



Horsforth Town Council

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Full Council Meeting - Minutes Thursday 30th January 2025 at 7.00pm

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Simon Dowling	Emmie Bromley	Richard Hardcastle	Dave Brosnan	Francesca Gains
Eddie Hyndes	Andrew Wishart	Tracy Stones	Mark Fletcher	Aiden Goulden
Raymond Jones			Cathy Gillinder	
			Emily Richards	

In attendance: Becky Crabtree – Clerk, PCSO Julie Richardson and 14 members of public.

HTC/24.66 Introduction from Chairman

Cllr Dowling welcomed all to the meeting. He made all aware that the meeting was being recorded and the Policy for Management of Recording at Council meetings was noted and available at the meeting.

HTC/24.67 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Gomersall, Cllr Cousins, Cllr Heavyside, Cllr G Garvani, Cllr J Garvani, Cllr Martin, Cllr Smith and reasons for the absence were approved.

HTC/24.68 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/24.69 To present awards to the Heart of Horsforth Award winners

Cllr Dowling presented the awards to the following:

- Victoria Martinho Veira Da Cunha was awarded the Volunteering Award - Under 21s for her achievement of making the final 12 of the Children's Young Mayor election process. She also presented in front of the Town Council and Leeds City Council outer north committee which takes huge courage. These presentations have been an overview of manifesto all about children becoming more active.
- Janet Little and the Horsforth Community Garden team was awarded the Volunteering Award - Over 21s for their achievement in launching the Horsforth Community Garden, a wonderful garden that the whole community can benefit from. Whether they want to get involved in the growing fruit and vegetables in the garden, talking and educating people about growing, harvesting the produce or enjoying sitting peacefully in the space.
- Right at Home Leeds North, Otley and Horsforth was awarded the Business Award in recognition of the amazing work they do helping so many people and providing services within the community.
- Horsforth Churches Together was awarded the Community Award for their hard work in bringing our great community of Horsforth together by running events and activities that are free and accessible for people of all ages.
- Horsforth Climate Action was awarded the Environmental Award for their amazing work in helping to make Horsforth greener, more sustainable and equitable.

Cllr Dowling congratulated all the winners and asked everyone to send nominations for the 2025 awards.

HTC/24.70 Public Participation

The Horsforth correspondent for Leeds West Despatch was in attendance.

HTC/24.71 Police report

24.71.1 To note and consider the latest crime statistics for Horsforth

PCSO Julie Richardson was in attendance and provided councillors with a copy of the latest crime statistics. She reported a reduction in crime over the past six weeks, with the main concern being vehicle crime, particularly insecure vehicles. She has been checking vehicles during her patrols and informing owners if their cars are unlocked. All agreed that more publicity is needed to remind everyone to check that their vehicles are secure.

The Policing Team continues to do its best with limited staffing, as there is currently only one PCSO for Horsforth, though this will increase to two next week.

24.71.2. To consider any other policing matters.

Cllr Gillinder inquired about keyless thefts, and it was confirmed that thieves use devices to trick cars into thinking the key is nearby, which unlocks the car and starts the ignition. Owners are advised to ensure that their keys are stored out of range of such devices.

Cllr Gains asked if the Police were aware of anti-social behaviour at the Wood Lane and Church Lane car parks. It was confirmed that they are aware and conduct regular patrols in the area.

Cllr Goulden suggested that the Town Council share crime prevention advice available on the TC website.

Cllr Jones inquired about the "Lock It or Lose It" campaign and asked if posters could be displayed to raise awareness.

Cllr Dowling asked about recent incidents involving under-18s in the area and the sharing of their images on social media. It was encouraged that such incidents be reported to the Police, along with any available CCTV footage, so the Police can collaborate with local schools. It was also confirmed that the anti-social behaviour team gets involved, and if the individuals continue to cause trouble in their area, their LCC tenancy could be at risk.

Councillors thanked Julie for her continued hard work.

HTC/24.72 To approve the minutes of the Full Council meeting held on 28th November 2024

Resolved to approve the minutes of the Full Council Meeting of the Town Council held on 28th November 2024 as a true and accurate record.

HTC/24.73 To receive an update and note previous minutes for the following committees

24.73.1 Finance and General Purposes

The minutes were noted.

