



Horsforth Town Council

Full Council Minutes
Wednesday 29 January 2020 at 7.00pm

Present: In Chair – Cllr J Garvani

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
John Garvani	Reiss Capitano	Richard Hardcastle	Jude Arbuckle	Chris Calvert
Eddie Hyndes	Dawn Collins	Tracy Stones	Becca Batchelor	R Jacques
Raymond Jones	Christine Glover	G MacFarlane	Becky Heaviside	
	Rob Harris		C Sellers	
	M Leech			

In attendance: J Sou – Clerk; L Farrell – Assistant Clerk; 1 member of the public - representative from ABCD Community Builder.

HTC/19.113 120 These minute numbers have been left blank intentionally.

HTC/19.121 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs S Dowling, SL Dowling, P Mallott, D Prater and R Shaw be accepted.

HTC/19.122 Declaration of Disclosable Pecuniary and other Interests
None declared.

HTC/19.123 To consider questions and comments from members of the public at the Chairman's discretion
Representative from Plastic free North West Leeds spoke about working with Horsforth Town Council to reduce plastic used in Horsforth.
RESOLVED: Place item on next Finance and General Purposes Committee agenda for further discussion.

HTC/19.124 Minutes of the previous meeting
RESOLVED: To approve the minutes of the Council meeting of 27 November 2019.

HTC/19.125 Horsforth Policing Update
Members **noted** the crime report for November-December 2019 by PC French. **See attached Appendix 1.**
Note: attached crime report was sent by PC French, and circulated to members, after the meeting.
A member raised the issue of potential squatters at a property on Low Lane. PC French advised that she would follow up on this issue.

Signed Dated

PC French advised members that non uniformed officers would be monitoring the speed of traffic in various locations in Horsforth.

Discussion regarding speed strips and speed cushions. A full traffic regulation order is required to convert speed cushions to speed strips – approximate cost in the region of £7,000. Cllr D Collins can put a request into Leeds City Council to add any areas of concern to the list for a speed strip.

ACTION:

Office to add PC French to the circulation list for Low Lane SID data.

Office to amend future agendas to remove the specific item on speed indicator devices and instead to include a general item on road safety and traffic.

HTC/19.126 Budget and Precept

To set the budget and precept demand for 2020-21.

Recommendations from Finance and General Purposes (FGP) Committee :

- Budget £163,021
- Precept demand £125,300 (2% increase for a Band D property)

RESOLVED:

To accept the recommendations of Finance and General Purposes Committee as follows:

To approve a budget of £163,021 for 2020-21, See Appendix 2 for approved budget.

To demand a precept of £125,300

HTC/19.127 The following minutes were submitted and noted:

19.127.1	Planning, Licensing and Traffic Committee	21 November 2019 19 December 2019 (draft)
19.127.2	Community and Environment Committee	9 January 2020 (draft)
19.127.3	Finance and General Purposes Committee	16 January 2020 (draft)
19.127.4	Climate Change Working Group	10 September 2019 (draft) 2 January 2020 (draft)

HTC/19.128 Accounts and List of Payments

RESOLVED: To accept the recommendation of FGP Committee and to approve the accounts and list of payments to 9 January 2020, subject to the following:

The correct figure for the balance of the Neighbourhood Plan designated fund is £4,787 and the correct figure for the total balance of designated funds is £104,530.

ACTION: The Accounts to be updated with the corrected figures at the next visit of the bookkeeper.

HTC/19.129 Account signatories – to update account signatories.

RESOLVED: To remove Cllr D Collins as signatory to all Council accounts and to add Cllr S M Dowling as signatory to all Council accounts.

ACTION: Office to organise change of signatory.

HTC/19.130 3 & 5 The Green

Members noted ongoing negotiations with Leeds City Council on the draft heads of terms and raised a number of issues and queries requiring clarification on the latest correspondence.

Members considered how the matter should be progressed in future.

Signed Dated

RESOLVED: That Cllrs Collins, S M Dowling, Garvani and the Clerk be authorised to continue the negotiations with Leeds City Council. Actions taken to be reported to FGP Committee or Council.

ACTION: Office to respond to Leeds City Council with Council's comments and to request the clarification.

HTC/19.131 Updates from Working Groups/representatives on external groups reporting to Council

Members **noted** the following updates:

19.131.1. Editorial Working Group

Horsforth Matters newsletter winter edition ready to go.

Another meeting to be arranged to discuss website updates and next edition of Horsforth Matters.

19.131.2. Policies and Procedures Working Group

First meeting to be arranged.

19.131.3. Climate Emergency/Change Working Group

First meeting to be arranged.

ACTION: Group to consider name of working group – Climate Emergency or Climate Change.

19.131.4. Children's Play Area Working Group

Not yet met.

19.131.5. Dementia Champion

Noted: written report of 23 January 2020 on the activities of Dementia Friendly Horsforth from Cllr J Arbuckle.

Dementia information sessions are available to members. Contact Cllr C Calvert if interested.

Next meeting of Dementia Friendly Horsforth – 9 February 2020.

HTC/19.132 Annual Town Meeting

RESOLVED: That the Annual Town Meeting will be held on 2 April 2020.

