



Horsforth Town Council

The Stables,
2 Church Road,
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Full Council Meeting

Thursday 28th November 2024

AGENDA PACK

*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*



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2 Church Road
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Leeds
LS18 5LG

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Full Council Meeting - Minutes Thursday 26th September 2024 at 7.00pm

Broadfields

Simon Dowling
John Garvani
Eddie Hyndes
Raymond Jones

Brownberrie

Cathy Gillinder
Andrew Martin

Hall Park

Tracy Stones

Victoria

Dave Brosnan
Mark Fletcher
Gill Garvani
Emily Richards

Woodside

Francesca Gains
Aiden Goulden

In attendance: Becky Crabtree – Clerk, three members of public

HTC/24.37 Introduction from Chairman

Cllr Dowling welcomed all to the meeting.

HTC/24.38 To receive apologies for absence and to consider and approve the reason for the absence

Apologies were received from Cllr Bromley, Cllr Hardcastle, Cllr Wishart, Cllr Cousins, Cllr Tumalan, Cllr Gomersall and reasons for the absence were approved.

HTC/24.39 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/24.40 Public Participation

- Victoria, a candidate for the Leeds Children's Mayor was in attendance with her mother. She is one of twelve that have been shortlisted this year and her campaign is about physical activity. Victoria read out her manifesto that she submitted, and all the councillors were very impressed and felt that she had some great ideas to help improve young peoples health. The voting has now closed and the results will be published on 3rd October 2024.
- Michael McGowan, a representative for NFLA and Mayors for Peace was in attendance to provide further information about the organisations.

HTC/24.41 Police report

24.41. To note and consider the latest crime statistics for Horsforth

PCSO Julie Richardson was in attendance and made councillors aware that there has been an increase in crime. The statistics for August and September were provided to councillors. It was noted that there is an increase in burglaries and thefts of/from vehicles. There is no specific area and some are repeated locations. The Police are struggling to identify the suspects and are working overtime to try to prevent further crimes.

Residents need to be educated and need to ensure that they have the correct locks. This was discussed including providing magnetic alarms, ways to monitor it including Police wearing plain clothes, changing shift times, ensuring all crime is reported no matter if they are minor.

PCSO Richardson agreed to investigate available funding and the cost of providing magnetic alarms. She also agreed to speak to PC Russell, the Ward Manager, to see if a specific operation could be launched to target these thefts.

24.42. To consider any other policing matters.

Cllr Jones said thank you for their efforts with the parking issues outside Broadgate School as it seems to have improved.

It was noted that more people are parking outside St Margarets Primary School due to the weather.

It was noted that there are numerous cars parked on Low Lane without MOT or tax.

Cllr Brosnan asked about a car that is on bricks outside KFC and dangerous. PCSO Richardson confirmed that it is private land and therefore, KFC's responsibility.

HTC/24.42 To approve the minutes of the Full Council meeting held on 25th July 2024

Resolved to approve the minutes of the Full Council Meeting of the Town Council held on 25th July 2024 as a true and accurate record.

HTC/24.43 To receive an update and note previous minutes for the following committees.

24.43.1 Finance and General Purposes

The minutes were noted and Cllr Dowling reported that the committee would like the C&E Committee to review the Grants and Sponsorship guidelines at the next meeting.

24.43.2 Planning, Licensing and Traffic

The minutes were noted and Cllr Brosnan reported that there have been some noise complaints about venues on Town Street.

24.43.3 Community and Environment

The minutes were noted and the Clerk reported that an extra ordinary meeting is being held on 3rd October 2024 to consider the Heart of Horsforth Award nominations.

24.43.4 Staffing and Employment

It was noted that a meeting is being held on 3rd October 2024.

HTC/24.44 Financial Matters.

24.44.1 To consider and approve the financial report to 31st July 2024

Resolved to approve the financial report to 31st July 2024 as recommended by the Finance and General Purposes Committee. The amendments were noted.

24.44.2 To approve the Schedule of Payments and Income

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

24.44.3 To note the conclusion of the External Audit for the financial year ending 31st March 2024

The conclusion of the External Audit was noted, and the external auditor raised no queries.

24.44.4 To approve the internal auditor quote for £510 and agree to waive the requirement to seek three quotes as stated in the Financial Regulations

Resolved to approve the internal auditors quote and agreed to waive the requirement to seek three quotes as stated in the Financial Regulations

HTC/24.45 Organisation Matters

24.45.1 To review the Action Plan.

The Action Plan was reviewed, and the amendments were agreed.

24.45.2 To agree a new LBA representative

Resolved to defer to the next meeting.

24.45.3 To consider and agree amending the councillor ward allocation

Resolved to allocate Cllr Gillinder to the Victoria Ward and Cllr Smith to the Brownberrie Ward.

