



Horsforth Town Council

Full Council Minutes
Thursday 25 March 2021 at 7.00pm

Present: In Chair – Cllr J Garvani

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
John Garvani	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
Eddie Hyndes	Dawn Collins	Richard Hardcastle	Becca Batchelor	
Raymond Jones	Christine Glover	Peter Mallott	David Prater	
Rosa Shaw	Rob Harris	Tracy Stones	Charlotte Sellers	
	Matt Leech			

In attendance: J Sou – Clerk, L Farrell – Assistant Clerk, PC J French, PCSO J Richardson, 1 member of the public

HTC/20.01 – HTC/19.10 These minute numbers have been left blank intentionally.

HTC/20.71 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs S L Dowling, R Hardcastle, R Jacques and C Sellers be accepted.
Note: Cllrs R Hardcastle and C Sellers subsequently joined the meeting.

HTC/20.72 **Declaration of Disclosable Pecuniary and other Interests**
Non-pecuniary interests declared:
Cllr S M Dowling - Item 11, nominated one of the nominees.

HTC/20.73 To consider questions and comments from members of the public at the Chairman's discretion
No questions or comments.

HTC/20.74 **Minutes of the previous meeting**
RESOLVED: That the minutes of the meeting held on Wednesday 28 January 2021 are a true record.

HTC/20.75 **Horsforth Policing Update**
PC J French and PCSO J Richardson reported on policing and crime matters in Horsforth.

- Crime statistics not yet available. These are now being prepared by the new neighbourhood co-ordinator to a standardised format. PC French will forward the report when it is available.
- Crime generally lower than usual due to lockdown.
- One serious incident – sexual assault on Cliffe Drive – under investigation by the Major Inquiry Team.

Signed Dated

- Different types of crime – in particular, the fraud and targeting of older people in their homes.
- The following incidents were reported and will be investigated/action taken by the police:
 - St James Drive and neighbouring streets – being used as rat runs; speeding concerns; cars parked on corners
 - Problems with quad bikes being ridden on roads
 - St James Drive – regular reports of a house having its windows put in; assault with a hammer witnessed; suspicious vehicles on the street

PC French and PCSO Richardson left the meeting.

ACTION: Office to circulate crime report to members when it is available.

HTC/20.76 The following Committee and Working Group minutes were submitted and noted:

20.76.1.	Planning, Licensing and Traffic Committee	21 January 2021 18 February 2021 18 March 2021 (draft)
20.76.2.	Community and Environment Committee	4 March 2021 (draft)
20.76.3.	Finance and General Purposes Committee	11 March 2021 (draft)
20.76.4.	Events Sub-Committee	10 March 2021 (draft)
20.76.5.	Community Infrastructure Levy Working Group	9 March 2021 (draft)

HTC/20.77 Accounts and List of Payments

RESOLVED: To approve the accounts and list of payments to 4 March 2021 (attached).

HTC/20.78 Casual Vacancy

Noted as follows:

The casual vacancy in Hall Park Ward following the resignation of Gordon MacFarlane. That a by-election was called to fill the vacancy and is to be held on Thursday 6 May 2021. Thanks were given to Gordon MacFarlane for his contribution to the Council.

ACTION: Clerk to write letter of thanks to Gordon MacFarlane.

HTC/20.79 3 & 5 The Green

Members considered the latest draft of the lease.

RESOLVED as follows:

1. **To instruct the Council’s solicitors that Council’s intended use of the buildings is non-profit and that the buildings will be for community use. If there is any proposed deviation from this, Council will consult Leeds City Council first.**
2. **To give delegated powers to the Clerk, in consultation with the Chairman, Vice-Chairman and Cllr D Collins, to progress and finalise the lease.**

ACTION: Clerk to refer back to the Council’s solicitors.

HTC/20.80 Free School Meals Fund

20.80.1. RESOLVED: To ratify the following payments made from the Free School Meals Fund:

20.80.1.1. Broadgate Primary School £100

20.80.1.2. Horsforth Featherbank Primary School £500

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- 20.80.2. **RESOLVED:** To give delegated powers to the Clerk, in consultation with the Chairman, Vice-Chairman and Cllr D Collins, to consider and approve applications for payments from the Free School Meals Fund.
- 20.80.3. To issue as soon as possible a further invitation to all schools in Horsforth and to Horsforth Children’s Centre to apply for payments from the Free School Meals Fund.

