non-pecuniary interests were declared:

Cllrs D Collins and V Wood Robinson - Item 11, members of Horsforth Live at Home Committee.

HTC/18.83 To consider questions and comments from members of the public at the Chairman's discretion

No questions or comments.

HTC/18.84 Minutes of the previous meeting

RESOLVED: That the minutes of the meeting held on Wednesday 28 November 2018 are a true record.

HTC/18.85 Presentation to Emmanuel Baptist Church – Peace Event 2018

A certificate of appreciation was presented to Mr Mark Trudgill and Mr Mark Milsom in thanks for the contribution by Emmanuel Baptist Church towards the Peace Event 2018. Mr Trudgill and Mr Milson left the meeting after the presentation.

HTC/18.86 Horsforth School: Expansion Proposals

Mr Paul Bell, headteacher of Horsforth School, was in attendance with colleagues from the Trustee Board and from Leeds City Council.

Mr Bell gave a presentation on the proposals to expand Horsforth School. Consultation papers had been previously circulated to members.

Members asked a number of questions of Mr Bell which were answered.

Mr Bell and his colleagues left the meeting.

Signed Dated

Members considered a response to the consultation and it was **AGREED** that, in principle, the Council supported the proposed expansion of Horsforth School.

ACTION: Clerk to make response to consultation.

Note: Cllrs C Calvert and P Mallott arrived at the meeting during this item (7.40pm).

HTC/18.87 Horsforth Policing Update

- Crime statistics. Members **noted** the crime update from PCSO R Southwood. **Attached.**
- Police community support officers. No further funding available for PCSOs. **Noted.**
- Speed indicator devices (SIDs). The mobile SID has not been out due to lack of transport support. Discussion regarding a portable speed gun. **ACTION: Planning, Licensing and Traffic Committee was requested to investigate the possible purchase of a speed gun.**
- Cold calling control zones. No further zones are being considered at present.

PCSO R Southwood left the meeting.

HTC/18.88 To submit the minutes of Committee meetings as listed under for Council to note:

18.88.1	Planning, Licensing and Traffic Committee	15 November 2018 13 December 2018 (draft)
18.88.2	Staffing and Employment Committee	22 November 2018 (draft)
18.88.3	Community and Environment Committee	6 December 2018 (draft)
18.88.4	Finance and General Purposes Committee	17 January 2019 (draft)

The minutes were **noted**.

HTC/18.89 Accounts and List of Payments

Finance and General Purposes Committee recommended that Council approve the accounts and list of payments to 10 January 2019 .

RESOLVED: To approve the accounts and list of payments to 10 January 2019.

HTC/18.90 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 item 11 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/18.91 3 & 5 The Green

1. Presentation from Horsforth Live at Home.
Ms Sally Metcalfe, Ms Beth Finch and Mr Jude Arbuckle were in attendance as representatives from Horsforth Live at Home.
Ms Metcalfe from Horsforth Live at Home gave a presentation on revised proposals for how Horsforth Live at Home would use space at 3 The Green and the potential payment that Horsforth Live at Home could make to the Council for use of the space. Funding and potential grant income was discussed.
The representatives from Horsforth Live at Home then left the meeting.
2. Cllr D Collins gave an update on 3&5 The Green.

Signed Dated

No. 3 is now vacant and Leeds City Council needs a decision from the Council whether it is to make an offer on the properties. If not, the properties will be placed on the market.

CLlr D Collins outlined various options to members if they wished to proceed with the purchase of 3&5 The Green following the change in proposed occupancy and use of 3 The Green by Horsforth Live at Home and the consequential effect on the financing of the project.

Members discussed the new proposals for occupancy by Horsforth Live at Home. It was noted that these were more in keeping with public feedback on how the buildings should be used.

Consideration was given to whether it would be more beneficial to delay some of the works to the buildings until a later date to reduce risks and initial costs or whether all works should be done at the outset. The advantages and disadvantages of both options were discussed and the impact of each option on partners in the project.

3. Members considered the recommendations of Finance and General Purposes Committee and RESOLVED as follows:

- a. That Council progresses the purchase of a 125 year old leasehold of 3 & 5 The Green and The Stables for £200,000 and makes an offer to Leeds City Council subject to securing finance and to satisfactory surveys;
- b. That the business plan be updated;
- c. That Council applies for a loan from the Public Works Loan Board of £290,000 – the detail of the loan application and the approval to be sought from the Secretary of State for Housing, Communities and Local Government to be considered at an extraordinary meeting of the Council to be arranged for a future date;
- d. That a grant of £3,000 per annum for five years to Horsforth Museum be approved, subject to the following conditions:
 - i. That the purchase of 3 & 5 The Green and The Stables by the Council proceeds;
 - ii. That Horsforth Museum pays £10,000 towards the installation of a lift at 3 & 5 The Green;
 - iii. That Horsforth Museum provides the necessary paperwork and accounts to Council

4. To approve further action required.

RESOLVED: That an extraordinary meeting of the Council be convened for mid-February 2019 onwards to consider the business plan and the detail of the loan approval required from the Secretary of State for Housing, Communities and Local Government.

CLlrs C Cordingley and V Wood-Robinson left the meeting.

HTC/18.92 Council Budget and Precept Demand 2019-20

Council was asked to consider the Finance and General Purposes Committee recommendations for the 2019-20 budget and to set the precept demand.

Recommended budget: £133,321

Recommended precept demand: Council was asked to set an appropriate precept demand.

Signed Dated

Council tax support grant for 2019-20: £4,576.

Council tax base: 7203.30

The recommended budget was based on previous proposals by Horsforth Live at Home for their occupancy of No.3. The revised proposals by Horsforth Live at Home resulted in amendments being required to the recommended budget.

