



Horsforth Town Council

Annual Report

2018

for the period 1 April 2017 to 31 March 2018

Horsforth Town Council
Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL
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Horsforth Town Council

Horsforth Parish Council was formed in 1999 by a group of like-minded people who wanted to preserve Horsforth's sense of community and, by mainly voluntary effort, improve the appearance of Horsforth. They petitioned for a parish council and this was granted. The name was later changed to town council but this did not increase the Council's status. Horsforth Town Council exists as a democratically elected forum and focus for the township of Horsforth.

All its meetings and those of its committees are open to attendance by residents. A regular newsletter, "Horsforth Matters", is distributed to every home. It informs residents of activities in Horsforth.

Town Clerk Julie Sou	Horsforth Town Council Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL
Administration Assistant Paula Fearon	Tel: 0113 258 0988 Email: admin@horsforthtowncouncil.gov.uk www.horsforthtowncouncil.gov.uk



Chair's Comments

I had the honour of becoming Chairman of Horsforth Town Council at the Annual Meeting of the Council in May 2017. I would like to thank all my fellow town councillors for the work they have done for the community over the past 12 months.

Our Town Clerk, Charlotte Dodd, left our service in October 2017 and Ms Julie Sou, who had been acting town clerk for almost a year was confirmed in the role. She has proved more than capable of the task and I thank her for all her hard work over a difficult time. In February 2018 we welcomed Mrs Paula Fearon, our administrative assistant, to complete the office team.

In August there was a by election due to two vacancies occurring on the Council. One, in Woodside ward was caused by the sudden death of Cllr Ted Hanley. Ted served on the Council for seven Years and he was noted for his attention to detail in its financial conduct. He was always ready to question the business of the Council and to call its actions to account. This proved a very valuable function and he is sadly missed. The other vacancy, in Brownberrie ward is due to the resignation of Cllr Rob Wilkinson for business reasons. I thank Rob for his service to the Council.

Following the by election we welcomed Cllrs Chris Calvert and Matt Leach to the Council. They have both tackled their new roles with enthusiasm and I am sure that they will continue to be effective councillors.

This Year

This year has seen several changes in the organisation of the Council.

- The Community and Environment Committee
The Community Committee and the Environment Committee have been combined into the Community and Environment Committee covering the work of both committees, much of which overlapped. The Chairman, Cllr Pritlove, presents her report below.
- The Public Safety Committee was disbanded with its traffic role being incorporated into the Planning and Licensing Committee which has been renamed the Planning, Licensing and Traffic Committee. The Chairman Cllr Radford, presents his report below. The PCSOs now provide a report at the full Council meetings which also deal with security requests.
- The Finance and General Purpose Committee manages the budget and spending of the Council, amongst other activities, making recommendations to Full Council, especially in respect of the precept for the following year. After several years of maintaining no increase to the precept by using reserves, the Council has reluctantly made a small increase in the precept for 2018/19 of just over 2%.



1. CHAIR'S COMMENTS

- The Staffing and Employment Committee was set up last year principally to handle the staff changes outlined above and to ensure that the Council has a robust staff management structure.

The next year

Many of our projects are long-term and the forthcoming year will see a continuation of the following:

- the proposed acquisition of 3-5 The Green and its development for community use.
- work on the Neighbourhood Plan
- extending Cold Call Control Zones as requested by residents and police

If you have any other ideas as to what you would like Horsforth Town Council to look at, then please contact us.

Cllr J Richard Hardcastle
Chair - Horsforth Town Council



Chair's thanks

The new, combined Community and Environment Committee started work in June 2017. I wish to thank members of this Committee for all their work during the year, both in committee meetings and in special working groups.

I would like to thank Julie Sou, Town Clerk, for her help and guidance throughout the year.

Committee Work 2017-18

Sponsorship to local organisations

- Royal British Legion - £324 to provide a public address system at Horsforth Cenotaph on Remembrance Day.
- Horsforth Churches Together - £460 for the Good Friday Walk of Witness; road closures and licence from Leeds City Council.