24.73.2 Planning, Licensing and Traffic

The minutes were noted.

24.73.3 Community and Environment

It minutes were noted.

24.73.4 Staffing and Employment

It was noted that the next meeting is being held on 6th February 2025.

HTC/24.74 Financial Matters. See Agenda Pack

24.74.1 To consider and approve the financial report to 31st December 2024

The financial reports were considered, and it was noted that the F&GP Committee had resolved to make a virement of £1000 from the Annual Event budget to Horsforth Matters. It was **resolved** to approve the financial report to 31st December 2024 as recommended by the Finance and General Purposes Committee.

24.74.2 To approve the Schedule of Payments and Income

Resolved to approve the Schedule of Payments. See Appendix 1.

24.74.3 To consider and approve the budget proposal for 2025-2026 as recommended by the F&GP Committee

The draft budget was considered for 2025-2026 and it was noted that the budget for the Floral displays and Horsforth Matters will be reviewed again as councillors would like to lower the costs.

Resolved to approve a general budget of £207,036.00, designated reserves of £133,940.00 and restricted funds of £146,189.00. This is subject to change as some reserves may be spent in the current financial year. See Appendix 2.

24.74.4 To consider and agree the Precept request for 2025-2026 and agree the statement for the community as recommended by the F&GP Committee

Resolved to request a precept of £152,367.00 which means an increase of 4.5%. This equates to an annual charge of £20.20 per Band D household and an increase of 7p per month per Band D household.

HTC/24.75 Organisational Matters

24.75.1 To review the Action Plan

The updated Action Plan was noted and the Clerk asked councillors to send any updates that they would like included. It was noted that the community actions listed on the Neighbourhood Plan have now been included.

24.75.2 To agree a new LBA representative

Cllr Jones agreed to continue being the LBA representative until May 2025.

HTC/24.76 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

24.76.1 To note the Covid-19 Day of Reflection is on Sunday 9th March 2025 and consider any arrangements

Cllr Dowling reported that a small event is being organised for the Covid-19 Day of Reflection, led by K. Roberts. She has asked if the Town Council would like to contribute. It was **resolved** to contribute up to £100 towards refreshments, and the Town Council agreed to be involved in the event.

24.76.2 To consider a quote for neighbourhood planning online training at a cost of £250

Resolved to agree the quote of £250 for full council online training about the neighbourhood plan.

24.76.3 To receive an update from the Premises Development Working Group

i. To receive an update about No.3 including the license of alterations

Cllr Dowling reported that they are almost ready to submit all the required documents for the license of alterations and are currently investigating whether the Phase 2 works should be included. A meeting is being scheduled with the architect, contractor, and working group leads to receive an update and ensure everything is prepared for the commencement of the works. The working group is set to meet ahead of the Full Council meeting, where the documents will be formally approved.

The Clerk is also waiting for the updated schedule of costs from the architect.

It was noted that the quote for the new boiler has been approved by the F&GP Committee, but a license of alterations is needed before the works can start so the Clerk is including it in the one for No.3 to avoid additional costs.

ii. To receive an update about the Museum

The Museum has now responded to the latest TC letter with minor queries and the Clerk will be responding shortly.

HTC/24.77 Reports from external organisations

To consider reports and any action required in relation to:

24.77.1 Dementia Friendly

Cllr Fletcher provided the following report in advance of the meeting:

The latest meeting of Dementia Friendly Horsforth (DFH) was mostly taken up with discussion ideas for Dementia Action Week (DAW). The week is meant to be from 19th to 25th May according to the Alzheimer's Society, but the group decided that their local activities would go ahead in that week regardless of whether the AS changes the date later on (based on previous experience).

Amongst the ideas that were discussed were:

- Engage with Kezia/Walk of Art with a view to having some art-related activities, even though WoA is not happening this year
- Speak to Nancy at the museum about having another memory café on one of the days, following on from the museum's previous event last September
- Possibility of doing another play following the success of *The Purple List* in 2023 – in their previous meeting they had a visit from Christabel at Drama North who raised the possibility of

co-operating with them on a play. It might be either an original work or (more likely) a dementia-friendly performance of one of their existing pieces

- Some existing events around that time could be incorporated into DAW, for example MHA (Methodist Homes for the Aged) are holding an event on 21st May – they also hold dementia walks on Fridays
- Possible musical performers were also discussed, as well as the idea of a tea dance

It hasn't yet been decided whether all these events will take place during DAW or whether they will be staggered. It was noted that *The Purple List* was possibly more successful as a result of being a stand-alone event.