24.45.4 To consider and approve the amended Standing Orders

Resolved to approve the amended Standing Orders.

24.45.5 To consider a recommendation from the F&GP Committee to approve the Risk Assessment Management Policy

Resolved to approve the Risk Assessment Management Policy with amendments.

HTC/24.46 To consider matters requested by the Councillors/Clerk/Committee and agree any necessary action:

24.46.1 To receive an update from the Premises Development Working Group

Cllr J Garvani reported that planning permission has now been granted for No.3 and the license of alterations has been requested. There has been a delay as the officer has been on annual leave. The Museum has raised concerns about the draft lease and will be sending their response shortly. This was discussed.

It was noted that the museum was due to have fibre installed this week and asked for permission for the cabling to run externally on No.3. on the day. They were told that the TC requires further information before a decision is made and Openreach sent a method statement. This was discussed and queries were raised

24.46.2 To consider granting £856.50 to Horsforth Hall Park Cricket Club towards a noticeboard in Hall Park

Resolved not to grant funds towards a noticeboard in Hall Park due to limited funding and there are already two noticeboards situated in Hall Park.

24.46.3 To consider a recommendation from the F&GP Committee to affiliate to UK/Ireland Nuclear Free Local Authorities (NFLA).

Michael McGowan was in attendance to provide further information about NFLA and Mayors for Peace. This was discussed and Cllrs raised concerns including nuclear energy and it was noted that the TC has just signed 12-month contracts with the energy suppliers.

Resolved to defer this item to the next F&GP Committee meeting and the Clerk will investigate the implications of leaving the energy contracts early.

24.46.4 To consider a recommendation from the F&GP Committee to join the Mayors for Peace organisation.

Resolved to join the Mayors for Peace and apply for the seeds that survived Hiroshima to be planted in the Japanese garden. The Clerk and Chair will prepare a declaration to be published.

24.46.5 To note and approve and recommendations from the CIL Advisory Group.

Cllr Dowling reported that the advisory group met earlier in the week and Cllr Gains was appointed as the Lead. LCC has agreed to install a path to the wheelchair friendly picnic bench at no cost.

HTC/24.47 To consider correspondence received and agree any necessary action:

24.47.1 To note a residents concerns about the means testing heating allowance

The residents concerns were noted.

24.47.2 To note the Police and Crime plan consultation

It was noted the Mayor for West Yorkshire, Tracy Brabin and her Deputy Mayor for Policing and Crime, Alison Lowe OBE are carrying out a consultation with young people to seek their policing, crime and community safety concerns.

HTC/24.48 Reports from external organisations

To consider reports and any action required in relation to:

24.48.1 Dementia Friendly

Cllr Fletcher reported the following:

A successful memory café event took place at Horsforth Museum earlier this month. It is hoped that more of these will be arranged in the future. The Grove will also be hosting memory cafés on the fourth Wednesday of every month starting on 23rd October 2024.

The regular ReminiSING singalong event was held earlier this month organised by MHA (Methodist Homes for the Aged) Communities Horsforth. It takes place on the second Wednesday of every month at Central Methodist Church. Additionally, MHA craft sales will be happening on 26th and 28th November 2024.

EOD (early onset dementia) has been in the news due to a number of former rugby players suing some of the rugby governing bodies, claiming that EOD was brought on by playing rugby. DFH is looking into how to increase public awareness of the number of varieties of dementia that exist – 122 different types have been identified – and counter the perception that dementia is synonymous with Alzheimer's or that it is an illness that only affects the elderly.

A survey is being carried out by YDL (Young Dementia Leeds) and Leeds Beckett University on the subject of dementia, asking both people with dementia and their carers about what care is available, particularly for those living with EOD (a dementia-friendly version of the survey is also available). For more details click [here](#).

Following the success of *The Purple List* last year, DFH are looking into staging another play. More details will be shared when available.

24.48.2 Horsforth Fairtrade

Cllr Dowling reported that they are in the process of changing bank accounts, they have registered for another year and will be having a stall at the Farmers Market on 5th October 2024.

24.48.3 Young People's Champion

Cllr Jones reported that Cllr Cousins attended the Breeze event and worked with the school uniform exchange. She says it is a great initiative and thanked Sam Dowling for the work that she does.

24.48.4 Horsforth Climate action

Resolved that the Clerk will circulate Cllr Bromley's report to all councillors after the meeting. It was noted that the Clerk is preparing a Biodiversity Policy for consideration at the next F&GP Committee meeting.

24.48.5 MHA Communities

Cllr Jones reported that he attended the last meeting along with Cllr Stones and it was very interesting.

