



# **Horsforth Town Council**

## **Annual Report**

**2017**

**for the period 1 April 2016 to 31 March 2017**

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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 Charlotte Dodd	Horsforth Town Council Mechanics Institute, Town Street, Horsforth, Leeds LS18 5BL
Responsible Financial Officer/Administration Assistant & Acting Clerk: Julie Sou	Tel: 0113 258 0988 Email: <a href="mailto:admin@horsforthtowncouncil.gov.uk">admin@horsforthtowncouncil.gov.uk</a>  <a href="http://www.horsforthtowncouncil.gov.uk">www.horsforthtowncouncil.gov.uk</a>



### 1. Chair's Comments

I would like to thank all my fellow town councillors for the work they have done for the community over the past 12 months.

Part-way through the year we promoted our admin assistant, Julie Sou to responsible financial officer and then, due to the absence through illness of our clerk, to acting clerk and I would like to thank her for stepping into the breach.

Charlotte is now getting back into the swing of things in the office and we all wish her good health going forward.

#### 1.1 This Year.

- a. **The Community Committee** has continued its work in supporting local groups as diverse as the Royal British Legion Horsforth branch, Horsforth Children's Centre and Cragg Hill and Woodside Residents Group.

November's Remembrance Day Parade saw the unveiling of the new name plaques for the War Memorial that the Council had helped to fund.

Under the guiding hand of Cllr Wood-Robinson all councillors have received dementia awareness training and Cllr Wood-Robinson has been instrumental in organising the Council's involvement in Dementia Awareness Week culminating in a read play at Leeds Trinity University.

Despite some issues with the Christmas lights, the switch-on saw probably our largest ever crowd, due no doubt to the Brownlee brothers helping Santa to turn the lights on.

- b. **The Environment Committee** continued its support for Horsforth in Bloom, hanging baskets and Christmas lights.
- c. **The Public Safety Committee** Unfortunately this Committee felt it necessary to cease funding for PCSOs as we were not receiving the service we were paying for. Please rest assured that once West Yorkshire Police has rectified the shortage of PCSOs, Council will revisit this decision. The Committee has continued to fund small Cold Calling Control Zones schemes, in conjunction with requests from residents and on the recommendation of our PCSOs.
- d. **The Planning and Licensing Committee** continues to look at all planning applications for new developments, house modifications and changes of use of premises and also licensing changes. For many applications we do not make any comments but are always aware of the problems caused by over-development, requirements for additional parking or other potential nuisance to neighbours and comment on such as necessary.



## 1. CHAIR'S COMMENTS

The Committee and its working group continues its work in developing the Neighbourhood Plan for Horsforth.

- e. **The Finance and General Purpose Committee** manages the budget and spending of the Town Council, amongst other activities, making recommendations to Full Council, especially in respect of the precept for the following year. Once again Council has managed to keep the precept for 2017/18 the same as the previous year.

### 1.2 The next year

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

- work on the Neighbourhood Plan
- registering as Community Assets those buildings and green spaces that are used by residents
- extending Cold Call Control Zones as requested by residents and police
- possibility of providing grit bins in addition to those provided by Leeds City Council

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

Cllr J Garvani  
Chair - Horsforth Town Council



## 2. Public Safety & Traffic Committee

### 2.1 Present Situation

#### a. Working with West Yorkshire Police.

The Committee has match-funded two Police Community Safety Officers (PCSOs) working in Horsforth. In December 2016 it was found that Horsforth had not been receiving the PCSO support for which the Council had been paying. The Police were asked at that point whether Horsforth would again in the foreseeable future receive the services of the two PCSOs and the Council was advised that this could not be guaranteed. The Council therefore reluctantly advised the Police that it was withdrawing from the contract that it had with them for the provision of the PCSOs.

The Police were advised that if in the future they were able to provide Horsforth with the services of the two PCSOs then the Council would consider taking out a new contract.

#### b. Traffic safety measures

These include the monitoring of the Speed Indication Device (SID) in particular hot spots especially around schools.