Other points discussed:

- Hall Park community garden reopening with sensory garden and improved access for people with restricted mobility will be officially opened in March.
- A local group of self-employed business people called Horsforth Independent Collective have raised £200 for DFH.

24.77.2 Horsforth Fairtrade

No update.

24.77.3 Young People's Champion

No update.

24.77.4 Horsforth Climate Action

Cllr Bromley reported that HCA have been given permission from Leeds City Council to host a Green Fair in Hall Park on Sunday September 21st, 11.30 until 3.30pm. At the moment they are keeping planning to HCA, but hope to widen it out when they have a few things in place.

24.77.5 MHA Communities

No update.

24.77.6 Peace Champion

Cllr Hyndes provided the following report in advance of the meeting:

On 11th December, Ed had a Zoom meeting with Megumi Tokunaga and Richard Outram, both of the Mayors for Peace Secretariat. They were supposed to be joined by another new Mayor/Champion for Peace from an area in Albania (which itself has 22 member cities), but they unfortunately couldn't make it. It was essentially an introductory meeting that included a screen-shared slideshow presentation about the origins of Mayors for Peace, and the activities that member cities can take part in, which include planting seeds from trees that survived the bombings, children's art competitions, to name just a couple. It also included details about the next Mayors for Peace General Conference which will be held in Nagasaki sometime this year. The meeting also served to break ice between them all, and now Megumi and Richard are aware that Horsforth has a Japanese Garden in Hall Park.

Cllr were reminded to provide a written report to the Clerk in advance of a meeting to include in the Agenda Pack.

HTC/24.78 Council Surgery

Cllr Gains and Cllr Hyndes agreed to attend the next council surgery.

HTC/24.79 Items for future agenda

No items were requested.

HTC/24.80 Date of next meeting

Resolved that the next Full Council meeting is to be held on 27th March 2025 and the deadline for agenda items is 17th March 2025.

The meeting closed at 8.07pm

Distribution: E Bromley, D Brosnan, D Collins, B Cousins, S Dowling, M Fletcher, F Gains, G Garvani, J Garvani, C Gillinder, S Gomersall, A Goulden, R Hardcastle, B Heaviside, E Hyndes, R Jones, A Martin, E Richards, N Smith, T Stones, J Tumalan, A Wishart

Appendix 1

**Schedule of Payments for the Full Council meeting
Meeting being held on 30th January 2025**

Payee	Details	Amount	Comments
YLCA	Staff training	£10.00	
SLCC	Clerk membership	£180.00	Note: The Clerk has split cost with another Parish Council
Asda	Frames for awards	£7.50	Clerk approved using delegated powers
YLCA	Local Council Award fee	£100.00	

Appendix 2 - Proposed draft budget and designated funds for 2025-2026

	2023-2024	2023-2024 ACTUAL	2024-2025	2024-2025 ACTUAL AS AT 31/12/2024	2024-2025 EXPECTED AT YEAR END	2025-2026
INCOME						
Precept	£126,035	£126,035	£126,035	£144,900	£144,900	
Council Tax Support Grant	£4,927	£4,927	£5,174	£5,174	£5,174	£5,249.00
Bank Interest	£100	£4,257	£2,760	£1,824	£2,700	£2,500.00
Donations		£699		£1,000	£1,000	
CIL		£176		£8,134	£8,134	
Other		£2,990		£900	£900	
Premises income						
Museum Rent	£4,000		£1			£1.00
Grants			£5,000			£5,000.00
Donations			£10,000			£10,000.00
Lettings						
	£135,062	£139,083	£148,970	£161,932	£162,808	£22,750.00
	2023-2024	2023-2024	2024-2025	2024-2025	2024-2025	2025-2026
	AGREED BUDGET	ACTUAL AS AT 31/12/2023	AGREED BUDGET	ACTUAL AS AT 31/12/2024	EXPECTED AT YEAR END	Proposed Budget
EXPENDITURE						
Community and Environment						
Grants & sponsorship	£4,500	£4,000	£4,000	£1,000	£4,000	£4,000
Award scheme	£200	£274	£200	£175	£200	£250
Civic Service	£100	£100	£100	£100	£100	£100
Horsforth Gala	£100	£44	£100	£0	£0	£100
Remembrance Service	£1,000	£859	£1,000	£1,070	£1,070	£1,100
Annual Town Meeting	£50	£0	£0	£0	£0	£0
Horsforth Matters	£1,750	£1,561	£2,000	£795	£2,100	£2,000
Band concerts	£1,200	£990	£990	£990	£990	£1,100
Annual Event	£2,543	£2,550	£1,500	£1,163	£1,163	£1,500
Christmas motifs, lights and trees	£16,000	£15,881	£17,000	£950	£16,066	£17,000
Christmas Switch-On event	£5,000	£4,241	£4,500	£4,452	£4,452	£4,500
HTC baskets and planters - inc watering	£9,600	£9,564	£10,000	£9,379	£9,379	£10,000
Jubilee Garden - maintenance	£1,000	£720	£1,000	£360	£1,000	£1,000
Total	£43,043	£40,784	£42,390	£20,434	£40,520	£42,650