ACTION: Office to invite applications.

HTC/20.81 Good Citizen and Young Achiever Awards

- 20.81.1. **RESOLVED:** Under the Public Bodies (Admission to Meetings) Act 1960 to exclude members of the press and public from the meeting during this item by reason that the item will disclose the identity of individuals and information relating to them.
- 20.81.2. **RESOLVED:**
To award Good Citizen awards to the first and second named nominees.
To award Young Achiever award to the nominee.

ACTION: Office to contact nominees.

HTC/20.82 Covid-19 contingency plans

- 20.82.1. **Noted:** the power to hold remote Council and Committee meetings expires on 6 May 2021
- 20.82.2. **RESOLVED as follows:**
 1. To hold the Annual Meeting of the Town Council (AMTC) as scheduled on 27 May 2021 and to keep under review. To hold remotely if permitted;
 2. To hold the Annual Town Meeting on 27 May 2021, before the AMTC;
 3. To provisionally book rooms for Committee and Council meetings after 7 May 2021 and to keep under review;
 4. That, during the operational period, the Clerk and Assistant Clerk be given individual delegated authority to comment on planning applications in accordance with procedures previously agreed;
 5. That, during the operational period and where there are not already delegated powers to the Clerk or Assistant Clerk, the Clerk be given delegated authority to do anything expedient and necessary to ensure the continued business of the Council, and to deal with mandatory undertakings to prevent the Council from incurring liability;
 6. That the Clerk will where possible consult with the Chairman and Vice Chairman of Council and the Chairman of the relevant Committee before making decisions under (5) above;
 7. That if the Clerk is temporarily incapacitated and unable to carry out their duties during the operational period, all delegated authority will pass to the Assistant Clerk for the period the Clerk is incapacitated and subject to the same requirements and restrictions;
 8. That for the purposes of this resolution the “operational period” will begin at the close of the meeting at which this resolution is made and continue until rescinded by a subsequent Council meeting when all Council members and members of the public are next able to meet in

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person in accordance with Government advice in respect of the Covid-19 outbreak and the requirements of the Local Government Act 1972.

ACTION: Provisional room bookings have already been made for most dates. Office to confirm availability and suitability of proposed venues. To conduct risk assessments as necessary.

- HTC/20.83 Yorkshire Local Councils Association (YLCA)**
- 20.83.1. Noted** – report from Cllr S M Dowling on the YLCA branch meeting of 16 February 2021:
- Cllr James Lewis, the new leader of Leeds City Council (LCC), spoke of LCC’s post-Covid plans
 - YLCA is encouraging councillor training; various remote courses available
- ACTION: Office circulates details of training to members; members to contact the Office if interested**
- 20.83.2.** The YLCA survey on a permanent power for local councils to hold remote and hybrid meetings was completed.
- ACTION: Office to submit completed survey.**
- HTC/20.84 Young People’s Champion**
Noted: Cllr R Shaw is standing down as Young People’s Champion; Thanks were given to Cllr R Shaw
Cllr R Capitano was appointed Young People’s Champion.
- HTC/20.85 Proposed meetings schedule 2021/22**
Noted – the proposed meeting schedule for 2021/22 (attached).
- HTC/20.86 Matters for information**
- Civic Service – proposed date and venue, 25 July 2021, St James’s Church
 - Leeds Bradford Airport – application for replacement terminal approved by LCC; now with the Secretary of State for review
 - Councillor surgeries – Cllrs J Arbuckle, C Calvert, R Capitano, P Mallott, D Prater and T Stones volunteered. Dates to be confirmed.
- HTC/20.87 Items for future agenda**
None
- HTC/20.88 Date of next meeting**
Annual Meeting of the Town Council – 27 May 2021

The meeting closed at 9:09pm

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, P Mallott, D Prater, C Sellers, R Shaw, T Stones

Signed Dated