



Horsforth Town Council

Full Council Minutes
Wednesday 29 July 2021 at 7.00pm
St Margaret's Parish Centre, Church Lane, Horsforth LS18 5LA

Present: In Chair – Cllr Simon Dowling

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Sam Dowling	Reiss Capitano	Simon Dowling	Jude Arbuckle	Chris Calvert
John Garvani	Dawn Collins	Katharine Firth	Charlotte Sellers	
Eddie Hyndes	Christine Glover	Richard Hardcastle		
Raymond Jones	Rob Harris	Peter Mallott		
	Margaret Townsley	Tracy Stones		

In attendance: J Sou – Clerk; PCSOs J Richardson and J Andrews

HTC/21.31 To receive apologies for absence and to consider the reason for the absence
RESOLVED: That the apologies and reasons for absence from Cllrs B Batchelor, D Prater and R Shaw be accepted.

HTC/21.32 Declaration of Disclosable Pecuniary and other Interests
None declared.

HTC/21.33 Public Participation
No members of the public present.

HTC/21.34 Minutes of the previous meetings
RESOLVED: That, subject as set out below, the minutes of the following meetings are a true record:
Annual meeting of the Town Council and the first meeting of Council – 27 May 2021 – subject to adding Staffing and Employment Committee to the list at AMTC/21.9
Extraordinary meeting of Council - 17 June 2021
It was requested to amend the minutes of the meeting of the extraordinary meeting of 17 June 2021 to include an explanation why the meeting had been called.
ACTION: Clerk to amend minutes of 17 June 2021 as requested.

HTC/21.35 To receive and note the minutes of the following meetings
NOTED: the minutes of the following meetings:

Planning, Licensing & Traffic Committee (PLT)	20 May 2021 (draft)
Planning, Licensing & Traffic Committee Advisory Group	1 July 2021(draft)
	22 July 2021 (draft)

Signed Dated

Cllr R Jones gave further information on a meeting he had attended of the Leeds City Council Licensing Sub-Committee to consider an application by Londis, Low Lane, to vary a premises licence. Council had objected to the application.

HTC/21.36 Police report

NOTED: reports on crime statistics for 7 June 2021 and 21 July 2021 (previously circulated to members).

PCSOs J Richardson and J Andrews gave an update on crime and traffic matters in Horsforth. The following issues were raised:

- Speeding: please let the police know of any particular areas of concern; St Margaret's Road, King George Road, Scotland Lane
- Anti-social behaviour – St Margaret's
- Incidents on St James Drive – will not show in crime statistics if a victim does not report the incident
- Robbery at McColls – PCSO J Richardson to update with any information
- Parking outside schools following the summer holidays – plans discussed

HTC/21.37 Finance

RESOLVED: To approve the accounts and list of payments to 9 July 2021.

HTC/21.38 Committees and Working Groups

21.38.1 RESOLVED: To ratify the following revised terms of reference:

- Community and Environment Committee
- Planning, Licensing and Traffic Committee
- Events Sub-Committee Community Infrastructure Levy Advisory Group
- Editorial Working Group

FURTHER RESOLVED: To approve the following revised terms of reference:

- Community Infrastructure Levy Advisory Group
- The Green Advisory Group

21.38.2 RESOLVED: To ratify the appointments to Events Sub-Committee, as shown at Appendix 1.

21.38.3 RESOLVED: To appoint members to the Community Infrastructure Levy Advisory Group and 3&5 The Green Advisory Group, as shown at Appendix 2.

ACTION: Clerk to confirm whether Cllr R Shaw wishes a seat on either of these groups.

21.38.4 NOTED: membership of other working groups, as shown at Appendix 2.

21.38.5 RESOLVED: To approve the Working, Advisory and Steering Group protocol.

ACTION: Office to revise template minutes for the groups to include action points.

HTC/21.39 3&5 The Green

Update given. Council was waiting for a completion date from Leeds City Council.

ACTION: Cllr D Collins to contact Leeds City Council. Clerk to send correspondence from solicitor.

Signed Dated

HTC/21.40 Insurance – renewal date 1 September 2021

NOTED: Up to date policy schedule and list of insured assets.

RESOLVED: To approve payment of the premium of £1,129.68.

FURTHER NOTED: Buildings insurance for 3&5 The Green will be due once completion takes place. The annual premium for buildings insurance has been quoted at £1069.21 and is provided for in the budget. A pro-rata premium for buildings insurance will be due if completion takes place before the insurance is renewed on 1 September 2021.

HTC/21.41 Remembrance Sunday event

Thanks were given to the Assistant Clerk, Lyn Farrell, for her work in finding out the information required and for preparing the report for Council to consider whether it should take over responsibility for an event to commemorate Remembrance Sunday.

The Assistant Clerk had obtained confirmation that the police would support a parade for Remembrance Sunday. However, Cllr Collins reported her understanding that the police may not support the parade if the Royal British Legion no longer supported it.

The report before Council gave costs details for supporting the event with and without police support.

RESOLVED: That Council will take over responsibility for organising an event to commemorate Remembrance Sunday, including a parade, whether or not the police provides support.

ACTION: Events Sub-Committee to organise the event and parade for Remembrance Sunday.

HTC/21.42 Free School Meals Fund (FSM Fund)

21.42.1 RESOLVED: To award Horsforth Children’s Services up to £500 in £9 food vouchers, to be given to the families of children resident in Horsforth who are not eligible for free school meals but who are in need of extra assistance over the summer holidays.

