



## Horsforth Town Council

Full Council Minutes  
Wednesday 27 March 2019 at 7:15pm

**Present: In Chair** - Cllr R Hardcastle

Cllr M Boyes, Cllr C Calvert, Cllr S Dowling, Cllr M Holmes, 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 J Andrews; PCSO J Wishart

**HTC/18.100** These minute numbers have been left blank intentionally.

**HTC/18.101** To receive apologies for absence and to consider the reason for the absence  
**RESOLVED:** That the apologies and reasons for absence from Cllrs D Collins, J Garvani, R Jacques and R O'Callaghan be accepted.

**HTC/18.102** Declaration of Disclosable Pecuniary and other Interests  
None declared.

**HTC/18.103** To consider questions and comments from members of the public at the Chairman's discretion  
None present.

**HTC/18.104** Minutes of the previous meeting  
**RESOLVED:** That the minutes of the meetings held on 30 January 2019 and 27 February 2019 are a true record.

**HTC/18.105** **Horsforth Policing Update**  
To receive and consider reports from West Yorkshire Police.  
Members **noted** a report from the police community support officers:

- Crime statistics
  - 9 burglaries
  - 15 burglary other
  - 3 taking without consent
- Anti social behaviour
  - Off road bikes and quad bikes at Town Street, Low Lane, Station Road and Brownberrie Lane; main incidences seem to be at weekends between 2 – 6pm
  - The police response to the article in the Yorkshire Evening Post of 11 February 2019 was **noted**.
- Begging – evidence is required in order to obtain court orders; therefore, PCSOs requested that begging be reported via the 101 telephone number or on webchat on the West Yorkshire Police website; statements from councillors and the community to show the effect on residents, e.g. intimidating and harassing, would be helpful for use in evidence

Signed ..... Dated .....

- Parking at Chaddlewood Close – concerns raised by residents at parking issues during school pick up and drop off times; also wider issues such as intimidation and threats reported. Police are dealing with any reported incidents of public order but are not empowered to enforce parking restrictions. Police have attempted to meet with Parking Enforcement without success. Police do not have the resources to cover all the schools.

The PCSOs left the meeting.

**HTC/18.106 To submit the minutes of Committee meetings as listed under for Council to note:**

- |  |                          |
|--|--------------------------|
| 1. Planning, Licensing and Traffic Committee | 24 January 2019.         |
| Planning, Licensing and Traffic Committee    | 21 February 2019 (draft) |
| 2. Staffing and Employment Committee         | 7 February 2019 (draft)  |
| 3. Community and Environment Committee       | 7 March 2019 (draft)     |
| 4. Finance and General Purposes Committee    | 14 March 2019 (draft)    |

All minutes were **noted**.

**An amendment is required to Community and Environment Committee minute 18.104 to correct the name of Staffing and Employment Committee.**

**HTC/18.107 Accounts and List of Payments**

**RESOLVED: To approve the accounts and list of payments to 28 February 2019.**

**HTC/18.108 Reserves – Designated and Restricted Funds 2019/20**

**RESOLVED: To approve the designated and restricted funds for 2019/20 as proposed. See attached.**

**HTC/18.109 Leeds Bradford Airport – Link Road proposals**

It was **noted** that none of the proposals address the main problem which is the ring road.

**RESOLVED as follows:**

1. That Council consider that none of the three proposed options for the new link road are necessary or acceptable;
2. That Council considers that financial resources would be better spent on improving the link road;
3. That Council approves and supports the car parking for the rail link but has concerns regarding the proposed location.
4. That Council releases a press release setting out the above.

**HTC/18.110 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/18.111 Staffing and Recruitment**

It was **noted** that that there was therefore was a pending vacancy for the administration assistant role.

**RESOLVED as follows:**

**To accept the recommendations of the Staffing and Employment Committee:**

Signed ..... Dated .....

1. To re-name the post of administration assistant to administration officer with progression to assistant clerk on attainment of Introduction to Local Council Administration (ILCA) within 6 months of appointment or immediately on appointment if the successful applicant already holds ICLA
2. To grade the post of administration officer at new NJC SCP 7-10
3. To grade the post of assistant clerk at new NJP SCP 11-13
4. To set the working hours of the administration officer/assistant clerk at 24 hours per week over 4 days with a requirement to attend evening meetings;
5. To appoint the Clerk as the line manager for the administration officer/assistant clerk
6. To approve the job description (attached)
7. To delegate the final appointment of the administration officer/assistant clerk to the Staffing and Employment Committee
8. To set a recruitment budget of £150

**HTC/18.112 Assets of Community Value**

- No meeting of the Working Group has taken place.
- The Clerk reported receipt of the official notification from Leeds City Council that the landowner of an asset of community value, 3 & 5 The Green, intended to dispose of it. The Clerk had given formal notice that the Council wished to be treated as a bidder.  
**Noted.**

**HTC/18.113 3 & 5 The Green**

The Clerk reported that for the purpose of the loan approval application, the increase to the precept for the loan repayments was required to be reported in overall terms and not just in terms of the increase for Band D properties.