HTC/24.49 Council Surgery

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

HTC/24.50 Items for future agenda

- Draft budget

HTC/24.51 Date of next meeting

Resolved that the next Full Council meeting is to be held on 28th November 2024 and the deadline for agenda items is 18th November 2024.

The meeting closed at 8.30pm

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 being held on 26th September 2024

Payee	Details	Amount	Comments
Salaries	Staff Salaries September 2024	£3521.93	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions September 2024	£991.47	To note as previously approved by virtue of the employment contract
HMRC	TAX & NI (2 nd Quarter)	£2261.27	To note as previously approved by virtue of the employment contract
Living Wage Foundation	Accreditation Fees	£69.00	



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Finance and General Purposes Committee Minutes Meeting held on Thursday 14th November 2024 at 7pm Town Council Office, The Stables, 2 Church Road, Horsforth, LS18 5LG.

Present: In Chair – Cllr Dowling (Chair)

E. Bromley, G. Garvani, J. Garvani, R. Hardcastle, R. Jones, T. Stones,

In attendance: B. Crabtree – Clerk

FGP/24.25 Introduction from the Chair

Cllr Dowling welcomed all to the meeting.

FGP/24.26 To consider apologies and the reason for absence

All councillors were present.

FGP/24.27 Declaration of Disclosable Pecuniary and other Interests

None declared.

FGP/24.28 To consider questions and comments from members of the public at the Chairman's discretion

No members of public were present.

FGP/24.29 To confirm and accept the minutes of the Finance and General Purposes meeting held on 12th September 2024

Resolved to approve the minutes of the Finance and General Purposes Committee meeting held on 12th September 2024 as a true and accurate record.

FGP/24.30 Financial Matters

24.30.1 To review and consider recommending that the Council approves the financial report to 31st October 2024 and agree any necessary action.

The financial report was discussed, the budget was reviewed and it was **resolved** to recommend that the Full Council approves the financial report to 31st October 2024.

24.30.2 To consider and approve the schedule of payments.

Resolved to approve the schedule of payments. See Appendix 1.

24.30.3 To receive an update about the internal audit and internal control checks

i. Interim internal audit.

The Clerk reported that the auditor had carried out the interim internal audit. There was a recommendation to have a training log which the Clerk already has. It was noted that draft minutes for the Annual Town Meeting were still on the website, but they aren't approved until the next Annual Town Meeting so will be in draft format until 2025.

ii. Review of internal audit

Cllr Collins and Cllr Martin are due to carry out the review of internal audit. If it is not carried out by December, Cllr G Garvani and Cllr Dowling agreed to do it.

iii. Internal control checks.

Cllr G Garvani and Cllr Gains have carried out the internal control checks and there were no issues raised.

iv. Review of risk management

Cllr Dowling and Cllr Goulden have carried out the review and raised some queries regarding the insurance provision. The Clerk is investigating this.

24.30.4 To agree the quote for the Heart of Horsforth awards at a cost £35 each and agree to waive the requirement to seek three quotes as stated in the Financial Regulations.

Resolved to approve the quote and agree to waive the requirement to seek three quotes as stated in the Financial Regulations.

24.30.5 To note that the Clerk is preparing the draft budget for 2024-2025 and to make any recommendations

Noted.

FGP/24.31 Community Infrastructure Levy (CIL)

24.31.1 To receive an update on CIL

It was noted that the Clerk has asked LCC for a quote to pin the tarmac near the bandstand and will chase this.

24.31.2 To receive any reports from Community Infrastructure Levy Group

The working group is due to meet again in January.

FGP/24.32 3&5 The Green

To receive an update and agree any necessary action including:

24.32.1 To receive an update about the license of alterations

The Clerk reported that LCC has prepared the draft license of alterations and has asked the architect to check it. He is due to send his comments shortly. This will be included on the next Full Council agenda along with the contractors updated schedule of costs.

24.32.2 To receive an update about the Museum

The leads of the working group and the Clerk had a meeting with the trustees to go through the draft lease and discuss the queries raised. The terms were agreed, and the Clerk has sent a letter and draft lease with comments to the Museum and will then send it back to the solicitor.

FGP/24.33 To consider matters requested by Councillors/the Clerk/Committee and agree any necessary action:

24.33.1 To receive an update about the Governance Review

The Clerk reported that LCC is preparing the documents for the review. It was **resolved** that the preferred name for the new ward would be Broadgate and Drury Fields. Councillors also agreed for the new arrangements to come into effect for May 2027.

24.33.2 To consider affiliating to UK/Ireland Nuclear Free Local Authorities (NLFA)

The Clerk reported that the current energy suppliers and the pending suppliers have nuclear as part of their fuel mix. It was **resolved** that the Clerk will speak to NLFA to enquire if this would be an issue.