21.42.2 RESOLVED: That the FSM Fund be left open to applications over the summer period, with applications to be decided on an individual basis as and when they are received. Decisions on applications are delegated to the Clerk, in consultation with Cllrs Simon Dowling, J Garvani and D Collins.

HTC/21.43 Defibrillators

21.43.1 Horsforth Sports Club defibrillator - to consider a request to change the defibrillator to one that has paediatric mode

The following matters were noted:

- The defibrillator had been paid for by Council
- Its primary purpose was for public use
- The location was registered with Yorkshire Ambulance Service
- Concerns if the defibrillator was moved from the registered location to a different location nearer pitch-side, whether permanently or during matches at the club
- Whether funding might be available from the Football Association or other sources to provide defibrillators to youth football clubs

RESOLVED as follows:

- **To authorise Cllr R Hardcastle to investigate the matter further**

Signed Dated

- Subject to confirmation that the unit would remain in its original position and would only be moved when needed for emergency use, to authorise modifying the unit for paediatric use at the club's expense

21.43.2 RESOLVED: Further to a recommendation from FGP Advisory Group, to approve Council fully funding and maintaining a defibrillator at St James Woodside in lieu of Council giving a grant of £500 towards a defibrillator

HTC/21.44 Reports relating to Dementia Friendly, Horsforth Fairtrade and Young People's Champion
RESOLVED: That these reports should be referred to full Council meetings

HTC/21.45 To review suspension of physical Council and Committee meetings
RESOLVED: To resume physical Council and Committee meetings.

HTC/21.46 To consider whether working and advisory groups are to continue meeting virtually
RESOLVED: That working and advisory groups should continue to meet virtually.

HTC/21.47 Councillor surgeries – to consider future surgeries and whether to hold them physically or virtually

RESOLVED: That there should be physical and virtual councillor surgeries in future.

Cllrs J Garvani and C Calvert volunteered for the councillor surgery on 30 September 2021, at 6:30pm, to take place physically before the Council meeting.

ACTION: Office to arrange virtual councillor surgeries.

HTC/21.48 Matters for information - to be reported verbally

- Leeds Lights Consultation – deadline 15 August 2021.
AGREED: Clerk to respond on behalf of Council.
- Fink Hill clock – one clock face is not working.
ACTION: Office to report to clock service company.

HTC/21.49 Items for future agenda

HTC/21.50 Date of next meeting
 30 September 2021

The meeting closed at 8:48pm

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

Signed Dated

Events Sub-Committee**2021-22 Membership recommended by Community and Environment Committee Advisory Group:**

Becca Batchelor

Chris Calvert

Reiss Capitano

Sam Dowling (Vice-Chairman)

Simon Dowling

Katharine Firth

John Garvani

Eddie Hyndes (Chairman)

Rob Jacques

Charlotte Sellers

Tracy Stones

Horsforth Town Council
Working , Advisory and Steering Group Membership 2021-22

NOTE: NAMES IN RED NOT YET CONFIRMED

Working Group	Editorial Working Group	Neighbourhood Plan Working Group	Policies and Procedures Working Group	3 & 5 The Green Steering Group	Climate Change Working Group	3&5 The Green Advisory Group	Children's Play Area Working Group	Website Working Group	Community Infrastructure Levy Advisory Group
Lead				Garvani, John					
1	Batchelor, Becca	Arbuckle, Jude	Calvert, Chris	Arbuckle, Jude	Dowling, Sam	Arbuckle, Jude	Calvert, Chris	Farrell, Lyn	Batchelor, Becca
2	Calvert, Chris	Dowling, Simon	Dowling, Simon	Batchelor, Becca	Capitano, Reiss	Batchelor, Becca	Dowling, Sam	Garvani, John	Dowling, Simon
3	Capitano, Reiss	Firth, Katharine	Farrell, Lyn	Calvert, Chris	Dowling, Simon	Collins, Dawn	Dowling, Simon	Jacques, Rob	Hardcastle, Richard
4	Dowling, Sam	Garvani John	Garvani, John	Capitano, Reiss	Garvani, John	Garvani, John	Garvani, John	Sou, Julie	Mallott, Peter
5	Dowling, Simon	Hardcastle, Richard	Heaviside, Becky	Collins, Dawn	Harris, Rob	Hardcastle, Richard	Hardcastle, Richard		Stones, Tracy
6	Garvani, John	Hyndes, Eddie	Hyndes, Eddie	Dowling, Simon	Hyndes, Eddie		Harris, Rob		
7	Hardcastle, Richard	Jones, Raymond	Harris, Rob	Garvani, John	Jacques, Rob		Hyndes, Eddie		
8	Harris, Rob	Stones, Tracy	Sou, Julie	Hardcastle, Richard	Jones, Raymond		Stones, Tracy		
9	Jacques, Rob	*Arbuckle, Kate	Stones, Tracy	Harris, Rob					
10	Prater, David	*Hughes, Martin		Jones, Raymond					
11	Sellers, Charlotte	*Scott, Ian		Stones, Tracy					
12	Stones, Tracy			*DeDombal, Nancy					
13				*Poad, Geoff					
14				*Colley, Judith					
15									
16									
17									
18									
19									

* co-opted members

** pending first meeting