



## Horsforth Town Council

Full Council Minutes  
Wednesday 31 July 2019 at 7.00pm

**Present: In Chair** – Cllr Simon M Dowling

<b>Broadfields</b>	<b>Brownberrie</b>	<b>Hall Park</b>	<b>Victoria</b>	<b>Woodside</b>
Sam L Dowling	Reiss Capitano	Simon M Dowling	Jude Arbuckle	Chris Calvert
Eddie Hyndes	Dawn Collins	Richard Hardcastle	Becca Batchelor	Rob Jacques
Raymond Jones	Rob Harris	Gordon MacFarlane	Becky Heaviside	
Rosa Shaw	Matt Leech	Tracy Stones	David Prater	
			Charlotte Sellers	

**In attendance:** J Sou – Clerk; representative from ABCD Community Builder

**HTC/19.34– HTC/19.40** These minute numbers have been left blank intentionally.

**HTC/19.41** To receive apologies for absence and to consider the reason for the absence  
**RESOLVED:** That the apologies and reasons for absence from Cllrs J Garvani, C Glover and P Mallott be accepted.

**HTC/19.42** Declaration of Disclosable Pecuniary and other Interests  
No interests declared.

**HTC/19.43** To consider questions and comments from members of the public at the Chairman's discretion  
No questions or comments.

**HTC/19.44** Minutes of the previous meeting  
**RESOLVED:** That, subject to the following amendment, the minutes of the meeting held on Wednesday 16 May 2019 are a true record.

Minute HTC/19.32 Items for Future Agenda to be amended by the insertion of the following:

- Climate change emergency working group – Cllr D Collins
- Children's play area working group – Cllr D Collins

**HTC/19.45** Horsforth Policing Update  
No officer from West Yorkshire Police present.

**HTC/19.46** ABCD Community Builder  
Members received and noted a report from the recently appointed ABCD Community Builder for Horsforth. The following points were made:

- ABCD stands for asset based community development. Assets includes people.

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

- The community builder works for a charity, HFT, which supports people with learning disabilities
- The post is funded by Leeds City Council
- The main aspect of the community builder's role is to support, nurture and connect local people's passions and make them sustainable, for example by signposting and connecting people. The community builder will be working to asset map Horsforth.

The community builder was aware of the work of Horsforth Live at Home and was meeting with that organisation.

The community builder was aware of the Council's plans to purchase 3&5 The Green and was asked to keep in mind that the Stables would be available for rent and that the Council would like a community based tenant.

**HTC/19.47 To submit the minutes of Committee meetings as listed under for Council to note and to consider recommendations not otherwise listed on the agenda:**

1.	Planning, Licensing and Traffic Committee	30 May 2019 27 June 2019	Noted Noted
2.	Community and Environment Committee	6 June 2019 (draft)  18 July 2019 – extraordinary meeting (draft)	Noted – with amendment to be made to CE/19.18 to refer to working groups.  Noted
3.	Finance and General Purposes Committee	18 July 2019 (draft)	Noted
4.	Event Sub-Committee	28 May 2019 20 June 2019 18 July 2019 – extraordinary meeting (draft)	Noted Noted Noted
5.	Staffing and Employment Committee	19 June 2019 25 July 2019 (draft)	Noted Noted – with amendment to be made to SE/19.31. Cllr R Hardcastle request that meetings are not scheduled to take place before meetings already in the diary.

Members also **noted** that the Administration Officer had successfully completed Introduction to Local Council Administration and had been appointed Assistant Clerk.

**HTC/19.48 Policies, procedures and governance documents**

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**RESOLVED: To re-adopt the Council’s policies and procedures as per the list in the agenda pack.**

**Noted:**

Policies and Procedures Working Group initially to review Standing Orders and Committee Terms of Reference.

Staffing and Employment Committee to review employment related policies and procedures

**HTC/19.49 Committees and Working Groups and external representatives**

**RESOLVED as follows:**

- 1. To appoint Cllrs R Shaw and T Stones to the Finance and General Purposes Committee**
- 2. To appoint Cllr C Calvert to the Policies and Procedures Working Group**
- 3. That Editorial Working Group be given responsibility for management of the Council’s website and Facebook page, including compliance with the Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018**
- 4. That Cllr B Heaviside be appointed Council’s representative on the Horsforth Fairtrade Steering Group**
- 5. To appoint Cllr T Stones to the Editorial Working Group**
- 6. To appoint Cllr T Stones to the Policies and Procedures Working Group**

**HTC/19.50 Accounts and List of Payments to 18 July 2019**

**RESOLVED: To approve the accounts and list of payments to 18 July 2019.**

**Noted:**

Community & Environment Committee decision to transfer its designated contingency fund to Christmas 2019.