#### c. The Committee has funded a further “No Cold Calling Control Zone” in Hall Park Avenue.

These zones assist with the protection of vulnerable older residents from pressurised selling.

### 2.2 Future

This report is the last one which you will receive from this committee as the responsibilities undertaken by it have, after this Council year, been re-allocated to the new Planning, Licensing & Traffic Committee and Full Council.

Cllr I Scott  
Chair - Public Safety and Traffic Committee  
Horsforth Town Council



### 3. Community Committee

#### Chair's thanks

I would like to thank all members of the Community Committee for the work done this year both in committee meetings and on special working groups.

I would like to thank Charlotte Dodd, the Town Clerk, and Julie Sou, Acting Town Clerk, for all their guidance, help and assistance.

I would like to record appreciation for all the work done by community groups in the town over the past year.

#### Present

#### Sponsorship

Sponsorship to local organisations was as follows:

Organisation	Amount £
Royal British Legion: hire of public address system for Remembrance service	324.00
Horsforth in Bloom: plants and bulbs	500.00
Horsforth in Bloom: plants and bulbs (authorised retrospective payment for 2015-16)	500.00
Horsforth Churches Together: Good Friday Walk, road closure and security	480.00

#### Grants

Organisation	Amount £
Horsforth Children's Centre: contribution to health and social care course fees	150.00
Cragg Hill & Woodside Residents Group: newsletter production and print costs	300.00

#### Awards

Good Citizen Awards were made to:

- **Howard Carlisle** for art education in Horsforth; and
- **John Hall** for his work with older people in Horsforth.

Young Achiever Awards were made to:

- **Ethan Hawke** for outstanding work in the Horsforth School Leeds Pals play production and in wider aspects of World War 1 commemoration; and
- To members of **The PALS cast, Horsforth School** for exceptional work on the Pals World War 1 play.

#### Summer Band Concerts

The Town Council has continued to sponsor Summer Band Concerts.



Next concerts:

Sunday 18 June      Horsforth Leeds City Band

Sunday 23 July      Guiseley Silver Band

Sunday 3 September    Stroke of Genius Big Band

#### **Q90 event**

This 'Picnic in the Park' event held to celebrate the Queen's 90<sup>th</sup> birthday was a great success. Hundreds of people of all ages came and enjoyed their own picnics and the entertainment provided by the Town Council. There were cakes by the Women's Institute, a bouncy castle, music and face painting. It was a lovely day out in good weather. Our guest of honour was the Deputy Lord Lieutenant of Yorkshire.

Thanks go to Cllr Martin Hughes for leading on this event.

#### **Defibrillators**

There are now four automated external defibrillators in place in Horsforth. They are installed at:

- 1) Banyan on New Road Side,
- 2) The back of Morrisons on Town Street,
- 3) The Brownlee Stone Centre at the top of Town Street. This one was paid for by Horsforth Civic Society, and
- 4) Horsforth Sports Club on Brownberrie Lane.

All are sponsored by Horsforth Town Council.

Thanks go to Cllr Richard Hardcastle for leading on this project.

#### **Christmas Lights Switch On Event**

We were delighted to welcome Olympic Gold Medallists the Brownlee brothers to switch on our Christmas lights this year. There was a big crowd and Father Christmas put in an appearance. School choirs and the All for One Choir entertained us with Christmas carols and songs.

#### **Dementia Friendly Community**

The Town Council is aiming to gain recognition for Horsforth as a Dementia Friendly Community.

To date, 18 councillors have received dementia awareness training, as have several businesses and organisations in the town.

To mark Dementia Awareness Week, the Town Council will make its event of the year, a full timetable of activities in the week of May 15<sup>th</sup> to 19<sup>th</sup>.

Thanks go to Cllr Valerie Wood-Robinson for leading on this project.



#### **Fairtrade**

Thanks to the support of the Town Council and our activities to increase awareness of Fairtrade in Horsforth, we were able to renew our status as a Fairtrade town for a further two years.