24.33.3 To consider and agree to recommend adopting the Biodiversity Policy

Resolved to recommend that Full Council adopts the Biodiversity Policy.

FGP/24.34 The Heart of Horsforth Awards Scheme

24.34.1 To consider excluding the public from the meeting during item 10.2 under s1(2) of the Public Bodies (Admission to Meetings) Act 1960 by reason that the item will disclose the identity of individuals and information relating to them.

Resolved to exclude members of the public for item 24.34.2.

24.34.2 To consider nominations and agree any necessary action

The winner of the volunteering award (individuals or groups aged 21 and over) category was agreed.

The meeting re-opened to the public.

FGP/24.35 Matters for information

It was noted that the government is due introduce a new law, the Terrorism (Protection of Premises) Bill, better known as Martyn's Law and the TC will need to start considering this when planning events and No.3 The Green. The Clerk will provide more information to the Full Council shortly.

Cllr Garvani reported that LGA are carrying out a consultation for remote meetings and this will be included on the Full Council agenda.

FGP/24.36 Items for future agenda

- Budget

FGP/24.37 Date of the next meeting

Resolved that the next meeting will be held on 16th January 2025 and the deadline for agenda items is 6th January 2025.

The meeting closed at 7.33pm.

*Distribution: Cllrs E Bromley, S. Dowling, G. Garvani, J. Garvani,
R. Hardcastle, R. Jones, T. Stones,*

Appendix 1
Schedule of Payments for the Finance and General Purposes Committee
Meeting being held on 14th November 2024

Payee	Details	Amount	Comments
Salaries	Staff Salaries October 2024	£3521.99	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions October 2024	£991.47	To note as previously approved by virtue of the employment contract
Pure Water	Watering floral displays	£1520.00	To note as previously approved by virtue of the contract
T&B Bookkeeping	Payroll Fees	£126.50	Clerk approved using delegated powers
Vision ICT	SSL certificate	£50.00	
Leeds City Council	CIL projects	£24793.00	Approved by the F&GP Committee on 20 th July 2023
Royal British Legion	Wreaths	£61.00	Clerk approved using delegated powers
Bugler for hire	Bugler – Remembrance Service	£230.00	
Engie	Electric – No.3	£88.58	
Horsforth heating	Call out charge	£32.50	Note- The engineer was unable to check it due to not having access to flue
Royal Mail	License for Freepost	£99.90	Clerk approved using delegated powers
SLCC	Staff training	£30.00	Clerk approved using delegated powers
Account-Ant	Interim Internal Audit	£255.00	
Storm in a Teacup Circus	Christmas Lights entertain	£1050.00	
St Margarets Parish Centre	Room hire	£118.50	
Aire Valley Trees Service	Christmas Trees	£950.00	
Mixam	Horsforth Matters printing	£639 plus shipping	
Ace	Horsforth Matters Delivery costs	£1259.91	



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Planning, Licensing & Traffic Committee Minutes
Thursday 24th October 2024 at 7pm
The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG

Present: In Chair – Cllrs R Hardcastle, D Brosnan, M Fletcher, A Goulden, G Garvani, and E Hydes

In attendance: S White Administration Assistant.

PLT/24.69 To receive apologies for absence and to consider the reason for the absence

No apologies were received.

PLT/24.70 Declaration of Disclosable Pecuniary and other Interests

Councillors D. Brosnan and A. Goulden declared an interest in relation to item PLT/24.74.2 planning application 24/05709/FU.

Councillor D. Brosnan expressed an interest in relation to item PLT/24.82.1.

PLT/24.71 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were in attendance.

PLT/24.72 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 19th September 2024.

PLT/24.73 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/24.74 New Planning Applications

74.1 To note the planning applications received since the meeting held on 19th September and the comments made by the Proper Officer whilst she had delegated powers to comment. See agenda pack.

The comments submitted by the Proper Officer for recent applications were noted.

74.2 To consider and comment on planning applications received from Leeds City Council since the last meeting of the Committee.

Resolved to comment on the planning applications as per Appendix 1.

PLT/24.75 Planning Appeals & Planning Appeal Decisions

Appeals were noted.

PLT/24.76 Planning Enforcement

No planning enforcements to note.

PLT/24.77 Licensing Applications

No licensing applications to note.

