



Horsforth Town Council

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Horsforth
LS18 5LG

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Meeting of the Council - Minutes Thursday 20th November 2025 at 7.00pm

Broadfields

John Garvani
Eddie Hyndes

Brownberrie

Dawn Collins
Alan Radford
Alan Wishart

Hall Park

Richard Hardcastle
Tracy Stones

Victoria

Dave Brosnan
Mark Fletcher
Cathy Gillinder
Gill Garvani
Emily Richards

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree – Clerk

HTC/25.49 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.50 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Dowling, Cllr Jones and reasons were approved.

HTC/25.51 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.52 Public Participation

C. Evans was in attendance and informed councillors that her contract for the ABCD role will end in the week commencing 24 November 2025. She has decided to establish a charitable organisation with K. Roberts from Walk of Art, who was also present at the meeting. They are liaising with LCC Ward Councillors to explore opportunities for collaboration and would welcome the Town Council's support. They explained that the new organisation will be able to apply for grants to support projects in Horsforth and help the community to thrive. Further details will be provided in due course.

HTC/25.53 Police report

25.53.1 To note and consider the latest crime statistics for Horsforth

PCSO Richardson sent her apologies for the meeting and provided the following crime statistics for the period 6 October to 17 November, which were noted by councillors:

- 1 incident of arson
- 4 burglaries at business premises
- 14 reported residential burglaries
- 6 vehicles stolen
- 8 incidents of theft from vehicles
- 6 incidents of shoplifting
- 8 robberies

In addition, there were several calls relating to adult nuisance, fireworks, and nuisance e-bikes/scooters.

25.53.2 To consider any other policing matters

PCSO Richardson reported that she is carrying out as many school parking patrols as possible. A recent discussion with a traffic warden will lead to joint patrols being planned in due course to help address ongoing issues.

HTC/25.54 To approve the minutes of the Full Council meeting held on 25th September 2025 and the Extraordinary meeting held on 2nd October 2025.

Resolved to approve the minutes of the Full Council meeting held on 25th September 2025 and the Extraordinary meeting held on 2nd October 2025. as an accurate record.

HTC/25.55 To receive an update and note previous minutes for the following committees. See Agenda Pack.

25.55.1 Finance and General Purposes

The minutes were noted.

25.55.2 Planning, Licensing and Traffic

The minutes were noted.

25.55.3 Community and Environment

The minutes were noted.

25.55.4 Staffing and Employment

It was noted that the Clerk had resigned from her role and the S&E Committee is meeting on 26th November 2026 to consider staffing arrangements.

HTC/25.56 Financial Matters. See Agenda Pack

25.56.1 To consider and approve the financial reports to 31st October 2025 as recommended by the F&GP Committee including the proposed amendments to the 2025/2026 budget

Resolved to approve the financial reports to 31st October 2025 as recommended by the F&GP Committee including the proposed amendments to the 2025/2026 budget

25.56.2 To approve the Schedule of Payments and Income

Resolved to approve the schedule of payments excluding the RBL payment as Cllr J Garvani had previously agreed to pay that using LCC MICE funds. See Appendix 1.

25.56.3 To receive an update about the loan application and agree any necessary action

The Clerk reported that she has submitted the application to the Secretary of State to seek authority and is currently awaiting a response to her most recent email, following a request for further information.

It was **resolved**, as approved at the Extraordinary Meeting held on 2 October 2025, to give delegated powers to the Clerk/RFO, in consultation with the Chair and Vice Chair of the Council, to proceed with the drawdown of the loan should approval be granted by the Secretary of State. It was noted again that the loan amount would be £200,000.00, with a term of 40 years, annuity-based, at a fixed interest rate of 6.18%. Annual loan repayments are expected to be in the region of £13,954.20, subject to the rates at the time of application.

Additionally, the Clerk reported that she had received a Freedom of Information request seeking information about the public consultation held in July/August 2025. She confirmed that she had responded in accordance with her role and has not received any further correspondence on the matter.

HTC/25.57 Organisation Matters

25.57.1 To consider and adopt the Premises Committee Terms of Reference

Resolved to adopt the Premises Committee Terms of Reference.

25.57.2 To review the Committee and Working Group membership including the Premises Committee

The Committee and Working Group membership was reviewed and changes were agreed. See appendix 2.

25.57.3 To note the half yearly attendance figures

The half yearly attendance figures were noted.

