

Horsforth Town Council



Annual Report 2013

**Horsforth Town Council's Annual Report for April
2012 to March 2013**

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1. Chairman's Comments

2012- 2013 has as usual, been a busy year for the Council. Activities ranged from preparation for and celebration of, the Queen's Diamond Jubilee Celebrations and Fun Day in Hall Park to the welcoming of 2 new Councillors following a resignation, and the death of a founder member of the Council, Councillor Sylvia Whitlock.

Councillors, Town Clerk and Admin Assistant, have undertaken various training courses.

1. Present Situation

- a) **The Community and Environment Committee** have initiated a new Youth Award to be given annually at the same time as the Good Citizen's Award. The award acknowledges the achievements of young people in Horsforth. The committee successfully worked with the Parks Department of Leeds City Council to bring about the Queen's Diamond Jubilee Celebrations in Hall Park, along with the Bonfire Beacon. The working group also successfully concluded the establishment of the Jubilee Garden next to the newly named Brownlee Stone Centre Building. As always, this committee supported many organisations in Horsforth through its disbursements of grants and sponsorship. The Committee continues to monitor its spending in looking for the best financial solutions to meet the costs it acquires through funding the seasonal flowering baskets, and its other activities.
- b) **The Public Safety Committee** continues its commitment to funding the 2 PCSO's in Horsforth. It also works with the West Yorkshire police and the PCSO's in monitoring activities in the Horsforth area. Traffic Safety measures include monitoring of the use of the Speed Indication Device (SID) in particular hotspots. The Committee has also looked at the possibility of introducing a No Cold Calling zone.
- c) **The Planning Committee** has looked at 100 applications and commented on 18. The committee and its working group are very involved in establishing a Neighbourhood Plan for Horsforth. The recent questionnaire is the first stage in the development of this Neighbourhood Plan.
- d) **The Finance and General Purposes Committee** structures the budget and spending of the Council. It considers procedural issues and makes recommendations to the Full Council. This committee assesses the financial needs of the Council and recommends to the Full Council the level of the precept for the following year. The Committee will also, on the recommendation of the Community and Environment Committee, make additional grant funding available to local groups and organisations over and above that authorised by the Community and Environment Committee. The Committee has also monitored the Council's progress to Quality Council Status. Currently, the various procedures and requirements are under Government review.

2. The Future

- a) The Council will be looking at procedural changes following recommendations of the Yorkshire Local Council's Association to all members. These will be discussed and implemented at Full Council.
- b) The Council will consider its usage of the Power of Competence, having achieved this power.
- c) The Council will consider the use of the Local Council Tax Relief Rebate.
- d) The Planning Committee, and its working group, will continue to develop a Neighbourhood Plan for Horsforth, and will look at the wider implications of future developments and their impact on infrastructure.
- e) The Public Safety Committee will consider "No Cold Calling" Zones.

Jude Arbuckle

Chair

Horsforth Town Council

2.1 Community and Environment Committee

Following restructuring of the separate Environment Committee and Community Committee meetings into one – Community & Environment Committee – I am pleased to have been chairman of that during the past year. During the year we have had 5 meetings in June, October and November 2012 and January and March 2013.

May I take this opportunity of thanking the town councillors serving on the committee and co-opted member Mr Alan Grey. My thanks also go to the vice-chair of the committee, Cllr John Hardcastle, for being there to step up if needed. May I also thank the Town Clerk for his guidance and groundwork in running what is a very busy committee.

It has been another active year for the committee.