PLT/24.78 Traffic

To consider and approve any action in relation to traffic issues, including the following:

78.1 Complaints

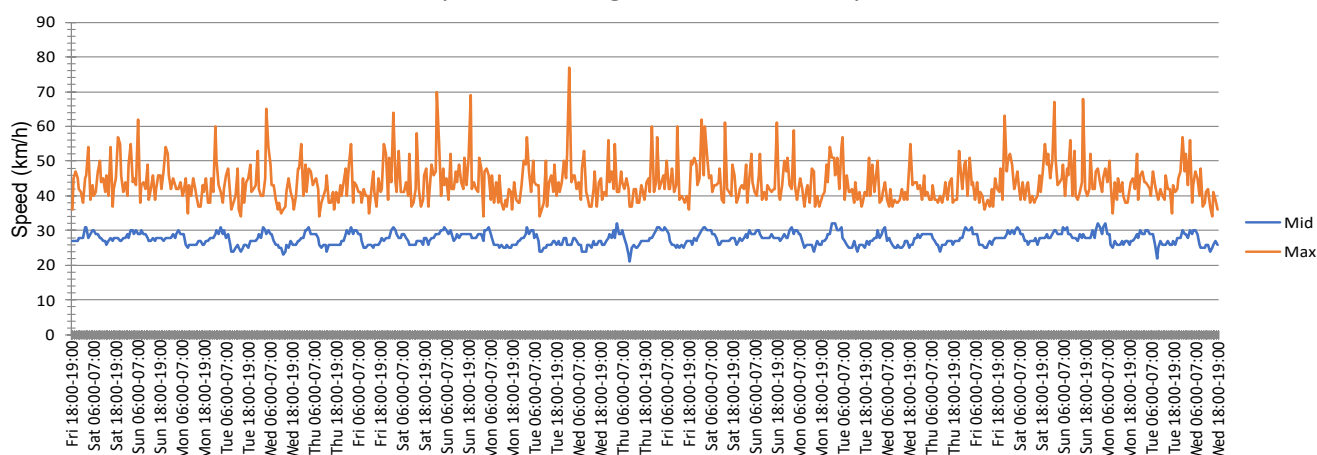
None to report.

78.2 Traffic schemes

None to report.

78.3 Speed indicator device (SID) updates and any data

Sequence Average and Maximum speed



Evaluation time	20 September 2024,18:00 - 16 October 2024,19:00					
Speed limit	50	km/h	Values	Vehicles	Vd[km/h]	Vmax[km/h]
Speed violations	0.04	%	360400	40619	27	77
ADT	1560					
AYT	569400					
Evaluation direction	Arriving					

To consider applying to borrow a SID for the area.

It was agreed that we will apply to borrow a temporary SID device. S. White to make the arrangements and update the committee with any updates.

PLT/24.79 Leeds Bradford Airport (LBA)

To consider the following:

79.1 Leeds Bradford Airport Consultative Committee

The minutes from the July meeting were noted.

79.2 Leeds Bradford Airspace Change – to receive and note updates (if any)

No updates to note.

79.2 Any other matters relating to Leeds Bradford Airport (LBA).

It was **noted** that LBA have agreed to sponsor the Christmas lights switch on event on 7 December.

PLT/24.80 Neighbourhood Plan.

The Neighbourhood Plan Committee met on Tuesday, 22nd October and discussed the training outcomes from the previous week. It was agreed that the training was useful. It was agreed that the Neighbourhood Plan review should be of concern to the full council, not just the working group and the Planning, Licensing and Traffic Committee. Councillor Francesca Gains will bring the community actions to the attention of the Community and Environment Committee. Councillor Aiden Goulden will take the

Neighbourhood Plan to Full council to highlight the importance of the plan to the whole council. It was agreed to invite Ian McKay to attend the PL&T meeting in February to update the progress of the site allocation.

The residents' survey is live and will be published across offline and online media to encourage as many residents of Horsforth to complete it.

PLT/24.81 Leeds City Council Core Strategy and Site Allocation Plan

No update.

PLT/24.82 To consider correspondence received and agree any necessary action

82.1 To consider correspondence regarding a business premises on Town Street potentially breaching planning rules by occupying more space on pavement than agreed.

A couple of residents have raised issues with tables and chairs obstructing the pavement. It was agreed that we would continue to monitor over the next three months and review in January 2025.

82.2 To note correspondence received from a resident regarding livestock fencing on fields by a land holder at Hunger Hills. The query has been passed on to City Councillors.

Agreed to pass on to the Community and Environment Committee for comment, noting that we deplore any illegal damage to the fencing or criminal damage.

PLT/24.83 Matters for information.

No matters for information.

PLT/24.84 Items for future agenda

Postal returns for the neighbourhood plan survey to approve spend.
To consider the new location of the temporary SID if we are loaned one.

PLT/24.68 Date of the next meeting

Next meeting of the Committee: 21st November 2024

Deadline for agenda items: 11th November 2024

The meeting dates were noted.