25.57.4 To consider and agree the meeting dates for 2026/2027

Resolved to agree the meeting dates for 2026/2027.

HTC/25.58 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

25.58.1 To receive an update from the Premises Development Working Group

Cllr J. Garvani reported that the Phase 1 works are nearly complete, with only minor snagging remaining. Some works have already been carried out on the first floor, including new carpets, doors in the corridor, and improvements to the kitchen; however, the rooms still require renovation. The contractor has enquired when the Town Council will be ready to begin Phase 2. The Clerk and Cllr J. Garvani met with the Chair and Secretary of the Museum and have agreed on amendments to the lease.

Cash Access UK has been in contact and is keen to use No. 3 as a temporary banking hub. Cllr J. Garvani provided an update on this, including the factors that need to be taken into consideration. Following detailed discussion, it was agreed that the Premises Committee will consider the matter further.

25.58.2 To consider and agree to having a stall at the Farmers Market in 2026 on a bi-monthly basis
Resolved to have a stall at the Farmers Market in 2026 on a bi-monthly basis.

25.58.3 To receive an update from the Christmas Event Working Group including:

Cllr Brosnan reported that the working group has agreed to extend the road closure for the event, as had been planned last year; however, due to adverse weather, the new format was not implemented. The main stage will be located at the bottom of Town Street, with live bands already confirmed. A second stage will be set up at the top of Town Street, where the Farmers Market takes place.

He encouraged councillors to get in touch if they wish to volunteer on the day. Cllr Brosnan also thanked the working group members for their hard work and team effort in his absence.

- i. **To consider and approve a quote of £425 for Storm in a teacup**
Resolved to approve the quote of £425 for Storm in a teacup and £30 for Santos Grotto gifts.

HTC/25.59 Reports from external organisations

To consider reports and any action required in relation to:

25.59.1 Dementia Friendly

Cllr Fletcher reported that preparations are underway for Dementia Friendly Week, which is held in May. A play may be included as part of the events. It has also been suggested that the focus should include greater awareness of young-onset dementia.

25.59.2 Horsforth Fairtrade

No update.

25.59.3 Young People's Champion

No update.

25.59.4 Horsforth Climate action

The following report was provided in advance of the meeting:

Green Festival: Report produced evaluating the success of the event. See Agenda Pack.

At our last Steering Group Meeting we voted unanimously to plan to run the event again next year.

Funding: We have been successful in a small funding bid as part of the University of Leeds' Participatory Research Fund. This is a joint funding project with Otley and Alwoodley, to carry out some community research to understand community attitudes to climate change through the development of a sustainable nature corridor. The corridor that has been identified runs from Hunger Hills, down past Horsforth School and Lee Lane East, Broadgate Lane (to hopefully include Broadgate Lane and St Mary's schools), St James' Church, onto Low Lane and end at Low Lane Rec. The funding runs from now until July 2026 and includes money for a community researcher (Jenny Morgan), community engagement activities, and purchasing items for the development of the corridors.

The group is presenting at LCC CEAC on 11th November and have a meeting with Emmie Bromley about the work and funding on 19th November.

Activities:

- **October / November Repair Café** - Another two successful cafés with queues out of the door. Meeting planned in November to look at the increased demand and how to manage this.
- HCA had a table at both events to talk about our upcoming work and raise the profile of HCA.
- **November Clothes Swap in conjunction with The Old Kings Arms** - Successful event held on Saturday 8th November. We had 15 people coming to swap items and have now built up a good

quality bank of clothing for people to swap. We have a good core of volunteers working at the swaps.

- Plan to make these a regular event running at the same time as the Horsforth Farmer's Market to maximise footfall. Next swap planned for February.
- Have contacted the president of the SU at Leeds Trinity University and they are keen to invite us to help run a swap with them up at the Student Union.
- **Table at the Farmer's Market-** We continue to have a craft / promotional table at the farmers market, promoting our activities and HCA in general.

Nature group: The group are integral to the work linked to the UofL funding. Also continuing with the nature recovery work.

Energy: First meeting of an energy group took place in October, working on plans for developing this further.

Work with Schools and Walk to School Week: We have contacted all the local primary schools about being involved in Walk to School Week 2026. Positive responses from 7 out of 8 schools. Plan to work with the schools to plan activities for the week. Possibility of linking in with the nature corridor work for the schools on the corridor. Additional funding will be needed to ensure a successful event.