We celebrated Fairtrade Fortnight with a stall at the Farmers Market providing tastes of Fairtrade drinks and biscuits, following the theme of 'Take a Fairtrade Break.'

Morrisons generously donated Fairtrade goods and a Fairtrade hamper for the event.

Thanks to the staff of Horsforth Library/Hub for holding a Fairtrade coffee morning during Fairtrade Fortnight.

More and more businesses in Horsforth are stocking Fairtrade goods.

#### **The Future**

The Committee will continue to offer sponsorship and grants to community groups and we hope more organisations will apply for this help.

We will continue to acknowledge the achievements of Horsforth citizens and young people with the Citizens Award and Young Achiever Award.

**The Town Council Event** this year will be a range of activities during Dementia Awareness week.

This takes place from 15<sup>th</sup> – 19<sup>th</sup> May.

There will be opportunities to learn more about dementia and there will be a staged play reading of "Don't Leave Me Now" by Brian Daniels at Leeds Trinity University on 19<sup>th</sup> May. This is a play inspired by two true stories. Admission is free.

Look out for the week's timetable and for tickets on Eventbrite or from the Library / Hub or from Leeds Trinity University Reception.

Next year, the work of the Community Committee will combine with that of the Environment Committee and will hold a joint budget.

Cllr Janice Pritlove  
Chair - Community Committee  
Horsforth Town Council





### 4. Environment Committee

The Committee continued to deliver its three main areas of services in 2016/2017: -

- Providing and maintaining hanging baskets, Jubilee Garden and other floral arrangements in the town.
- Providing the Christmas lights and Christmas trees with help from sponsor Aire Valley Tree Services. The Christmas light switch on event was overseen by the Community Committee.
- Keeping 27 public rights of way clear in the town. Leeds City Council are responsible for the others.

May saw the arrival of the summer hanging baskets in the town. This provides support to the tireless work of the Horsforth in Bloom volunteers who continue to provide excellent floral and environment support to Horsforth, which was recognised again this year by the Silver Gilt Award from the In Bloom competition.

The Christmas lamppost lights installed by new supplier Plantscape ultimately were a disappointment for the town despite the trialling of this solar powered LED light system in the previous year. Even the Christmas tree lights (from Leeds Lights) on The Green were “underwhelming”. The Environment Committee recognises that the degree of cost control exercised was a step too far and resulted in a display that was too poor, and did not meet the expectations of anyone. The Town Council has adopted a larger budget for this Christmas 2017 to avoid a repeat of this.

The 27 rights of way looked after by the Town Council, in the form of keeping vegetation at bay, received little attention during the year and the funding provided by LCC to do this reduced again. The Town Council has decided that, as it can return the responsibility for these paths to LCC, it should do so during the next 12 months in the belief that LCC will be better able to do the work required for the funding available to them.

Signage to recognise Horsforth as a Fairtrade town is in place at the Rodley entrance to Horsforth (with an In Bloom planted area below the sign) and a roll out of other Horsforth town signs is moving forward. This will include some signage replacement and refurbishment, and all will include reference to Fairtrade. The Town Council is grateful to LCC Highways for their support with this.

The Environment Committee has carried out twice yearly risk assessments on the condition and safety of town council benches, clock, noticeboard and town council planters. No issues have arisen.

The Committee shares the public’s opinion that the provision of toilet facilities in Hall Park remains poor and has continued to place pressure on LCC Parks for improvements.



#### 4. ENVIRONMENT COMMITTEE

Certainly, the cleanliness of the toilets has improved, but the decoration of them remains “tired”.

My thanks go to members of Horsforth Town Council who have served on the Environment Committee during the year.

Cllr Martin Hughes  
Chair – Environment Committee  
Horsforth Town Council



## 5. Planning & Licensing Committee

The Planning and Licensing Committee meets regularly on a monthly basis.

During the last year the Committee looked at around 200 applications, a doubling of last year's number, 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 from members of the public at various meetings throughout the year.