Grants to local organisations

- Yorkshire Greenspace Alliance - £300 towards barrister's fees to challenge the inclusion of green belt land in the Leeds Site Allocation Plan including HG2-4, known locally as Strawberry Fields.
- Royal British Legion - £154.80 to purchase a new coin counting machine able to count new pound pieces.
- Refill Horsforth - £300 for refill licence fee and other set up costs enabling people to refill drinking water containers at local shops, rather than buying plastic bottles of water.
- Horsforth Churches Community Outreach Project - £300 for purchase of LPG generator for use at community events.
- Dementia Friendly Horsforth - £500 to cover set up costs for a new independent organisation known as Dementia Friendly Horsforth. This organisation will maintain and develop the Dementia Friendly status of Horsforth.

Awards

Good Citizen Ward

Awarded to:

- Judith Chaplin for her work with the Girl Guiding Association in Horsforth; and
- Duncan Stow for his work amongst the community, centred around Horsforth Churches Together

Hall Park Band Concerts

These will continue to be held in the Bandstand.

The dates of the next concerts are:

- 17 June 2018 – Guiseley Brass Band
- 22 July 2018 – Stroke of Genius Big Band
- 2 September 2018 – Horsforth Leeds City Band



Horsforth Town Council Annual Community Event

This was held during Dementia Awareness Week 2017 and featured a performed play reading presented by New End Theatre Beyond of 'Don't Leave Me Now' by Brian Daniels. It took place in Leeds Trinity University auditorium where 150 people attended the play and the post-show discussion. The audience response to the event was very positive and the play was described as powerful, moving and thought provoking.

There were other activities during the week including Dementia Friends Awareness presentations, musical entertainment provided by Cllr Dave Prater at the Walk and Talk strolling group for 25 people either living with dementia or with memory problems, a display in Horsforth Library (Community Hub) and an exhibition at Horsforth Museum.

Many thanks to Cllr Valerie Wood-Robinson for leading on this Event.

2018 Event

World War 1: Celebrating the Peace

To mark the centenary of the end of the First World War, the Town Council will hold a Peace Event on Saturday 22nd September 2018 which is the day after the International World Day of Peace. Primary schools will be given the opportunity to take part in this event which will remember the end of WW1 but also celebrate peace. Look out for more information on Horsforth Town Council's website.

Christmas Lights Switch-on Event

A large crowd of children and adults attended the Christmas Lights switch-on event which was attended by the Deputy Lord Lieutenant of West Yorkshire. Santa Claus was in attendance and distributed chocolate coins to the children. Primary school choirs sang carols, and All for One choir continued the entertainment with more singing. The Chair of Council acted as master of ceremonies.

Plans are already in place to further improve the Christmas Lights and Switch-on Event for this year.

Thanks to Cllr Martin Hughes for leading on this Event.

Horsforth Fairtrade Steering Group

This independent group works with the full support of the Town Council and Horsforth Churches Together to encourage shops to stock Fairtrade goods and Horsforth people to buy them. The group has a Town Council representative who reports back regularly to this committee.

Thanks to the work of the Town Council, road signs on each route into Horsforth are now announcing that Horsforth is a Fairtrade Town.



Hall Park

The Committee keeps an eye on developments in Hall Park and in particular has pressed for improvements in the standard of the Park toilets. We hope that the Friends of Hall Park organisation will re- form and help with keeping and improving Hall Park as one of Horsforth's great assets.

Floral Displays.

Horsforth in Bloom and its volunteers keep our town looking beautiful and was rewarded with a Gold award in 2017. This Committee supports Horsforth in Bloom and gives funding for hanging baskets, the Jubilee Garden and other floral arrangements and their upkeep.

Public Rights of Way and Footpaths

The Committee continued to inspect 27 of the footpaths in Horsforth for most of the year, but this responsibility is now being returned to Leeds City Council.

Appreciation.

I would like to add the Committee's appreciation of the work done by all the community groups in Horsforth throughout the year.

Cllr J Pritlove
Chair – Community and Environment Committee
Horsforth Town Council



The Planning, Licensing and Traffic Committee is the busiest committee of the Town Council and meets on a monthly basis.

During the last year the Committee considered about 200 applications, and commented on around 20 (10%). The Town Council is unable to comment on certain types of application, notably non-material amendments, permitted developments and tree pruning applications. This considerably reduces the number of applications which the Committee needs to consider.