1 Present Situation

- a) **Providing spring and summer floral hanging baskets for display in areas or Horsforth** – Faced with massive cost increase from our existing supplier, the committee were able to appoint an alternative supplier and cut cost this year. Horsforth Town Council is currently consulting with the community to measure the perceived value of spring floral displays over the possible alternative of street cleaning.
- b) **Cleared and maintained 27 footpaths and rights of ways** - This Horsforth Town Council activity is covered by a direct pound for pound cost grant from Leeds City Council. This year Leeds City Council cut funding dramatically by more than £2,000. Fortunately our existing supplier has been able to absorb this reduction, so that our long term relationship is maintained.
- c) **Provided the Town's Christmas lights and part funded the switching on event on 1/12/2012** - Support from Leeds City Council on this has continued to reduce, while costs rise. This has required a reduction in the number of motifs available within the budget. Wrongly, we took out the provision of a Christmas tree on the green, but soon changed our minds on that after protest from the community. We acknowledge sponsorship of the tree in part from Covered Magazine, and will be looking for business sponsorship again for this year's display.
- d) **Hosted the opening event for the Jubilee Garden on 17/7/2012** – The Deputy Lord Lieutenant attended this opening, the official commemorative plaque being unveiled by the Town Council Chairman.
- e) **Set up a maintenance arrangement to look after the Jubilee Garden and keep it tidy** - Creating a garden is one thing, looking after it is another. The committee undertook a tendering process for the garden's maintenance and appointed a company to the work.
- f) **Started to review a community networking event and a Youth Council** – there are many organisations in Horsforth who simply do not know the other exists. Often these groups can provide another group with a service – an example of this being the Horsforth Photographic Club. The photos they took of the Queen's Diamond Jubilee event in Hall Park are now representing Horsforth in the Yorkshire Film and

Photographic Archive. The Council hope to bring these groups together so that they can meet each other and this will also give the Council chance to communicate the work that it does – especially in the provision of help through grants and sponsorship.

The Council is committed to better communication of its activities to the young people of Horsforth. We are working on the possibility of a **Youth Council** or alternatively youth “councillors” who would represent a section of our community that is perceived as distant from us.

- g) **Provided sponsorship of a total of £1,500 to 3 Horsforth organisations.**
- h) **Provided grants of a total of £2,682.60 to 10 Horsforth organisations.**
- i) **Created an annual Horsforth Youth Achievement Award to stand alongside the Horsforth Good Citizen Award** – The first recipient of this is with us this evening.
- j) **Supported work by the Admin Assistant in the research and production of a Community List** - This is in progress and will be used to form the invitation list to the community networking event.

2 Future

Agreed a budget for 2013-2014 combining the activities of Environment and Community activities – key points of this are an increase to the grants budget of £680, increase of the Christmas light budget by £400 and removal of the contingency provision previously set at £1,580. Path clearing is not shown as this is a fully funded (by Leeds City Council) activity.

During the forthcoming year the committee will remain challenged to continue to deliver these items against budget constraints. We hope to be able to engage more directly with the community through our networking event and in the development of youth communications, hopefully through a Youth Council or youth “councillors”.

I commend the work of the Community and Environment Committee to you.

Martin Hughes
Chair of Community and Environment Committee

2.2 Public Safety & Traffic Committee

1. Present Situation

- a) The Public Safety Committee works with the local Pub Watch, West Yorkshire Police (including the PCSO's) to monitor activities in the Horsforth area.
- b) The committee match funds 2 PCSO's working in Horsforth. Traffic Safety measures include monitoring of the use of the Speed Indication Device (SID) in particular hotspots.

2. Future

The Committee is looking at funding a "No Cold Calling Zone" project to assist with protecting older residents from pressurised selling.

Councillor Ian Scott

Chair of Public Safety & Traffic Committee

2.3 Planning & Licensing Committee

Between April 2012 & March 2013, the Planning committee looked at 100 applications which covered a variety of requests:

- Residential
- Educational
- Change of Use – Residential
- Non Residential
- Requests for Time Extensions
- Illuminated Signs
- Extension to Licensing Hours
- Communication masts
- Larger developments
- Shop/commercial Developments
- Extension to Commercial Opening Hours

Within each category the numbers were as follows:

Type of Application	Number of Applications
Residential	51
Education	7
Change of use - Residential	3
Change of use – Non Residential	3
Time Extensions	1
Illuminated Signs	5
Licensing Hours	1
Communication Masts	10
Large Developments	2
Extension to Commercial Opening Hours	1
Shop/Commercial Development	16

From these applications the Planning Committee made comments on 18.

Type of Application	Comments	No Comments
Residential	3	48
Education		7
Change of use Residential	1	2
Change of use Non Residential		3
Time Extensions		1
Illuminated Signs	2	3
Licensing Hours	1	
Communication Masts		10
Large Developments	2	
Lighting		
Extension to opening hours		1
Shop/Commercial Development	10	6

The levels of applications in the past year are lower than before. The range of applications is as wide as ever.

