

# Annual Report 2014

Horsforth Town Council's Annual Report for April 2014 to March 2015



Sections	Page
1 - Chairman's Comments	1-2
2 - Public Safety & Traffic Committee	2
3 - Environment Committee	3
4 - Community Committee	4-5
5 - Planning & Licensing Committee	6-7
6 - Finance & General Purpose Committee	8
7 - Finance	9

### 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. They later changed their name to Town Council but this did not increase the Council's status. Horsforth Town Council exists to act as a democratically elected forum and focus for the township of Horsforth. It does not provide any services itself, these are provided by Leeds City Council.

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

**Admin Assistant & RFO**  
Linda Makin



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



**0113 258 0988**



[admin@horsforthtowncouncil.gov.uk](mailto:admin@horsforthtowncouncil.gov.uk)



[www.horsforthtowncouncil.gov.uk](http://www.horsforthtowncouncil.gov.uk)



## 1 - Chairman's Comments

I want to open this brief report by thanking my fellow town councillors for the work they have done for the community during the year. 2014 - 2015 has been another busy year for the Town Council.

During this time we have seen our previous Clerk, Tom Ferry move on to a larger council and the promotion of the Assistant Clerk, Charlotte Dodd to Clerk of Town Council. I am particularly grateful for the work of Tom Ferry in guiding the Town Council for so many years, and delighted that Charlotte Dodd has been able to take over the reins and offer continuity to the business of the Town Council. Thank you to them both. We welcome our new Admin Assistant and Responsible Financial Officer (RFO), Linda Makin, to her role within the Town Council and wish her great success for the future.

### 1.1 The present situation.

- a. **The Community and Environment Committees** were separated back again to form an individual committee for each of Community and Environment during the year, allowing each committee to focus on its core activity. One of the busiest activities of the past year was the successful World War 1 commemoration event held in July 2014 in Hall Park.
- b. **The Public Safety Committee** continues its commitment to part-funding two PCSOs in Horsforth, and the Town Council was pleased to see a local Police base set up in Horsforth from which our PCSOs work. This, and improvements to the Police mobile IT system, have enabled officers to be in and about our area for more of their time. Traffic safety measures include the monitoring of the use of the Speed Indication Device (SID) and in particular in reported hotspots. The Committee has continued to fund small No Cold Calling Zones schemes, in conjunction with the requests of residents and on the recommendation from our PCSOs.
- c. **The Planning and Licensing Committee** has looked at many planning applications, with the work being extended due to the inclusion of permitted developments and tree applications. The committee and its working group are still involved in establishing a Neighbourhood Plan for Horsforth. A further resident and business consultation on potential housing and Horsforth development was carried out, which generated 950 resident replies and about 100 business comments.
- d. **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. The precept for the forthcoming year is the same as the previous year. The Staffing and Employment Sub-committee looks after the welfare and development of the Council's employees. In particular it has dealt with the appointment of the new Clerk and the recruitment of the new Admin Assistant and RFO.



Switching on of Horsforth Christmas lights.

## 1 - Chairman's Comments

### 1.2 The Future

- a. Start the process of formulating a 3 to 5 year plan.
- b. Take responsibility for community project funding arising out of the Community Infrastructure Levy.
- c. Continue to work on and develop the Neighbourhood Plan.
- d. Continue to support and look for ways that the Council can provide for young people, and support its Child Friendly Leeds role.
- e. Building on the launch of the new Town Council website and in particular the community group lists contained therein.
- f. Arranging a modified Community Networking event that brings together community groups, the Town Council and local residents.
- g. Monitoring Leeds City Council's proposed site allocations through the Planning Committee to ameliorate over-development.
- h. Work with local businesses to fund and extend Christmas motif lights and Christmas trees around the town.

*Cllr. Martin Hughes*

*Chair - Horsforth Town Council*

## 2. Public Safety & Traffic Committee

### 2.1. Present Situation

- a. **Working with West Yorkshire Police**  
The Public Safety and Traffic Committee works with the West Yorkshire Police (including the PCSOs) and the local Pub Watch to monitor activities in the Horsforth area.
- b. **The Committee match funds two PCSOs working in Horsforth.**  
Traffic safety measures include monitoring of the use of the Speed Indication Device (SID) in particular hot-spots especially areas around schools.
- c. **The Committee has funded two "No Cold Calling Control Zones".**  
These assist with the protection of vulnerable older residents from pressurized selling.

### 2.2. Future

The Committee is seeking ways of finding additional funding to extend the project to other areas of the community to further assist protecting other older residents from pressurized selling. It is also researching ways and means of providing grit bins, in the community, in areas susceptible to icy roads.