The majority of this year's applications considered were to do with residential changes – extensions or garden works. Other applications were for changes of use in the retail sector and for new commercial and private housing developments. We also heard representations and objections to particular planning applications from members of the public at several meetings throughout the year.

All the planning meetings are open to all and there is the opportunity for public comment at the beginning of each meeting.

We also had a presentation from Leeds/Bradford Airport on minor changes to flight paths for take-off and landing, which will affect the sound contours over part of Horsforth. At our May meeting we will have a presentation from the developers of the Kirkstall Forge site as, although it is outside the boundary of Horsforth, the commercial, residential and transport aspects of the development will have a significant impact on the southern end of Horsforth.

The majority of licensing applications which are seen by the Committee are for a change of licensee, or for a temporary event licence. Unfortunately the Committee are not permitted to comment on these.

In addition to the above work on behalf of the Town Council, the Committee has also submitted a response to Leeds City Council's consultation on the proposed allocation of areas for future housing. The Town Council has consistently opposed the moves by Leeds City Council to designate the Strawberry Fields and FE College sites (both green belt) for housing within the Leeds Site Allocations Plan although there is already sufficient land available for housing within the Leeds area.

The Neighbourhood Plan Working Group is approaching the production of its draft plan which we hope will be available for public consultation later this year. I would like to thank our consultants Directions Planning for their efforts in guiding us in this often complex process.

With reference to traffic, the Committee is to set up a new speed indication device (SID) on Low Lane in an effort to improve adherence to the speed limit, and is working with Leeds City Council to construct refuges on Low Lane to facilitate pedestrians crossing the busy road.



3. PLANNING, LICENSING & TRAFFIC COMMITTEE

The Committee has also consulted with Leeds City Council on parking schemes including on the two major areas of the Greenbanks and the Brownberries.

On a personal note, I would like to thank everyone involved in the work of this committee including our Town Clerk, Julie, who clerks the Committee, for all their hard work.

Cllr A Radford
Chair – Planning, Licensing and Traffic Committee
Horsforth Town Council



The Present

- a. The Finance and General Purpose Committee deals with the general business and procedural issues of the Town Council. It makes recommendations to the Full Council on any actions the Full Council may need to make.
- b. This Committee monitors the Council's income and expenditure. From the budget proposals of each committee, the Finance and General Purpose Committee reviews the total budget for the following year. It then advises the Council on the figure that the Council will need to pay for projects and items that will be part of the services that the Council will provide for Horsforth. Once agreed, this amount then becomes the Precept for the following year.
- c. The Finance and General Purpose Committee is responsible for the Grievances Sub-committees.

The Future

A major part of the Finance and General Purpose Committee's work in the coming year will be ensuring the smooth development of 3-5 The Green.

Cllr J Richard Hardcastle
Chair – Finance and General Purposes Committee
Horsforth Town Council



This Committee has been busy handling the staff changes which have occurred and ensuring that the Council has a robust staff management structure. It is currently reviewing and updating all the Council's employment policies.

Cllr J Richard Hardcastle
Chair – Staffing and Employment Committee
Horsforth Town Council



Horsforth Town Council		
Finances	DRAFT Subject to approval by Horsforth Town Council	
INCOME AND EXPENDITURE		
	2017/18	2016/17
	£	£
Income		
Precept	109,950	109,550
Bank Interest	495	1,767
Grants Received	9,652	9,387
Other Income	1,635	0
Total Income	121,732	120,704
Expenditure		
Grants From Reserves	-	-
Building and Property	2,660	1,714
Environment Committee	-	16,614
Community Committee	31,952	6,719
Public Safety Committee	-	13,858
Planning Committee	-	-
Staff Costs	50,023	48,044
Stationery	1,016	646
Miscellaneous Expenses	163	698
Recruitment	385	-
Office Equipment	834	320
Rent and Rates	-	-
Utilities	-	-
Postage and Carriage	130	8
Telephone	611	582
Audit and Accountancy	2,269	2,336
Membership Fees	2,271	2,037
Bank Charges	73	-
Elections	9,787	-
Office Legal and Survey Fees	1,706	-
Room Hire	688	402
Website	564	471
Staff and Councillor Training	719	741
Assets Of Community Value	2,981	
Neighbourhood Plan	3,851	3,796
Defibrillator Fund	-	5,170
Chairmans Allowance	115	-
Total Payments	112,798	104,156
Balances as per reconciliation		
Current Accounts	111,275	104,024
Term Deposit	37,744	37,744
Term Deposit	15,842	15,000
Term Deposit	15,495	15,842
Less Unpresented Cheques	-187	
	180,169	172,610
Balance Sheet Net Assets	184,662	175,728



