



Horsforth Town Council

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Full Council Meeting - Minutes Thursday 27th March 2025 at 7.00pm

Broadfields	Brownberrie	Hall Park	Victoria	Woodside
Simon Dowling	Dawn Collins	Richard Hardcastle	Dave Brosnan	Francesca Gains
John Garvani	Andrew Martin	Tracy Stones	Mark Fletcher	
Eddie Hyndes	Andrew Wishart	Julio Tumalan	Gill Garvani	
Raymond Jones			Cathy Gillinder	

In attendance: Becky Crabtree – Clerk, PCSO Felix Cavaliere and 1 member of public.

HTC/24.81 Introduction from Chairman

Cllr Dowling welcomed all to the meeting

HTC/24.82 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Cousins, Cllr Goulden, Cllr Richards, Cllr Bromley and reasons for the absence were approved.

HTC/24.83 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/24.84 Public Participation

One member of the public was in attendance and made the councillors aware that he had been informed by Cash Access that they were no longer pursuing a banking hub in Horsforth. The Clerk confirmed that she had not received this information and would make further inquiries.

HTC/24.85 Police report

24.85.1 To note and consider the latest crime statistics for Horsforth

PCSO Cavaliere said he will forward the statistics to the Clerk.

24.85.2 To consider any other policing matters

PCSO Cavaliere introduced himself, mentioning that he joined 8 months ago but has only now been able to attend the council meetings as previous council meetings have been held when he was not on shift. He informed councillors that the main issue in the area is antisocial behaviour, and they are actively addressing it. Recently, they carried out an operation and brought in extra officers, leading to a decline in incidents. However, there are still occasional occurrences, particularly after school and on weekends.

They have identified some key offenders and have visited their homes, speaking to the parents, who have responded positively. He confirmed that he will continue to monitor the situation and plans to carry out plainclothes operations as well.

He also confirmed that two people are now in prison for vehicle theft, and they are aware of other offenders but need forensic evidence and CCTV footage to proceed with further investigations.

Cllr Gains noted that she was aware of the operation and mentioned that her neighbours had been very distressed by the incidents, but she praised the Police for responding well when reports were made. PCSO Cavaliere responded that they review the logs daily to look for patterns of behaviour.

PCSO Cavaliere also confirmed that he is addressing issues with vehicles driving down one-way streets, including Park Drive. He encouraged councillors to send him information on issues like speeding that he could look into during his shifts.

Cllr Brosnan mentioned that PCSO Richardson had told him the operation had been very successful and asked if more operations were planned. PCSO Cavaliere confirmed that they aim to carry out one or two operations a week, although they require significant planning.

Cllr Brosnan also enquired about the Bill in Parliament regarding tool theft. This was discussed, and it was noted that while it is difficult to trace stolen tools, if reported, they can track CCTV footage and investigate further.

Cllr Collins asked about the fate of stolen tools. PCSO Cavaliere confirmed that they would likely be sold on the black market.

Cllr Jones raised concerns about vehicles obstructing junctions, particularly on Victoria Mount. PCSO Cavaliere explained that while the Police cannot ticket restricted parking, as that is a matter for LCC, they can issue tickets for obstructions, though it is not a priority.

PCSO Cavaliere also noted that he has visited Newlaithes and Featherbank Primary Schools to dealing with parking issues and confirmed parking on zig-zag lines is an enforceable offence.

Cllr Jones reported that vehicles are blocking bus stops on Low Lane, which has caused issues for people with disabilities, as buses are no longer stopping at their usual locations. PCSO Cavaliere confirmed that he would monitor the situation.

It was also noted that speeding is a concern on Low Lane from 7 pm onwards, and PCSO Cavaliere stated that he would monitor the area with a speed gun.

Finally, it was noted that there is now no right turn at the Calverley Lane junction. PCSO Cavaliere confirmed that he would monitor the junction and issue tickets if there is a Traffic Regulation Order (TRO) in place.