The meeting concluded at 8:15pm

Distribution: Cllrs R Hardcastle, D Brosnan, M Fletcher, G Garvani, A Goulden, E Hydes

Appendix 1 - Minute No. PLT/24.74.2 – comments on new planning applications

Reference	Application Validated	Deadline for comments	Address	Proposal	HTC Response
24/05542/FU	Wed 02 Oct 2024	Fri 01 Nov 2024	Park View Cottage Parkside Horsforth Leeds LS18 4DJ	Demolition of single storey element to rear; erection of two storey and single storey rear extension	Horsforth Town Council neither supports nor objects to this application.
24/05709/FU	Tue 01 Oct 2024	Sun 03 Nov 2024	110 Low Lane Horsforth Leeds LS18 5PX	Single storey rear extension with rooflights and a rendered finish; Dormer window to the rear; alterations to existing driveway to form two vehicle parking area to the front	Horsforth Town Council neither supports nor objects to this application, but we ask the planners to consider being sympathetic to boundary treatments. Reference to policy BE1, area 2 Low Lane and

					Tro, of the Horsforth Neighbourhood Plan: Retain historic and other positive boundary treatments. Any new boundary treatments should seek to include walls and new planting and to be consistent with any historic / positive boundary treatments already present.
24/05767/FU	Thu 03 Oct 2024	Fri 01 Nov 2024	100 New Road Side Horsforth Leeds LS18 4QB	Change of use from Class E to Sui Generis (Public houses, wine bars or drinking establishments) for use as a wine bar and alcohol retail/bottle shop. Internal works including painting of walls and addition of shelving. Shop front to be repainted and vinyl stickers to windows	Horsforth Town Council neither supports nor objects to this application.
24/05638/FU	Thu 03 Oct 2024	Thu 24 Oct 2024	143 - 145 New Road Side Horsforth Leeds LS18 4QD	Change of Use of ground and 1st floor from restaurant to flexible uses class E	Horsforth Town Council neither supports nor objects to this application.
24/05196/OT	Tue 10 Sep 2024	Fri 01 Nov 2024	Former Sewage Works Rein Road Horsforth Leeds LS18 4JQ	Outline planning application for up to 24 dwellings with all matters reserved	Horsforth Town Council objects to this application. The objection is on the grounds relating to access from the main road, referencing policy H4 of the Horsforth Neighbourhood Plan, Horsforth (former wastewater treatment works) Provision of public transport, pedestrian and cycle links to Kirkstall Forge Rail Station. Also, to comment but not object to policy BE1 of the Neighbourhood Plan, Area 4 Cragg Hill and Woodside, (including Horsforth Cragg Hill and Woodside Conservation Area (part): Respect important long and mid-distance views. The

					council also objects on the grounds that the development would adversely impact policy BE1, Area 5 (Newlay Conservation Area) – impact to important view 8 as identified by the Neighbourhood Plan.
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DRAFT



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Staffing and Employment Minutes Thursday 3rd October 2024 at 7pm The Stables, 2 Church Road, Horsforth, LS18 5LG

Present: In Chair – Cllr J Garvani (Chair)

F. Gains, C. Gillinder (Substitute)

In attendance: B. Crabtree – Clerk

SE/24.9 Introduction from the Chair

Cllr J Garvani welcomed all to the meeting.

SE/24.10 To receive apologies and consider reasons for absence.

Apologies were received from Cllr Dowling, Cllr Bromley, Cllr Hardcastle, Cllr Gomersall and reasons were approved.

SE/24.11 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/24.11 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/24.12 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 23rd July 2024 as a true and accurate record.

SE/24.13 Exclusion of press and public

Resolved to exclude the members of public.

SE/24.14 To receive an update about staffing matters and agree any necessary action including:

24.14.1 To receive an update about the Clerks appraisal and review salary

The Clerk left the room.

Cllr Gains gave positive feedback about the Clerks appraisal. This was discussed and it was noted there were no issues and the objectives for the next 6 months were agreed.

Resolved to recommend that Full Council increases the Clerks salary by two points.

The Clerk entered the room.

It was noted that the Clerk has now taken on additional work for another council outside her working hours with HTC. This was agreed in advance by the Chair and Vice Chair of the Council, and Vice Chair of the Committee. It will be reviewed in 3 months to ensure it is not impacting HTC.

24.14.2 To receive an update about the Admin Assistants appraisal and review salary

The Clerk and Cllr Gains gave positive feedback about the Admins Assistants appraisal and this was discussed. It was noted there were no issues and the objectives for the next 6 months were agreed.

Resolved to recommend that Full Council increases the Admin Assistants salary by two points.

It was noted that the Admin Assistant may be taking on additional hours elsewhere and this was approved and will also be reviewed in 3 months.