*Cllr. Ian Scott*

*Chair - Public Safety & Traffic Committee*

*Horsforth Town Council*



## 3. Environment Committee

### 3.1. Present Situation

The Committee had three main areas of service to deliver in 2014/2015:

Providing and Maintaining Hanging Baskets, Jubilee Garden and other floral contributions in the town.

Providing the Christmas Lights and Christmas Trees and organising the switch on including Christmas Carols and Father Christmas.

Keeping 27 Public Rights Of Way clear in the Town.

As usual May saw the arrival of our Summer Hanging Baskets and the planting up of several Planters in the Town. This is complimented by the tireless work of the Horsforth in Bloom volunteers who continue to plant bulbs around the town and install and maintain many more planters.

The Christmas lights were installed by Leeds City Council and part funded by them together with Horsforth Town Council. This year we were able to have three Christmas Trees due to generous donations by Local Businesses.

A long standing contract is in place with a local company to clear and maintain 27 Public Rights of Way in the Town, with Leeds City Council maintaining the rest.

*Cllr. Geoff Kneeshaw*  
 Chair - Environment Committee  
 Horsforth Town Council



Horsforth Town Council 2014

## 4. Community

### *Community and Environment Committee*

*Due to the complex and sometimes diverse demands of the joint Community and Environment Committee, The council decided to separate the committees into their original groupings. This has led to more focused work, and eased the time commitment of members on a meeting by meeting basis. The overall work of the Council has continued to function as before.*

I would like to thank the Town Councilors who attend this committee and co-opted member Mr Alan Grey, for their unstinting help. I also wish to thank the Town Clerk and the Assistant Clerk for their help and support in the work of the committee.

### 4.1. Community Committee - Present Situation

#### a. Sponsorship to local organisations:-

Hope in the Park	£500
Horsforth in Bloom	£500
Fair Trade	£200
<b>Total</b>	<b>£1200</b>

#### b. Grants to local organisations:-

9th Horsforth (St James') Brownies	£250
WW1 One Hundred Years	£300
WI Summer Outing	£300
Fair Trade	£300
Beer festival	£300
Broadfields Sheltered Housing	£150
Horsforth Churches Together	£300
<b>Total</b>	<b>£1900</b>

c. **Good Citizen Award:** This was given posthumously to honorary Alderman John (Jack) Meade, in recognition of his contribution to Horsforth; his work as President of the Royal British Legion and of Horsforth Civic Society.

d. **World War 1 Commemoration:** Working with many local organisations, Horsforth and the Town Council remembered the beginning of World War 1. This included the reading of the names of the 212 men and 1 woman who died during the conflict. Appropriate poems, Scripture readings and prayers were included, The Last Post and Reveille were sounded. The commemoration ended with a sing-along of popular songs from the period. During the ceremony, the plaque describing the Delville Wood Hornbeam tree was unveiled. The commemoration was attended by Deputy Lord Lieutenant Gordon Tollefson, MP Stewart Andrew, Leeds City Councillors, Horsforth Town Councillors, the Royal British Legion, their buglers, Horsforth Churches Together, 2527 Squadron, Lawnswood Air Cadets and many members of the public.



- e. **Networking Event:** Opening this 2nd event Cllr J Arbuckle, Chair of the Community Committee, welcomed local community groups. He reminded people about the Good Citizen and Youth Awards, and the grants and sponsorship that the Town Council can make available to the local community. He encouraged groups to apply for them. The event enabled key people from the different community groups to network. Refreshments were courtesy of a local company and Fair Trade.
- f. **Website:** The Clerk has developed a new website and continues to manage the monitoring and updating of the site.
- g. **The Community List:** Work on the Community list continues and will be published both on the Council Website and in printed form.
- h. **Summer Band Concerts:** Horsforth Town Council continues sponsorship of the three Summer band concerts in Hall Park.
- i. **Fair Trade:** The Council agreed to become a Fair Trade organisation, and to sponsor Fair Trade events in Horsforth.
- j. **Horsforth Matters:** Three editions of the Council newsletter were published.

#### 4.2 The Future.

- a. To continue offering grants and sponsorship to local organisations
- b. To continue acknowledging those Horsforth residents who serve the local community above and beyond the call of duty, and to acknowledge those young people who do the same. To do this through the good Citizen's Award and the young Achiever's Award.
- c. To work towards Higher Level Quality Council status through the quarterly publication of a larger sized Horsforth Matters.
- d. To continue the development of the Networking event, to enable local groups to have an official voice.
- e. To seek partnerships, where possible, to develop recreational resources for young people.
- f. To work within the £16,600 budget set for the Committee for 2015 -16.

*Cllr. Jude Arbuckle*  
**Chair - Community Committee**  
**Horsforth Town Council.**



## 5. Planning & Licensing Committee

The Planning and Licensing Committee met each month during the past year.

During the year, the Committee has had presentations from several interested parties, mainly to do with proposed large developments.