The effects of the Localism Act are being felt as developers still attempt to anticipate how the Act will be implemented in the Leeds area. Applications for multi dwellings included a small development under 10 houses, a larger scale under 50 (an appeal for this is due within the next months) and the detailed plans for a much larger development were all presented during the last year.

Much of this year the Planning Committee has worked to develop a Neighbourhood Plan to present the views and comments of local residents. More importantly the intent is to influence the Leeds City Council Core Strategy and Site Allocations. The questionnaire that went to all the houses in Horsforth was designed to collect the views and comments from as many residents as possible. The response was very good and in the case of most sites, supported anecdotal evidence of preferred sites. The group will continue this work and will be responding to concerns about infrastructure.

The Planning Committee has also been working with the newly formed Rawdon Parish Council over procedures, processes and queries.

On a personal note, I would like to thank everyone involved in the work of the Planning Committee for their detailed and considered input.

Kate Arbuckle
Chair of Planning and Licensing Committee

2.3 Finance & General Purpose Committee

2. Present

- a) The Finance and General Purposes Committee Deals with the general business of the Council. It makes recommendations to the Full Council on any actions the Full Council may need to make.
- b) It considers procedural issues and makes recommendations to the Full Council.
- c) This committee monitors the Council's income and expenditure. From the budget proposals of each committee, the Finance and General Purposes Committee works out 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.

2. Future

For 2013 – 2014 the Finance and General Purposes Committee recommended that the overall budget would need to be increased to cover the costs, which would be generated by the Planning Committee Neighbourhood Plan Working Group, to establish the evidence in support of the Neighbourhood Plan. This would be £10 000 per year over 3 years, and would represent an overall increase of under 10% per annum or less than £2 per household.

Jude Arbuckle
Chair of Finance & General Purpose

3. Finances

Income and Expenditure		
2011/12	Income	2012/13
102,002	Precept	104,000.0
892.03	Bank Interest	1,530.95
22,700	Grants received	16,700
80.0	Other income	3,588
<u>125,594.03</u>		<u>125,818.95</u>
Expenditure		
140.0	Grants from Reserves	100
363.6	Building & Property	309.60
23,791.99	Environment Committee	31,185.82
13,458.28	Community Committee	3,682.60
26,735.00	Public Safety Committee	18,138
178.58	Planning Committee	0.00
29,899.52	Staff Salaries, PAYE/NIC/Pen	40,490.26
1,243.55	Stationary	739.97
752.16	Advertising/Website	700
742.81	Miscellaneous Expenses	365.58
400.00	Office Equipment/Lease	886.36
1,217.07	Office Equipment Purchase/Maint	305.42
0.00	Rent/Rates	0.00
0.00	Utilities	0.00
96.48	Postage & Carriage	122.40
440.08	Telephone	476.42
2,060.25	Audit & Accountancy	2,077
1,423.00	Membership Fees	1,514
0.00	Equipment Hire	886.36
854.72	Insurance	854.67
15,239.95	2011 Elections	0.00
0.00	Office Legal & Survey Fees	1,146
381.00	Room Hire	290
535.60	Staff & Councillor Training	1,639.22
0.00	Queens Jubilee	6,788.71
0.00	Neighbourhood Plan	1,482
0.00	Chairmans Allowance	75.28
	Horsforth Matters	2,190
<u>119,953.64</u>	Total Payments	<u>116,445.67</u>
Balances as per reconciliation		
45,445.46	Current Account	61,250.69
50,892.03	Term Deposit	35,000.00
	Term Deposit	15,000.00
	Less unprestid cheques	-3,865.61
<u>96,337.49</u>		<u>107,385.08</u>

Current assets less current liabilities = balance sheet net assets;

Balance Sheet Net Assets at year end 31 March 2013 **£84,062.25**

Councillor and Town Clerk Contact Details

Elected Members.

WARD	COUNCILLOR	CONTACT DETAILS
BROADFIELDS	Jonny Collett Conservative	Tel. 0113 258 4595 Email. jonathan.collett@btinternet.com
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BROWNBERRIE	Cindy Cleasby Liberal Democrat	Tel. 0113 250 4318 Email. cleasbyl@yahoo.com
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