24.14.3 To consider the staffing costs for 2025-2026

Resolved to recommend the proposed staffing costs to the F&GP Committee and it will need to be reviewed within the financial year due to a possible increase in staffing due to No.3 opening.

SE/24.15 To confirm the date of the next meeting

To be confirmed.

Distribution: E. Bromley, S. Dowling, F. Gains, J. Garvani, S. Gomersall, R. Hardcastle,

DRAFT

Period 01.09.2024 to 30.09.2024

Period 01.09.2024 to 30.09.2024

17

Horsforth Town Council
Cash Book
Year ended 31 March 2025

Period 01.10.2024 to 31.10.2024

Bank Payments																		
Date	Supplier	Details	Current	Deposit	Vat	Creditors	Comm &	Planning	Salaries	Office	Training	Election	Premises	Designated	Restrctited	S137	Powers	
			Account	Account			Environ'mt	Lic & Traffic						Funds	Funds	EXPENDITURE		
01.10.2024	Brought Forward		73,192.22		2,483.28	3,995.10	9,725.26		32,870.48	6,544.76	101.00		10,581.34	6,891.00				
03.10.2024	Grenke	Photocopier lease	64.8		10.8					54	Photocopier							
04.10.2024	Pure Water	Watering floral displays	1520				1520	Floral displays										
04.10.2024	Vision ICT	SSL certificate	60		10					50	Website and Email							
04.10.2024	T&B Bookkeeping	Payroll fees	151.8		52.30					99.5	Audit, accounts and data protection							
04.10.2024	Living Wage Foundation	Accreditation	82.8		13.8					69	Subscriptions							
15.10.2024	British Gas	The Stables - Electric	46.69		2.22								44.47	Utilities and services				
15.10.2024	Pozitive energy	The Stables - Gas	114.37		5.45								108.92	Utilities and services				
16.10.2024	Smartest energy	No.3 - Gas	19.31		0.92								18.39	Utilities and services				
16.10.2024	Credit card fee																	
	Giff Gaff	Office/Telephones	6		1					5	Broadband and telephone							
	Giff Gaff	Office/Telephones	6		1					5	Broadband and telephone							
	Stickermule	Labels for floral displays	174				174	Floral displays										
	Amazon	Stationary and cleaning	37.84		6.31					24.45	Printing and stationary		7.08	Caretaking and cleaning				
	Credit card fee		3							3	Bank charges							
	Credit card fee		3							3	Bank charges							
18.10.2024	Commerce Business Sol	Printing charges	66		11					55	Printing and Stationary							
18.10.2024	Zen	Broadband	48		8					40	Telephone and broadband							
21.10.2024	Salary costs	Salary	2450.33						2450.33	Salaries								
22.10.2024	Complete Computers	IT Support	126.12		21.02					105.1	IT Support							
22.10.2024	Salary costs	Pension	991.47						991.47	Salaries								
22.10.2024	Salary costs	Salary	1071.60						1071.6	Salaries								
24.10.2024	Zen	Telephone	23.50		3.92					19.58	Broadband and telephone							
31.10.2024	Unity	Service Charge	8.4							8.4	Bank charge							
	Carried Forward		80,267.25		2,631.02	3,995.10	11,419.26		37,383.88	7,085.79	101.00	0.00	10,760.20	6,891.00				
	Check total		80,267.25		80,267.25													
	Total Expenditure 2024-2025(for budget page)						73,641.13											
	Cash book payments (for rec)		80,267.25															

Period 01.10.2024 to 31.10.2024

Bank Receipts																
Date		Details	Current	Deposit	Vat	Debtors	Other	Precept	Comm &	rant Incom	Designated	Office	Buildings	Staff	Events	Restricted
			Account	Account					Environ'mt		Funds			Training		Funds
01.10.2024	Balances brought forward		381,763.56	88,545.37	10,503.05		6,567.47	144,900.00								5054.4
31.10.2024	Galtec	Sponsorship	500.00			500.00										
31.10.2024	Virgin	Bank interest		225.61			225.61									
	Carried Forward		382,263.56	88,770.98	10,503.05	500.00	6,793.08	144,900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,054.40
	Check total			471,034.54			470,808.93									
	Total Income 2024-2025 (for budget page)						156,747.48									
	Cash book receipts (for rec)			471,034.54			167,750.53									
	Cash book balances (agrees to bank rec)		390,767.29	301,996.31	88,770.98											
	Total Income 2024-2025 (for budget page)		156,747.48													
	Total Expenditure 2024-2025(for budget page)		73,641.13													
	Agreed to Budget		83,106.35													

Horsforth Town Council
 Bank Reconciliation as at 31.10.2024
 Prepared by Becky Crabtree 07.11.2024