Horsforth Town Council – Council and Committee meetings 2018-19

		2018								2019						
Day		MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Day	
Mon							1						1		Mon	
Tues	1						2			1 New Year			2		Tues	
Wed	2				1		3						3	1	Wed	
Thu	3				2		4	1		3			4	2 ELECTIONS	Thu	
Fri	4		1		3		5	2		4	1	1	5	3	Fri	
Sat	5		2		4	1	6	3	1	5	2	2	6	4	Sat	
Sun	6		3	1	5	2	7	4	2	6	3	3	7	5	Sun	
Mon	7	Bank Holiday	4	2	6	3	8	5	3	7	4	4	8	6 Bank Holiday	Mon	
Tues	8		5	3	7	4	9	6	4	8	5	5	9	7	Tues	
Wed	9		6	4	8	5	10	7	5	9	6	6	10 ATM	8	Wed	
Thu	10	F&GP	C&E	F&GP	9	C&E	11	F&GP	C&E	10	7	C&E	11	9	Thu	
Fri	11		8	6	10	7	12	9	7	11	8	8	12	10	Fri	
Sat	12		9	7	11	8	13	10	8	12	9	9	13	11	Sat	
Sun	13		10	8	12	9	14	11	9	13	10	10	14	12	Sun	
Mon	14		11	9	13	10	15	12	10	14	11	11	15	13	Mon	
Tues	15		12	10	14	11	16	13	11	15	12	12	16	14	Tues	
Wed	16		13	11	15	12	17	14	12	16	13	13	17	15	Wed	
Thu	17	PL&T	PL&T	PL&T	PL&T	F&GP	PL&T	PL&T	PL&T	F&GP	14	F&GP	PL&T	AMTC	Thu	
Fri	18		15	13	17	14	19	16	14	18	15	15	19 Good Friday	17	Fri	
Sat	19		16	14	18	15	20	17	15	19	16	16	20	18	Sat	
Sun	20		17	15	19	16	21	18	16	20	17	17	21	19	Sun	
Mon	21		18	16	21	17	22	19	17	21	18	18	22 Easter Monday	20	Mon	
Tues	22		19	17	21	18	23	20	18	22	19	19	23	21	Tues	
Wed	23	AMTC	20	Council	22	19	24	21	19	23	20	20	24	22	Wed	
Thu	24		21	19	23	20	PL&T	25	22	24	PL&T	PL&T	PL&T	25	Thu	
Fri	25		22	20	24	21	26	23	21 Office closed	25	22	22	26	24	Fri	
Sat	26		23	21	25	22	27	24	22	26	23	23	27	25	Sat	
Sun	27		24	22	26	23	28	25	23	27	24	24	28	26	Sun	
Mon	28	Bank Holiday	25	23	27 Bank Holiday	24	29	26	24 Office closed	28	25	25	29	27 Bank Holiday	Mon	
Tues	29		26	24	28	25	30	27	25 Christmas	29	26	26	30	28	Tues	
Wed	30		27	25	29	26	Council	31	28	Council	27	Council		29	Wed	
Thu	31		28	26	30	27		29	27 Boxing Day	31	28	28		30	Thurs	
Fri			29	27	31	28		30	28 Office closed		29	29		31	Fri	
Sat			30	28		29			29			30			Sat	
Sun			31			30			30			31			Sun	
Mon									31 Office closed						Mon	
Tues															Tues	
Day		MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	Day	

Key
 AMTC - Annual Meeting of the Town Council, followed by the first Council meeting of the Council year
 ATM - Annual Town Meeting
 C&E - Community & Environment Committee
 F&GP - Finance & General Purposes Committee
 PL&T - Planning, Licensing & Traffic Committee

All meetings start at 7pm, with the exception of Council meetings which start at 7:15pm