ACTION: Office to organise room booking and publicity

HTC/19.133 Locality Subscription – to consider cancelling

RESOLVED: To suspend Locality subscription.

ACTION: Office to cancel subscription.

HTC/19.134 Matters for information

Noted as follows:

- YLCA branch meeting dates – 18 February 2020, 16 June 2020 and 20 October 2020 – all at 7:30pm, Swillington Village Hall
- Community librarian for Horsforth – offer to speak to Council about her work with community group.
ACTION: Office to invite Community librarian to a meeting of full Council.
- Fink Hill Jubilee clock refurbishment – beginning 20 April 2020

HTC/19.135 Council Surgery

Cllrs B Batchelor and P Mallott volunteered for the next Council Surgery – 6:30pm to 7:00pm, 25 March 2020

Signed Dated

HTC/19.136 Items for future agenda

- Fairtrade - Horsforth Fairtrade accreditation renewal due April 2020.
ACTION: Cllr B Heaviside to provide details for agenda item.
- Neighbourhood Plan – to note outcome of referendum.

HTC/19.137 Date of next meeting

Members are asked to note the date of the next meeting: 25 March 2020.
Deadline for agenda items: 13 March 2020.

The meeting closed at 8:24pm

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

Horsforth Crime Report 1/1/20 – 27/1/20

Theft from Vehicle

Station Road 1/2/19 – Insecure rear door was left Insecure, search made of the van, nothing stolen.

Theft of Vehicle

Alexandra Road – Approach vehicle that is locked and secure, entry is gained to the vehicle which is then stolen.

Burglary

Station Road 1/2/ - Enter through Insecure front door. Search of the property was made and items stolen.

Green Banks Drive 3/1 – Enter through Insecure rear door, vehicle keys are removed from the property and make off in the vehicle.

Scotland Way 5/1 – Males are seen trying door handles, occupant rings police and males were arrested. No entry was gained to any property.

Broadway 6/1 – Enter property by smashing the bottom panel of the door. Search of the property made and items stolen.

Victoria Gardens 8/1– Enter property through insecure front window, search made and property stolen.

Newlay Lane 13/1 – Attempt to gain entry by smashing the back patio doors with a brick. No entry gained.

Bachelor Lane 21/1 – Entry gained by smashing front window and door, search made, nothing stolen.

Perth Mount 25/1 – Entry gained by snapping the euro profile lock on the rear patio doors. Search of the property made, nothing stolen.

Robbery

Armed Robbery on Broadgate Lane, money was stolen. With the quick response from Neighbourhood Policing and Response team, evidence were secured and males were later arrested and charged.

Horsforth Town Council
Annual Budget and Expenditure 2020-2021
Approved 29.01.2020

		Annual Budget 2020-2021	
		£	£
INCOME			
	Precept	125,300	
	Council Tax Support Grant	4,654	
	Bank Interest Received	500	
3 & 5 The Green			
	HIAH No3: Rent & Premises Insurance	0	
	The Museum No5: Rent & Premises Insurance	3,000	
	HTC The Stables: Rent & Premises Insurance	0	
TOTAL INCOME			133,454
EXPENDITURE			
Community & Environment			
	Grants & Sponsorship	3,500	
	Award Scheme	120	
	Civic Service	100	
	Horsforth Gala	100	
	Remembrance Service	400	
	Horsforth Matters	3,200	
	Band Concerts	1,000	
	Events and Projects (Annual Event)	1,500	
	Christmas Motifs, Trees and Switch On	15,600	
	Event Insurance	250	
	HTC Floral Displays - Installation & Water	5,230	
	Community Watering - HIB & Fairtrade	3,450	
	Garden Maintenance	1,050	
			35,500
Planning, Licensing & Traffic			1,000
Cold Calling Control Zone / Other			500
Climate Change			2,000
Salaries			
	Basic Salary Costs	47,301	
	Overtime	6,250	
			53,551
Office			
	Office Equipment & Photocopier Lease	750	
	IT Support	1,000	
	Stationery & Printing	750	
	Postage	200	
	Telephone and Broadband	800	
	Subscriptions	2,200	
	Audit, Accounts & Data Protection	1,750	
	Miscellaneous & Quality Council	150	
	Bank Charges	150	
	Chairman's Allowance	300	
	Meeting Expenses & Refreshments	175	
	Room Hire	525	
	Legal & Professional Fees	1,000	
	Website Maintenance	300	
	Email	450	
	Website Upgrade	2,000	
	Clock Maintenance	3,000	
	Defibrillator Maintenance	1,000	
	Roll Of Honour	120	
	Combined Insurance	1,250	
			17,870
Staff Training			
	Staff Training	1,000	
	Councillor Training	2,000	
			3,000
Election			8,000
Property Overheads			
3 & 5 The Green			
	Loan repayment	14,000	
	Site H&S & Statutory Inspections	3,600	
	Site Premises Insurance	3,600	
	No 3 Cleaning Charges	3,000	
	No 3 Business Rates	2,400	
	No 3 Light, Heat, Power & Water	6,000	
	Site Mngement & Maintenance	1,500	
			34,100
Mechanics Institute			
	Utilities - back payment		4,500
Horsforth Museum - Gant re No 5 The Green Rent			3,000
TOTAL EXPENDITURE			163,021
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-29,567