**RESOLVED: To note and confirm that the increase to the precept by 5% for a Band D property (£0.79 per year for a Band D property) for the purpose of the loan repayments is the equivalent of an overall increase to the precept by 4.44% or £5090 per year (from £114,710 in 2018-19 to £119,800 in 2019-20).**

**HTC/18.114 Risk management review**

**Noted the following:**

- The risk management review of 19 March 2019
- The need to insure items as specified on the risk management review – speed indicator device, lady’s chain of office, new projector and the Council’s bespoke Christmas light motif
- The need to obtain a valuation for the lady’s chain of office

**HTC/18.115 Internal Audit review**

**Noted:** The internal audit review of 19 March 2019.

**HTC/18.116 To consider the meeting schedule for 2019/20**

**RESOLVED as follows:**

1. That Council meetings start at 7:00pm;
2. To approve the calendar subject to the addition of Staffing and Employment Committee meetings

Signed ..... Dated .....

- HTC/18.117 Event Sub-Committee**  
**RESOLVED as follows:**
- 1. To note the recommendation of Staffing and Employment Committee that a single event sub-committee be appointed with delegated powers to make decisions and arrangements for events and with power to authorise expenditure on those events within the agreed budgets**
  - 2. To ratify the appointment of an Event Sub-Committee by the Community and Environment Committee – terms of reference attached**
  - 3. That meetings of the Event Sub-Committee are not open to the press and public**

**HTC/18.118 General Data Protection Regulations**  
No updates to report.

- HTC/18.119 Review of Terms of Reference, Policies and Procedures**
- 1. Review of Financial Regulations**  
**RESOLVED: To approve the updated Financial Regulations with spending approvals and limits and delegations for spending and authorisations for payment as set out therein.**
  - 2. No further updates to report.**

- HTC/18.120 Subscriptions**  
**RESOLVED: To approve the following subscriptions for 2019-20:**
- YLCA £1755**
  - Locality £416.67**

**HTC/18.121 Matters for Information**  
List circulated at meeting. **Noted.**

**HTC/18.122 Items for future agenda**

**HTC/18.123 Dates of next meetings**  
Annual Town Meeting – Wednesday 10 April 2019 at 7:15pm  
Annual Meeting of the Town Council – Thursday 16 May 2019 at 7:00pm

The meeting closed at 8:52pm

*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 .....

## Horsforth Town Council

## Designated and Restricted Funds to 31.03.2019 and Proposed for 2019/20

		Projected to 31.03.19		Proposed 2019/20
		£	£	£
<b>DESIGNATED FUNDS</b>				
<b>NEIGHBOURHOOD PLAN</b>				
	<b>Balance B/F 01.04.18</b>	<b>21,479</b>		
	Income	0		
	Expenditure	-13,371		
	Transfer of funds	0		
	<b>Balance C/F 28.02.19</b>		<b>8,108</b>	<b>8,108</b>
<b>ELECTION</b>				
	<b>Balance B/F 01.04.18</b>	<b>8,687</b>		
	Income	0		
	Expenditure	0		
	Transfer of funds	0		
	<b>Balance C/F 28.02.19</b>		<b>8,687</b>	<b>16,687</b>
<b>3 &amp; 5 THE GREEN - REFURBISHMENT</b>				
	<b>Balance B/F 01.04.18</b>	<b>0</b>		
	Income	0		
	Expenditure	0		
	Transfer of funds	70,000		
	<b>Balance C/F 28.02.19</b>		<b>70,000</b>	<b>70,000</b>
<b>3 &amp; 5 THE GREEN - PRE-ACQUISITION COSTS</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>7,394</b>
<b>PLANNING, LICENSING &amp; TRAFFIC - CONTINGENCY</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>1,000</b>
<b>IT UPDATE</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>2,720</b>
<b>COMMUNITY &amp; ENVIRONMENT COMMITTEE - CONTINGENCY</b>				
	<b>Projected balance b/f from Revenue Budget 2018/19</b>			<b>2,872</b>
<b>TOTAL DESIGNATED FUNDS</b>			<b>86,795</b>	
	Less: adjustment for overspend on Speed Indicator Device		10	
	<b>Total Designated Funds C/F</b>		<b>86,785</b>	<b>108,781</b>
<b>RESTRICTED FUND</b>				
<b>COMMUNITY INFRASTRUCTURE LEVY</b>				
	Income	9,760		
	Expenditure	0		
	Transfer of funds	0		
	<b>Balance C/F 28.02.19</b>		<b>9,760</b>	<b>9,760</b>
<b>TOTAL RESTRICTED FUNDS C/F</b>			<b>9,760</b>	<b>9,760</b>
<b>TOTAL DESIGNATED &amp; RESTRICTED FUNDS</b>			<b>96,545</b>	<b>118,541</b>

**Notes:**

The following are not proposed for designated funds in 2019/20:

- Horsforth Matters Community Directory
- Defibrillator
- Speed Indicator Device