Community infrastructure levy payment received.

**HTC/19.51 Internal audit review, internal control check and risk management review**

**Noted as follows:**

The review of internal audit and risk management by Cllrs SM Dowling and D Prater on 23 July 2019, with comments made.

That the internal control check is due by the end of October 2019.

**ACTION: Office to make arrangements with appointed members, Cllrs R Hardcastle and G MacFarlane for internal control check**

**HTC/19.52 Insurance policy – renewal date 1 September 2019**

The following were **noted:**

Link to policy documents previously circulated to members.

Insurance policy renewal date 1 September 2019

Council currently in a five year arrangement with Zurich – insured asset value automatically increases by 3% per annum.

Asset register and insured items require reviewing and some items to be removed.

“Lady’s” chain of office to be valued and added to the list of insured items – may result in adjustment to premium.

**ACTION: To review asset register; to value “lady’s” chain of office for adding to insured items.**

**HTC/19.53 Street furniture risk assessments**

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**RESOLVED: That street furniture risk assessments be delegated back to Community and Environment Committee.**

**ACTION: Office.**

**HTC/19.54 3 & 5 The Green**

**Noted as follows:**

- The Ministry of Housing, Communities and Local Government has approved Council applying for a loan not exceeding £290,000 for the purchase of a 125 year leasehold of buildings 3&5 The Green, Horsforth and their refurbishment.
- Council and working groups have previously discussed the basis of the loan applications when considering affordability of the loan but no formal resolutions were made.
- The fees payable for loans from the Public Works Loan Board.
- Further property surveys as recommended in the Condition Survey obtained by Council have been requested from Leeds City Council but it was considered that Council should obtain its own surveys.

**RESOLVED as follows:**

- 1. To apply for a loan of £290,000 from the Public Works Loan Board to purchase and refurbish 3&5 The Green on the following basis: 50 year term fixed interest rate, annuity repayment option.**
- 2. To delegate consideration of further property surveys to the appropriate working group**

**ACTION: Office to obtain property surveys.**

**HTC/19.55 Photocopier dispute**

**Noted:** the hearing has been adjourned and re-listed for 27 August 2019 with a time estimate of one hour.

**HTC/19.56 Motion to declare a climate emergency and commitment to action to achieve carbon neutrality by 2030 through a Horsforth Carbon Neutral 2030 Plan**

Further to a proposal by Cllr D Collins at the Council meeting of 16 May 2019 that an item on climate emergency action and the formation of a working group be considered by Council and included as an agenda item for Community and Environment Committee, a formal motion to Council was proposed by Cllr SM Dowling.

The formal motion was circulated to members before and at the meeting.

The following points were made in discussion:

- Essential for Council to take this step
- Much of the work is about communication of information
- Leeds City Council has initiated conversations on this – disappointing; no action
- Experts are needed at any town meeting that is called on climate emergency

**RESOLVED as follows:**

- 1. That Council declares a climate emergency;**
- 2. That Council pledges to do everything within its power to make Horsforth carbon neutral by 2030;**
- 3. That Council calls on the UK government to provide the powers and resources to make the 2030 target possible;**

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4. That Council creates a Climate Emergency Working Group (CEWG) to report to Council;
5. That Council calls a town meeting on the climate emergency to build working relationships with partners across the town and with Leeds City Council to deliver this new goal through all relevant strategies and plans;
6. That Council uses all publicity channels available to highlight what it can do to combat the climate emergency;
7. That the organisation of the town meeting referred to at point 5 above be delegated to the CEWG

The following members were appointed to the CEWG:

Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SL Dowling, SM Dowling, R Harris, E Hyndes, R Jacques, R Jones, M Leech, G MacFarlane, D Prater, C Sellers, R Shaw, T Stones

**ACTION:**

**Clerk to issue a press release to announce declaration and formation of working group. CEWG to meet. CEWG to organise town meeting.**

**HTC/19.57 Motion to increase children’s play areas in Horsforth**

Further to a proposal by Cllr D Collins at the Council meeting of 16 May 2019 that an item on children’s play areas in Horsforth and the formation of a working group to consider play area provision in Horsforth be considered by Council and included as an agenda item for Community and Environment Committee, a formal motion to Council was proposed by Cllr RW Jones.