HTC/24.86 To approve the minutes of the Full Council meeting held on 30th January 2025

Resolved to approve the minutes of the Full Council Meeting of the Town Council held on 30th January 2025 as a true and accurate record.

HTC/24.87 To receive an update and note previous minutes for the following committees.

24.87.1 Finance and General Purposes

The minutes were noted.

24.87.2 Planning, Licensing and Traffic

It was reported that the committee had agreed to borrow a SID (Speed Indication Device) from Leeds City Council, and Cllrs Brosnan and Goulden will be able to manually record the results.

Cllr Dowling informed everyone that the upcoming F&GP and PL&T Committee meeting dates will be swapped.

i. To review and consider the findings of the Neighbourhood Plan Survey report presented by the Neighbourhood Plan Working Group

Cllr Dowling read out the following report provided by Cllr Goulden:

The survey had a relatively good response rate, with 130 responses. Roughly half the respondents had heard of the NP, indicating there is further work to be done to raise awareness. Among those who had heard of the neighbourhood plan, the opinion of its impact on the local community was greater. Generally, respondents felt that the plan was achieving its objectives, with the notable exception around improving transport in Horsforth. The working group will now turn to reviewing the policies of the plan, in light of the survey findings. Thanks also to those involved in reviewing the progress of the community actions against the plan.

24.87.3 Community and Environment

Cllr Gains reported that the committee had agreed to review the floral displays to ensure they align with the Biodiversity Policy and help reduce maintenance costs. Cllrs Gains and Bromley agreed to collaborate with Horsforth in Bloom, Horsforth Climate Action, Horsforth Town Team, and LCC. An invitation to a meeting will be sent shortly to discuss this in more detail and explore potential actions that the Town Council can implement.

24.87.4 Staffing and Employment

Resolved to change the order of business and it was **resolved** to exclude members before all items in 24.87.4 were considered.

- i. **To resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business at item 7.4iv being prejudicial to the public interest.**
Resolved to exclude members of the public under the Local Government (Admissions to Meetings) Act 1960 due to the business to be transacted being considered at item 24.87.4ii, iii and iv as prejudicial to the public interest.
- ii. **To consider a recommendation from the S&E Committee to pay the Clerk overtime for covering staff sick leave**
The Clerk left the room.
Resolved to approve the Clerks overtime.
- iii. **To consider any other recommendations from the S&E Committee to amend the Clerks core working hours**
Resolved to amend the Clerks core working hours.
The Clerk re-entered the room.
- iv. **To receive an update about the Admin Assistant and approve a recommendation from the S&E Committee**
The cllrs received an update about the Admin Assistant and it was **resolved** to approve the recommendations from the S&E Committee.

The meeting opened to the public.

HTC/24.88 Financial Matters.

24.88.1 To consider and approve the financial report to 28th February 2025

The financial reports were considered, the Clerk confirmed that the Nationwide balance remains the same as there has been no interest payment this year and it was **resolved** to approve the reports to 28th February 2025 as recommended by the Finance and General Purposes Committee. The Clerk confirmed that she is still trying to amend the signatories for the Virgin Money account.

24.88.2 To approve the Schedule of Payments and Income

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

HTC/24.89 Organisational Matters

24.89.1 To review the Action Plan.

The Action Plan was noted.

24.89.2 To consider and approve the following policies.

Resolved to approve the following policies en bloc excluding the Grant Policy and it was agreed that the C&E Committee will arrange an extraordinary meeting to consider that policy further.

- Dignity at Work Policy
- Appraisal Policy
- Grievance Policy
- Disciplinary Policy
- Sexual & General Harassment Policy
- Volunteer Policy. To follow.
- Grant policy and application form

24.89.3 To consider and agree a new date for the Annual Town Meeting and agree any necessary arrangements.

Resolved that the Annual Parish Meeting will be held on 1st May 2025 at 7pm and the Clerk will invite MP Katie White and the Police to attend.

24.89.4 To consider appointing additional members to the Annual Event Working Group

Resolved that Cllr Gillinder is appointed as a member of the Annual Event Working Group.