The recommended budget was considered and amended in light of the revised proposals by Horsforth Live at Home.

Cuts were made to the Community and Environment Committee and the Planning, Licensing and Traffic Committee budgets. Any unspent balances in the Community and Environment Committee budget at the year-end to be transferred to a designated fund for that committee.

RESOLVED: To approve the budget for 2019-20 at £134,661 and to set the Council precept demand for 2019-20 at £119,800.

Approved budget attached.

Note: Leeds City Council had provided an explanation for the fall in the council tax base for 2019-20 from the previous year based on a rise in the number of exempt properties. Further information had also been provided in relation to new developments but had not yet been seen by members.

Members wished the council tax base to be clarified further but were content in the meantime to set the budget and precept demand.

HTC/18.93 Assets of Community Value

There had been no meeting of the Assets of Community Value Working Group. No updates to report.

HTC/18.94 Casual Vacancy

To note that there is a casual vacancy on the Council following the disqualification of Jan Hardy – declaration of casual vacancy dated 19 December 2018. **Noted.**

To consider whether to co-opt a person to fill the casual vacancy and the process of co-option.

RESOLVED: To leave the casual vacancy vacant pending the elections in May 2019 and not to co-opt to fill the vacancy.

HTC/18.95 Yorkshire Ambulance Service: Free First Aid Awareness Training

Cllr J Garvani gave the background to the offer of free first aid awareness training from Yorkshire Ambulance Service.

RESOLVED: That the Council finds a suitable venue and time to hold a free first aid awareness training session from Yorkshire Ambulance Service.

HTC/18.96 Matters for information

The Clerk reported on correspondence previously circulated to members. **Noted.**

Signed Dated

HTC/18.97 Council Surgery

Cllrs S Dowling and D Prater volunteered for the next Council Surgery – 6:45pm to 7:15pm, 27 March 2019.

HTC/18.98 Items for future agenda

None but an extraordinary meeting of Council is to be held to consider the loan approval required from the Secretary of State for Housing, Communities and Local Government.

HTC/18.99 Date of next meeting

Extraordinary meeting of Council – date to be advised

Next ordinary meeting of Council : 27 March 2019.

Deadline for agenda items: 13 March 2019.

The meeting closed at 9:35pm

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 Report for Horsforth
PCSO R Southwood
November 2018 – January 2019**

- 1 affray
 - 28 assaults
 - 2 burglary businesses
 - 11 burglary dwellings
 - 8 criminal damage
 - 1 deception
 - 25 domestic crimes
 - 13 harassment
 - 1 hate crime
 - 12 making off without payment
 - 13 nuisance calls
 - 2 driving over prescribed limit
 - 6 public order
 - 11 theft from motor vehicle
 - 1 theft of motor vehicle
 - 6 thefts
 - 1 vagrancy
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Horsforth Town Council
Budget 2019-20
Approved 30.01.2019

		Proposed Budget		Notes
		2019-20		
		£	£	
8	INCOME			
9	Precept	119,800		
10	Council Tax Support Grant	4,576		
13	3 & 5 The Green			
14	HLAH for no.3: rent & premises insurance	5,000		
15	The Museum for no.5: rent & premises insu	3,000		
16	HTC for The Stables: rent & premises insura	3,000		
17	Room Hire:			
18	Evenings (weekdays)	0		
19	Weekends	0		
20	TOTAL INCOME		135,376	
22	EXPENDITURE			
23	Community & Environment			Unspent balances from 2018-19 C&E budget
24	Grants & Sponsorship	2,000		to be designated to C&E
25	Award Scheme	100		
27	C&E/Horsforth Gala	100		
28	Remembrance Service	350		
29	Horsforth Matters	2,500		
30	Band Concerts	1,000		
31	Events and Projects	1,500		
32	Christmas Motifs, Trees and Switch On	10,200		Grant to be applied for
33	HTC Floral Displays - Installation & Water	5,077		
35	Planter Watering - HIB & Fairtrade	3,346		
36	Garden Maintenance	1,020		
37			27,193	
39	Planning, Licensing & Traffic		0	
41	Cold Calling Control Zone / Other		500	
43	Salaries			
44	Basic salary costs	41,000		
45	Overtime	3,200		
46			44,200	
48	Office			
49	Office Equipment & Photocopier Lease	1,000		
50	New Projector	300		
51	Office/IT Support	1,250		
52	Stationery & Printing	1,000		
53	Postage	250		
54	Telephone and Broadband	750		
55	Subscriptions	2,650		
56	Audit, Accounts & Data Protection	2,500		
57	Miscellaneous & Quality Council	100		
58	Bank Charges	100		
59	Chairman's Allowance	300		
60	Meeting Expenses & Refreshments	175		
61	Room Hire	525		
62	Legal & Professional Fees	1,000		
63	Website Maintenance	300		
64	Email	468		
65	Clock Maintenance	500		
66	Defibrillator Maintenance	150		
67	Roll Of Honour	100		
68	Combined Insurance	1,250		
69			14,668	
70	Staff Training			
71	Staff Training	1,000		
72	Councillor Training	2,000		
73			3,000	
75	Election		8,000	
85	3 & 5 The Green - Property Overheads			
86	Loan repayment £290k loan	14,000		
87	Site H&S and statutory inspections	3,600		
88	Site premises insurance	3,600		
89	No 3 cleaning charges	3,000		
90	No 3 business rates	2,400		
91	No 3 lght, heat, power & water	6,000		
92	Site management and maintenance	1,500		
93			34,100	
95	Horsforth Museum - grant re no.5 The Green rent		3,000	
97	TOTAL EXPENDITURE		134,661	
98				
100	SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE		715	