May I remind you all that all the planning meetings are open to all and that there is the opportunity for public comment at the beginning of each meeting.

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 Airport Link Road consultation.

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. This Committee has made formal objection to these proposals on two occasions.

The Neighbourhood Plan Working Group continued meeting on a monthly basis. We are hopeful that we will be able to present the plan 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.

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

Cllr J R Hardcastle  
Chair - Planning & Licensing Committee  
Horsforth Town Council



## 6. F&GP Committee

### 6.1 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 Employment and Staffing and Complaints and Grievances Sub-committees.

### 6.2 The Future

For 2017/2018 the Finance and General Purpose Committee recommended that the overall Precept be maintained at £109,950 This is equivalent to £15.53 per year on the Council Tax for a Horsforth band D dwelling.

The overall spending of the Town Council is budgeted at £129,872 with the shortfall between that and the Precept being drawn from grants and reserves.



	DRAFT Subject to approval by Horsforth Town Council	2015/16	2016/17
<b>Income</b>			
Precept		104,000	109,550
Bank Interest		321	1,767
Grants Received		36,385	9,387
Other Income		500	0
<b>Total Income</b>		<b>141,206</b>	<b>120,704</b>
<b>Expenditure</b>			
Grants From Reserves		-	-
Building and Property		2,602	1,714
Environment Committee		21,264	16,614
Community Committee		6,335	6,719
Public Safety Committee		18,782	13,858
Planning Committee		-	-
Staff Costs		34,353	48,044
Stationery		886	646
Advertising and Website		975	-
Miscellaneous Expenses		1,059	698
Office Equipment Lease (2016 moved to Buildings budget)		-	-
Office Equipment Purchase and Maintenance		-	-
Office Equipment		128	320
Rent and Rates		-	-
Utilities		-	-
Postage and Carriage		160	8
Telephone		601	845
Audit and Accountancy		2,462	2,073
Membership Fees		1,809	2,037
Equipment Hire		-	-
Insurance (2016 moved to Buildings budget)		-	-
Elections		14,526	-
Office Legal and Survey Fees		-	-
Room Hire		469	402
Website		-	471
Staff and Councillor Training		1,467	741
Queens Jubilee		-	-
Neighbourhood Plan		5,425	3,796
Defibrillator Fund		-	5,170
Chairmans Allowance		-	-
Horsforth Matters		-	-
<b>Total Payments</b>		<b>113,303</b>	<b>104,156</b>
<b>Balances as per reconciliation</b>			
Current Accounts		84,966	104,024
Term Deposit		36,416	37,744
Term Deposit		15,000	15,000
Term Deposit		15,477	15,842
Less Unpresented Cheques		-	-
		<b>151,859</b>	<b>172,610</b>
<b>Balance Sheet Net Assets</b>		<b>159,179</b>	<b>175,728</b>