24.89.5 To consider and agree the new contact with the broadband and telephone provider

It was noted that the current contract is due to end in April, and it was **resolved** to continue on a rolling contract and cllrs will look at options when No.3 The Green has been renovated.

24.89.6 To note the increased cost of the payroll provider

The increase was noted.

24.89.7 To consider purchasing Teams Premium

Cllr Martin recommended Google Gemini, and it was **resolved** to grant delegated powers to the Clerk, in liaison with the Chair and Vice Chair, to purchase the more cost-effective and better option.

HTC/24.90 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

24.90.1 To receive an update about Summer Bands in Parks 2025

It was noted that LCC is unable to deliver the series of concerts due to a lack of staffing resources. They have provided the relevant information for the Town Council to organise the concerts, but it was agreed that the Town Council is also unable to commit due to limited staffing. It was **resolved** to contact FOHHP to enquire if they would be interested and to inform them that they would be able to apply for a TC grant.

24.90.2 To consider and agree the quote for the festive lights

The Clerk reported that she has not yet received the report, and it was **resolved** to grant the Clerk delegated powers in liaison with the Chair and Vice Chair to approve the quote, provided it is within the allocated budget.

24.90.3 To receive an update from the Premises Development Working Group including:

Cllr Dowling apologised to all councillors for the article published by Leeds West Despatch, which included information that the Full Council was not yet aware of and was, in fact, incorrect. It was noted that it stated that works on No.3 would start on the 7th April but this was simply a target date.

i. To receive an update about No.3 including approving the License of Alterations, Works in Progress Insurance, amended Contractors Schedule of Costs.

Cllr J Garvani reported that the final version of the license for alterations has now been received from LCC. This includes the boiler, Phase 1, and Phase 2 to avoid additional costs in the future. It was noted that the plans within the license need to be amended, and the Clerk is still awaiting comments from the architect. It was **resolved** to approve the license, subject to any amendments suggested by the architect and the revised plans.

The contractors have now submitted an updated schedule of costs totalling £294,255.48. This was discussed, and it was noted that Cllr Goulden had raised some queries, which the Clerk had forwarded to the architect and is awaiting a response. It was **resolved** to approve the schedule of costs, provided that the response to the queries is satisfactory.

It was noted that an updated VAT report is required to clarify whether the Town Council needs to register for VAT, whether it can claim VAT back on the works, and what actions need to be taken moving forward, including invoicing for room hire. The Clerk will obtain quotes for VAT advice and a report, and it was **resolved** to grant the Clerk delegated powers to obtain the advice as soon as possible.

The Clerk reported that the Works in Progress insurance is still outstanding, as the provider requires a copy of the contract between the Town Council and the contractor, as well as the start date for the works. It was **resolved** to grant delegated powers to the Clerk, in liaison with the Chair and Vice Chair, to approve the WIP insurance up to a sum of £1,000.

Additionally, funding options were discussed. It was noted that the cost of the works has increased significantly since the start of the project, and the Town Council may need to consider additional funding options, including increasing the current PWLB loan. The Clerk and Chair will investigate the available options.

The Clerk reported that the Town Council will now be able to proceed with the installation of the boiler at the Stables, and a new quote of £3,850 was approved. It was noted that a pre-works meeting is scheduled for 31st March 2025 with the Leads, Clerk, architect, and contractors.

ii. To receive an update about the Museum

Cllr J Garvani reported that the final amendments to the Museum lease have now been sent to the solicitors. Once the Clerk receives the final draft, it will be ready for consideration and approval by both the Full Council and the Museum. Additionally, it was noted that the Chair of the Museum has resigned from his position but may continue, as no one else has expressed interest in liaising with the Town Council regarding the lease.

HTC/24.91 To consider correspondence received and agree any necessary action:

24.91.1 To consider correspondence received regarding a public inquiry in March regarding LBA's appeal for a change in night flight rules

Cllr Dowling reported that he has been advised that, as this is a current public enquiry, it would not be appropriate for anyone to make comments on the matter at this time and all Cllrs agreed not to discuss it further.