Cllr Gillinder reported that the C&E Committee will be reviewing the Green Festival Report at the next meeting and asked Cllrs to send any comments to the Clerk.

25.59.5 MHA Communities

No update.

25.59.6 Peace Champion

No update.

HTC/25.60 Council Surgery

Cllr Brosnan and Cllr Goulden agreed to attend the next council surgery on 20th November 2025.

HTC/25.61 Items for future agenda

- Budget and Precept

HTC/25.62 Date of next meeting

Resolved that the next Full Council meeting is to be held on 22ND January 2026 and the deadline for agenda items is 12th January 2026.

The meeting closed at 7.53pm.

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, A Radford, E Richards, T Stones, J Tumalan, A Wishart

Appendix 1 – Schedule of Payments

Schedule of Payments for the Full Council meeting Meeting being held on 20th November 2025

Payee	Details	Amount	Comments
Salaries	Staff salary costs – November 2025	£3874.70	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – November 2025	£1154.83	To note as previously approved by virtue of the employment contract.
Leeds City Council	Christmas Lights	£16, 710.00	
Royal British Legion	Wreath	£20.00	
3D Productions	Equipment for Remembrance Sunday	£363.90	Approved at the Full Council meeting held on 2 nd October 2025
Parkinson Partnership	VAT advice	£600.00	
HP Instant Ink	Reimburse Clerk for printing costs from April – Nov 2025	£53.21	
Tees Fire Systems LTD	Engineer call out for alarm	£251.00	

Appendix 2 – Committee and Working Group Membership

Committee Membership 2025-2026

Committee	Finance & General Purposes	Planning, Licensing & Traffic	Community & Environment	Staffing & Employment Committee (must inc Chair or Vice-Chair of Council)
Chair	Cllr G Garvani	Cllr Goulden	Cllr Cousins	Cllr J Garvani
Vice Chair	Cllr Dowling	Cllr Brosnan	Cllr Dowling	
1	Cllr Fletcher	Cllr Bromley	Cllr Fletcher	Cllr Dowling
2	Cllr J Garvani	Cllr Cousins	Cllr Gains	Cllr G Garvani
3	Cllr Hardcastle	Cllr J Garvani	Cllr Gillinder	Cllr Gillinder
4	Cllr Jones	Cllr Hardcastle	Cllr Hyndes	Cllr Hardcastle
5	Cllr Stones	Cllr Hyndes	Cllr Richards	Cllr Wishart
6		Cllr Radford	Cllr Wishart	
7				

Working Group Membership 2025-2026

Editorial Working Group	Neighbourhood Plan Working Group	Local Plan	Premises Development group
Cllr Fletcher	Cllr Brosnan	Cllr Brosnan	Cllr Brosnan
Cllr G Garvani	Cllr Gains	Cllr Dowling	Cllr Dowling
Cllr Gomersall	Cllr Goulden	Cllr Gains	Cllr J Garvani
Cllr Wishart	Cllr Hardcastle	Cllr J Garvani	Cllr Hardcastle
	Cllr Radford	Cllr Goulden	
	Cllr Wishart	Cllr Jones	

Community Infrastructure Levy Advisory Group	Council of Sanctuary	Annual Event	Christmas Event
Cllr Bromley	Cllr Brosnan	Cllr Bromley	Cllr Bromley
Cllr Dowling	Cllr Fletcher	Cllr Brosnan	Cllr Brosnan
Cllr Gains	Cllr G Garvani	Cllr Fletcher	Cllr Fletcher
Cllr Hardcastle	Cllr Gillinder	Cllr Gillinder	Cllr Gillinder
	Cllr Hyndes	Cllr Hyndes	Cllr Gomersall
		Cllr Wishart	Cllr Hyndes
			Cllr Richards
			Cllr Tumalan

External Group Representatives 2025-2026

Young People's Champion	Dementia Champion	YLCA branch representatives	Horsforth Fairtrade Steering Group
Cllr Cousins	Cllr Fletcher	Cllr J Garvani	Cllr Jones
		Cllr G Garvani	

Leeds Bradford Airport Consultative Committee	MHA Horsforth	Horsforth Climate Action	Peace Champion
Cllr Dowling	Cllr Bromley	Cllr Gillinder	Cllr Hyndes