Planning, Licensing and Traffic	£500	£0	£500	£0	£0	£500
Total	£500	£0	£500	£0	£0	£500
Staffing costs						
Office Staff	£61,605	£63,301	£69,363	£52,286	£68,000	£74,000
Premises Staff			£7,500	£0	£0	£7,500
Recruitment			£100	£0	£0	£100
Total	£61,605	£63,301	£76,963	£52,286	£0	£81,600
Office						
Office Equipment & Photocopier Lease	£1,000	£317	£400	£267	£321	£400
IT Support	£1,175	£1,243	£1,400	£899	£1,214	£1,400
Stationery & Printing	£900	£884	£900	£478	£670	£900
Postage	£100	£0	£25	£0	£0	£25
Telephone and Broadband	£900	£977	£1,500	£644	£900	£1,000
Subscriptions	£2,325	£2,242	£2,450	£2,070	£2,595	£2,800
Audit, Accounts & Data Protection	£3,000	£1,555	£2,000	£1,439	£1,800	£2,000
Miscellaneous	£200	£421	£750	£70	£150	£500
Bank Charges	£145	£144	£150	£117	£170	£200
Chairman's Allowance	£100	£23	£100	£0	£0	£100
Meeting Expenses & Refreshments	£185	£73	£100	£26	£26	£50
Room Hire	£1,300	£362	£500	£296	£414	£250
Legal & Professional Fees	£1,030	£355	£2,500	£0	£0	£2,500
Email and Website	£737	£815	£800	£83	£800	£850
Clock Maintenance	£500	£434	£500	£0	£0	£500
Defibrillator Maintenance	£2,000	£720	£2,000	£0	£420	£2,000
Roll Of Honour	£0	£0	£0	£0	£0	£0
Combined Insurance	£1,834	£1,999	£2,500	£2,073	£2,073	£2,500
Total	£17,431	£12,564	£18,575	£8,462	£11,553	£17,975
Training						
Staff Training	£1,500	£320	£1,000	£166	£250	£500
Councillor Training	£2,000	£439	£1,000	£738	£988	£1,000
Total	£3,500	£759	£2,000	£904	£1,238	£1,500
Election (TRANSFER FROM DF)	£12,500	£13,609	£12,500	£0	£0	£12,500
Total	£12,500	£13,609	£12,500	£0	£0	£12,500
Premises						
Utilities and Services	£16,784	£11,909	£13,500	£7,728	£10,000	£15,100
Cleaning and Caretaking	£1,000		£2,500	£41	£100	£2,500
Maintenance and Statutory Checks	£1,500	£96	£13,150	£1,113	£1,500	£13,150
Sundry expenditure	£13,811	£9,786	£19,561	£9,810	£9,810	£19,561

Total	£33,095	£21,790	£48,711	£18,692	£21,410	£50,311
Horsforth Museum - Grant re No5 The Green Rent	£4,000	£0	£0	£0		£0
Total	£4,000	£0	£0	£0	£0	£0
	£175,674	£152,806	£201,639	£100,778	£74,721	£207,036
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE	-40,612	-13,723	-52,669	61,154	88,087	-184,286