24.91.2 To consider a request for information regarding Newlay Weir

Resolved to provide the requested information.

24.91.3 To consider a proposal from Friends of Horsforth Hall Park

The proposal from FOHHP was considered and a response was agreed.

HTC/24.92.1 Reports from external organisations

To consider reports and any action required in relation to:

24.92.1 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), which will take place locally from 19th to 25th May at the same time as the national events organised by the Alzheimer's Society.

With DAW only two months away the week's local events are now starting to take shape. The current plans are as follows:

- Monday 19th or Tuesday 20th – Rachel Critchley has agreed to host information events at the Right at Home offices. Phil Maud may be presenting these.
- Wednesday 21st – There is an MHA (Methodist Homes for the Aged) event from 1pm until 3pm, featuring live music, singing, dancing, a quiz and a raffle.
- Thursday 22nd – A fundraising night including a quiz to be held at the Old King's Arms. The King's will also provide a raffle prize.
- Thursday 22nd – A dementia bus (not the same as last year's one) has been booked for this date, though the exact location is uncertain as yet – possibly at Lister Hill again. A grant may be available to fund this again. It was agreed that there should be an opportunity for people to discuss their feelings after going on the bus, which was not available last year and it was reported that some people were upset by the experience.
- Friday 23rd – MHA, who are based at the Central Methodist church, usually organise a walk on Fridays and it was agreed to try and incorporate the walk on this particular Friday into DAW. It starts off at Hall Park and finishes with participants going to Café Yoga afterwards.
- Friday 23rd – Another information session, this time at the old council offices (Mechanics' Institute) and promoted in the library.
- Date tbc – An event at the museum, similar to the previous memory café held there last September. Waiting for Nancy from the museum to confirm dates.
- Date tbc – a stand in Morrison's, subject to arranging it with the store.

It may also be possible to get a memory box from Marks and Spencer but this is currently unconfirmed.

DFH also plans a stand on the farmers' market in May where the events will be publicised.

Sadly, it hasn't been possible to arrange a play by Drama North as discussed in earlier meetings, but it may still be possible to stage something later in the year as a stand alone event, similar to what happened with *The Purple List* in 2023.

Outside of DAW two other forthcoming events were noted, both of which will take place before full town council meeting:

- Hall Park community garden reopening with sensory garden and improved access for people with restricted mobility on Sunday 22nd March
- Next memory café at the Grove on Wednesday 26th March with Nancy from the museum

The group also congratulated Rachel Critchley on Right at Home winning the business category at the Heart of Horsforth awards, and Phil Maud wanted to express his gratitude to the town council for organising the awards.

24.92.2 Horsforth Fairtrade

No update.

24.92.3 Young People's Champion

No update.

24.92.4 Horsforth Climate action

Cllr Bromley had provided a report via email and will forward it to all cllrs.

24.92.5 MHA Communities

No update.

24.92.6 Peace Champion

No update.

HTC/24.93 Council Surgery

Cllr Fletcher and Cllr Wishart agreed to attend the next council surgery.

HTC/24.94 Items for future agenda

No items requested.

HTC/24.95 Date of next meeting

Resolved that the next Full Council meeting (Annual Meeting of the Town Council) is to be held on 29th May 2025 and the deadline for agenda items is 19th May 2025.

The meeting closed at 8.57pm

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 27th March 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – March 2025	£3309.42	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – March 2025	£974.16	To note as previously approved by virtue of the employment contract.
HMRC	PAYE & NI	£3041.61	Clerk approved using delegated powers
Everwell Occupational Health	Staffing report	£180.00	Approved by the Staffing & Employment Committee meeting held on 19 th March 2025
Jackson Fire & Security	Call out charge	£140.00	
7 th Airedale Scouts	Grant	£500.00	
R Crabtree	Instant Ink – reimbursement for printing costs at home	£17.99	