The Committee looked at almost 200 applications, an increase on last year's numbers.

The majority of this year's applications were to do with residential changes – extensions or garden works (107). There were 7 applications to change retail property to residential use, and 17 to change retail sectors. Various educational establishments applied to extend their premises, notably the major extension to Broadgate Lane Primary School. This year the only telegraph pole request was a radio mast to the library building! Following current legislation, in addition a new category has been added – that of Permitted Development. Currently there have been 4 applications.

The Committee looked at 11 licensing applications. These were mostly for a change of licensee.

The Neighbourhood Plan Working group continued meeting on a monthly basis. The main focus has been work on the residential and business questionnaires.

The addition of extra sites, and an increase in proposed housing numbers by Leeds City Council, has prompted the group to organise a 3rd residential consultation focussing on these proposed sites. The results from this consultation will be added to those already gathered. The group will continue to work on the proposals and intentions documents for the Neighbourhood Plan document.

The group would like to thank consultants *Directions* for keeping the group on track!

On a personal note, I would like to thank everyone involved in the work of this committee.

The work is often convoluted and protracted, and takes a great deal of effort and time commitment.

A thank you also goes to the office staff for their help and forbearance.

*Clr. Kate Arbuckle*  
**Chair - Planning & Licensing Committee**  
**Horsforth Town Council**



Type of Application	No comment	Comment	Conservation Area no comment	Conservation Area comment	Non Material Amendments no comment	Permitted Development	Total
Illuminated Signs	2	2	1	1			4
House Extensions	96	5	1	1	10	4	117
Developments	1	1			3		5
Change of use to residential	1	2	1	3			7
Retail Building Changes		2	1				3
Educational Buildings	3	2					5
Trees	2		11				13
Listed Buildings/ Monuments	1	3	1	1			6
Sports Facilities	1						1
Licensing	9		2				11
Sector Changes-Retail	9	5	1		2		17
<b>Total</b>	<b>125</b>	<b>22</b>	<b>19</b>	<b>6</b>	<b>15</b>	<b>4</b>	<b>189</b>



In July, Horsforth Town Council, working with local organisations, commemorated the beginning of World War 1

## 6. Finance & General Purpose Committee

### 6.1 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 Future

For 2015/2016 the Finance and General Purpose Committee recommended, for the second year, that the overall Precept be maintained at £104,000. This is equivalent to £15.62 per year on the Council Tax for a Horsforth band D dwelling. The overall spending of the Town Council is budgeted at £122,000, with the shortfall between that and the Precept being drawn from grants and reserves.

*Cllr. Martin Hughes*  
**Chair - Finance and General Purpose Committee**  
**Horsforth Town Council**



**On the 7th May Horsforth Town Council awarded Honorary Alderman John Meade a posthumous Good Citizen Award in recognition of his contribution to Horsforth and its community.**

## 7. Finances

INCOME AND EXPENDITURE		
2013/14		2014/15
	<b>Income</b>	
104,000	Precept	104,000
1,531	Bank Interest	1,416
16,700	Grants Received	22,538
3,588	Other Income	0
125,819	Total Income	127,954
	<b>Expenditure</b>	
100	Grants From Reserves	0
310	Building and Property	429
31,186	Environment Committee	21,503
3,683	Community Committee	10,571
18,138	Public Safety Committee	13,985
-	Planning Committee	
40,490	Staff Costs	41,298
740	Stationery	995
700	Advertising and Website	250
365	Miscellaneous Expenses	817
886	Office Equipment Lease	439
305	Office Equipment Purchase and Maintenance	1,158
-	Rent and Rates	-
-	Utilities	-
122	Postage and Carriage	234
476	Telephone	503
2,077	Audit and Accountancy	2,129
1,514	Membership Fees	1,765
886	Equipment Hire	-
855	Insurance	931
-	2011 Elections-	
1,146	Office Legal and Survey Fees	131
290	Room Hire	535
1,639	Staff and Councillor Training	464
6,789	Queens Jubilee	-
1,482	Neighbourhood Plan	4,993
75	Chairmans Allowance	75
2,190	Horsforth Matters	-
116,444	0 Total Payments	103,205
	<b>Balances as per reconciliation</b>	
61,251	Current Account	80,610
35,000	Term Deposit	36,416
15,000	Term Deposit	15,211
-3,866	Less Unpresented Cheques	-8,754
107,385	0	123,483
84,062	Balance Sheet Net Assets	131,276



# **Horsforth Town Council now provide the Band Concerts in Horsforth Hall Park**

**Sunday 21 June:  
BD1 Brass**

**Sunday 19 July:  
Leeds Sax Quartet**

**Sunday 6 September:  
Horsforth Leeds City Band**

**All the concerts take place between  
2.30pm - 4.30pm**