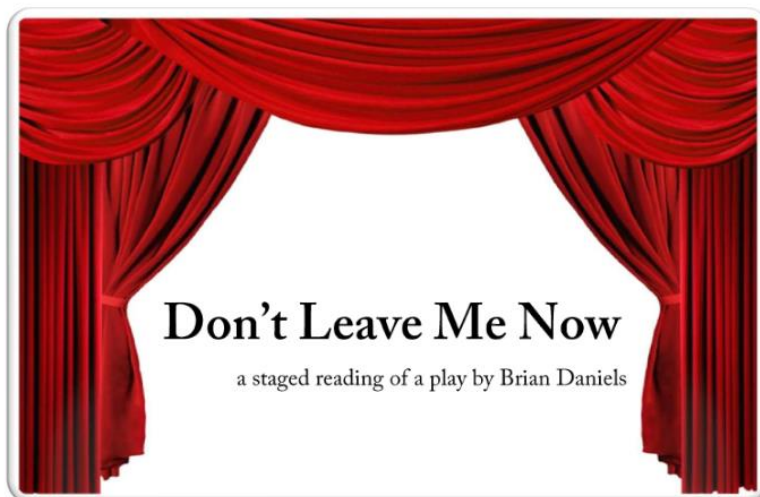




## Horsforth Town Council Meetings 2017-18

Day	2017								2018					Day
	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	
THUR		1								1	1 C&E			THUR
FRI		2			1			1		2	2			FRI
SAT		3	1		2			2		3	3			SAT
SUN		4	2		3	1		3		4	4	1		SUN
MON	1	5	3		4	2		4	1	5	5	2		MON
TUE	2	6	4	1	5	3		5	2	6	6	3	1	TUE
WED	3	7	5	2	6	4	1	6	3	7	7	4	2	WED
THUR	4	8 C&E – moved to 22.06.2017	6 F&GP	3	7 C&E	5	2	7 C&E	4	8 PL&T	8 F&GP	5	3	THUR
FRI	5	9	7	4	8	6	3	8	5	9	9	6	4	FRI
SAT	6	10	8	5	9	7	4	9	6	10	10	7	5	SAT
SUN	7	11	9	6	10	8	5	10	7	11	11	8	6	SUN
MON	8	12	10	7	11	9	6	11	8	12	12	9	7	MON
TUE	9	13	11	8	12	10	7	12	9	13	13	10	8	TUE
WED	10 ATM	14	12	9	13	11	8	13	10	14	14 Council	11	9	WED
THUR	11 F&GP	15 PL&T	13 PL&T	10	14 F&GP	12	9 F&GP	14 PL&T	11 F&GP	15	15 PL&T	12	10 F&GP	THUR
FRI	12	16	14	11	15	13	10	15	12	16	16	13	11	FRI
SAT	13	17	15	12	16	14	11	16	13	17	17	14	12	SAT
SUN	14	18	16	13	17	15	12	17	14	18	18	15	13	SUN
MON	15	19	17	14	18	16	13	18	15	19	19	16	14	MON
TUE	16	20	18	15	19	17	14	19	16	20	20	17	15	TUE
WED	17	21	19 Council	16	20	18	15	20	17	21	21	18	16	WED
THUR	18 Planning	22 C&E	20	17 PL&T	21 PL&T	19 PL&T	16 PL&T	21	18 PL&T	22	22	19 PL&T	17 PL&T	THUR
FRI	19	23	21	18	22	20	17	22	19	23	23	20	18	FRI
SAT	20	24	22	19	23	21	18	23	20	24	24	21	19	SAT
SUN	21	25	23	20	24	22	19	24	21	25	25	22	20	SUN
MON	22	26	24	21	25	23	20	25	22	26	26	23	21	MON
TUE	23	27	25	22	26	24	21	26	23	27	27	24	22	TUE
WED	24 AMTC 1 <sup>st</sup> Council	28	26	23	27 Council	25	22 Council	27	24 Council	28	28	25 ATM	23 AMTC 1 <sup>st</sup> Council	WED
THUR	25	29	27	24	28	26	23	28	25		29	26	24	THUR
FRI	26	30	28	25	29	27	24	29	26		30	27	25	
SAT	27		29	26	30	28	25	30	27		31	28	26	FRI
SUN	28		30	27		29	26	31	28			29	27	SAT
MON	29		31	28		30	27		29			30	28	MON
TUE	30			29		31	28		30				29	TUE
WED	31			30			29		31				30	WED
Day	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	Day
Planning, Licensing and Traffic – 7pm		Community & Environment 7pm		Finance and General Purpose - 7pm		Council Meeting 7pm AMTC – Annual Meeting of the Town Council		Annual Town Meeting 7pm		Public Holidays / Office Closed		City Council Elections		

Horsforth Town Council presents...

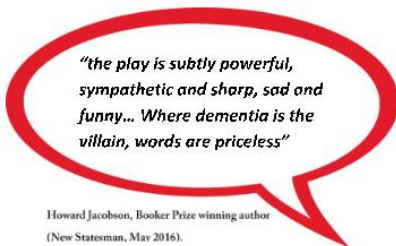


- Friday 19 May 2017 at 6.30 p.m.
- Leeds Trinity University Auditorium
- Brownberrie Lane, Horsforth, LS18 5HD

Don't Leave Me Now was inspired by two real stories and explores with humour and insight the impact of early onset dementia on two very different families – a journey of love, loss and duty.