The formal motion was circulated to members before and at the meeting.

The following points were made in discussion:

The only children’s play area in Horsforth is in Horsforth Hall Park which is not convenient for all residents, particularly those relying on public transport

**RESOLVED as follows:**

1. That Council creates a Children’s Play Area Working Group (CPAWG) to report to Council;
2. That the CPAWG convenes a public meeting to ascertain the best locations for additional play areas;
3. That the CPAWG works with Leeds City Council and other organisations to increase provision of play areas in Horsforth.

The following members were appointed to the CPAWG:

C Calvert, R Capitano, D Collins, SL Dowling, R Hardcastle, R Harris, E Hyndes, R Jacques, R Jones, M Leech, C Sellers, R Shaw, T Stones

**ACTION: CPAWG to meet. Public meeting to be convened.**

**HTC/19.58 Local Council Award Scheme**

Information given regarding the scheme and the different levels of accreditation.

Council still has some steps to take to meet foundation status.

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**RESOLVED: Council to apply for foundation status.**

**HTC/19.59 Councillor training – YLCA**

**Noted:** Further to a specific request from Council, YLCA New Councillor Training has been confirmed for 13 August 2019 at 6:30pm St Margaret’s Church in Horsforth, cost £45 per delegate. A number of places have been reserved for Horsforth Town Council members but the training has now been opened up to other parish and town councils.

12 members of Council confirmed their attendance at the training.

Clerk to be notified of any other interest as she would be finalising the numbers to YLCA by the end of the week.

**HTC/19.60 Horsforth Town Team**

Meeting on 22 July 2019. Cllrs E Hyndes and T Stones had attended the meeting.

Members **noted** a report from Cllr T Stones:

- Meeting led by Peter Mudge from Leeds City Council
- Capital project with funding from central government
- Main objective – to improve appeal of neighbourhood shopping centres
- Only a handful of local businesses were present at the meeting
- Enthusiasm but issues with how to proceed and how the project would be led

The following points were made in discussion:

- Council should provide a supporting role only – businesses need to engage and take responsibility for the area
- Previous attempt at Chamber of Commerce – limited interest from local business
- Leeds City Council ward councillors have been speaking to Peter Mudge: consultation needed

**HTC/19.61 Dementia Friendly Horsforth**

The following were **noted**:

- Community and Environment Committee resolved that this item be referred to full Council.
- A written report from Cllr J Arbuckle, Dementia Friendly champion, on a meeting of the Dementia Friendly Steering Group on 3 June 2019.

**HTC/19.62 YLCA branch meeting 11 June 2019**

Members **noted** that Council would be hosting the next YLCA branch meeting in October 2019 but that thereafter hosting of the branch meetings would be rotated with other parish and town councils.

**HTC/19.63 Office closure – week commencing 5 August 2019. Noted.**

**HTC/19.64 Matters for information**

- Horsforth Farmers’ Market community stall Saturday 3 August 2019, 9:30am to 12:30pm – volunteer members needed. Please email Cllr C Calvert.
- Horsforth Matters – delivery arrangements discussed. Target – 2 weeks for delivery. Members to make a note of addresses which cannot be accessed – for future discussion

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as how to deliver to those addresses. Any undelivered copies to be returned to the office for distribution in public areas.

- Newlay Conservation Society. Victoria ward councillors have been invited to attend meetings in rotation. Cllr B Batchelor will be attending the next meeting on 9 September 2019.

**HTC/19.65 Council Surgery**

Cllrs R Capitano and R Jones volunteered for the next Council surgery – Wednesday 2 October 2019 at 6:30pm.

**Noted:** details of Council surgeries should be posted on the display for Horsforth Farmers' Market and on the Council website.

**HTC/19.66 Items for future agenda**

3 & 5 The Green.

**HTC/19.67 Date of next meeting**

The next meeting of the Town Council is on Wednesday 2 October 2019 at 7pm.

The meeting closed at 8:29pm

*Distribution: Cllrs J Arbuckle, B Batchelor, C Calvert, R Capitano, D Collins, SM Dowling, SL Dowling, J Garvani, C Glover, R Hardcastle, R Harris, B Heaviside, E Hyndes, R Jacques R Jones, M Leech, G MacFarlane, P Mallott, D Prater, C Sellers, R Shaw, T Stones*

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