FREE admission by ticket includes Refreshments from 6.00 p.m. and short discussion after the performance.

Tickets are available online via [Eventbrite.com](http://Eventbrite.com) (search by title) or in person from Horsforth Community Hub (library) and Leeds Trinity University reception



Howard Jacobson, Booker Prize winning author  
(New Statesman, May 2016).



## Horsforth Town Council Band Concerts Horsforth Hall Park

Sunday 18 June 2017  
Band – to be confirmed  
2.30pm – 4.30pm

Sunday 23 July 2017  
Guiseley Silver Band  
2.30pm – 4.30pm

Sunday 3 September 2017  
Stroke of Genius Big Band  
2.30pm – 4.30pm







## Horsforth Town Council – Dementia Awareness Week programme



<p><b>Monday</b> 15<sup>th</sup> May</p> <p><b>Dementia Friends Awareness session</b></p> <p>For New Road Side shopkeepers, by invitation. Booking required.</p> <p><u>5.30pm</u></p> <p>Co-op Funeral Care, 104 New Road Side</p>	<p><b>Tuesday</b> 16<sup>th</sup> May</p> <p><b>Talk on Dementia UK Admiral Nurses</b></p> <p>Open to all, no booking required. Who cares for the carers? Over 200 Admiral Nurses care and support families and carers of people with Dementia. Come and hear what wonderful work they do and find out about the Dementia UK Helpline.</p> <p><u>10 – 12am</u></p> <p>The Stables, behind Horsforth Museum</p>	<p><b>wednesday</b> 17<sup>th</sup> May</p> <p><b>Dementia Friends Awareness presentation</b></p> <p>Open to all, no booking required.</p> <p><u>10am</u></p> <p>Central Methodist Hall (opposite Horsforth Hub/Library)</p>	<p><b>thursday</b> 18<sup>th</sup> May</p> <p><b>Dementia Friends Awareness presentation</b></p> <p>For parents of primary school children (following school drop-off). Details through Horsforth Children’s Services.</p> <p><u>9am for 9.30am start</u></p> <p>Brownlee Stone Building, Horsforth Children’s Services</p>	<p><b>Friday</b> 19<sup>th</sup> May</p> <p><b>Musical entertainment</b></p> <p>For the Walk and Talk strolling group. Musical entertainment from local musician Dave Prater. Open to all. People living with dementia or memory problems especially welcome.</p> <p><u>11am – 12.30</u></p> <p>Horsforth Hall Park Cricket Club</p> <p><b>*and later in the day…</b></p> <p><b>“Don’t Leave Me Now”</b></p> <p>A staged play reading, exploring the family impact of dementia. FREE tickets online through <a href="http://Eventbrite.com">Eventbrite.com</a> (search by title) or paper tickets from Horsforth Community Hub (library) and Leeds Trinity University reception.</p> <p><u>6.30pm</u> (refreshments from 6pm)</p> <p>Horsforth Trinity University Auditorium (See separate flyer for further details)</p>
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Additional events:

Saturday 6<sup>th</sup> May: **Farmer’s Market information stall**

Saturday 6<sup>th</sup> May - Saturday 20<sup>th</sup> May: **Dementia display in Horsforth Community Hub (library)**

Saturday 20<sup>th</sup> May/Sunday 21<sup>st</sup> May: **Horsforth Museum – Special Exhibit**

**Please contact [valeriewoodrobinson@horsforthtowncouncil.gov.uk](mailto:valeriewoodrobinson@horsforthtowncouncil.gov.uk) or [janiceprilove@horsforthtowncouncil.gov.uk](mailto:janiceprilove@horsforthtowncouncil.gov.uk) with any queries about this programme.**