At next y/end
 S / L term

Balance per bank statements as at 31.10.2024

Current Account	Virgin Money (per stmt 31.10.2024)	88,770.98	Short term
	Unity Trust Bank (per Stmt 31.10.2024)	214,501.42	Short term
	Nationwide Building Society (Per stmt 31.03.2024)	87,494.89	Short term
	Lloyds (per stmt 30.09.2024)	0.00	Short term

Term deposit accounts

390,767.29

Add uncredited receipts

0.00

Less unrepresented cheques

0.00

0.00

Net Balances as at 31.10.2024

390,767.29

Cash book

Opening balances as at 01.04.2024

303,284.01

Add cash book receipts

167,750.53

Less cash book payments

80,267.25

Closing cash book balance as at 31.10.2024

390,767.29

Difference 0.00

Horsforth Town Council
Annual Budget and Expenditure 2024-2025
Updated 04.10.2024

		Annual Budget		Income & Expenditure		Budget Remaining	
		2024-2025		As At 31.10.2024		As At 31.10.2024	
		£	£	£	£	£	£
INCOME							
	Precept	144,900		144,900		0	
	Council Tax Support Grant	5,174		5,174		0	
	Bank Interest Received	2,760		1,619			
	Donations						
	CIL						
	Other						
	Premises						
	Museum rent	1		0		0	
	Grants	5,000		0		0	
	Donations	10,000		0		0	
TOTAL INCOME			167,835		151,693		0
EXPENDITURE							
	Community & Environment						
	Grants & Sponsorship	4,000		500		3,500	
	Award Scheme	200		0		200	
	Civic Service	100		100		0	
	Horsforth Gala	100		0		100	
	Remembrance Service	1,000		342		658	
	Annual Town Meeting	0		0		0	
	Horsforth Matters	1,000		45		955	
	Band Concerts	990		990		0	
	Special Events and Projects (Annual Event)	2,500		1,163		1,337	
	Christmas Motifs, Lights & Trees	17,000		0		17,000	
	Christmas Switch On Event	4,500		342		4,158	
	HTC Floral Displays - Installation & Water	5,800		3,512		2,288	
	Community Watering - HIB & Fairtrade	4,200		4,126		74	
	Garden Maintenance	1,000		300		700	
			42,390		11,419		30,971
	Planning, Licensing & Traffic		500		0		500
	Salaries						
	Office Staff	69,363		37,384		31,979	
	Premises Staff	7,500				7,500	
	Recruitment	100				100	
			76,963		37,384		39,579
	Office						
	Office Equipment & Photocopier Lease	400		162		238	
	IT Support	1,400		689		711	
	Stationery & Printing	900		323		577	
	Postage	25		0		25	
	Telephone and Broadband	1,500		481		1,019	
	Subscriptions	2,450		2,070		380	
	Audit, Accounts & Data Protection	2,000		1,023		977	
	Miscellaneous, Quality Council & Recruitment	750		70		680	
	Bank Charges	150		86		64	
	Chairman's Allowance	100		0		100	
	Meeting Expenses & Refreshments	100		26		74	
	Room Hire	500		0		500	
	Legal & Professional Fees	2,500		0		2,500	
	Email and website	800		83		717	
	Clock Maintenance	500		0		500	
	Defibrillator Maintenance	2,000		0		2,000	
	Combined Insurance	2,500		2,073		427	
			18,575		7,086		11,489
	Training						
	Staff Training	1,000		101		899	
	Councillor Training	1,000		0		1,000	
			2,000		101		1,899
	Election		12,500		0		12,500
	Premises						
	Utilities and Services	13,500		5,275		8,225	
	Cleaning and caretaking	2,500		13		2,487	
	Maintenance and Statutory Checks	13,150		567		12,583	
	Sundry Expenditure	19,561		4,905		14,656	
			48,711		10,760		37,951

TOTAL EXPENDITURE			201,639			66,750			134,889
SURPLUS / DEFICIT OF INCOME OVER EXPENDITURE			-33,804			84,943			

Horsforth Town Council
Annual Budget and Expenditure 2024-2025
Designated Funds

As At 31.10.2024			
		£	£
DESIGNATED FUNDS			
NEIGHBOURHOOD PLAN			
	Balance B/F 01.04.2024	3,243	
	Income	0	
	Expenditure	0	
	Transfer of funds	0	
	Balance C/F 31.10.2024		3,243
3 & 5 THE GREEN - REFURBISHMENT			
	Balance B/F 01.04.2024	53,068	
	Income	0	
	Expenditure	6,046	
	Transfer of Decrease DF for 2024-2025 to General reserves	4,106	
	Balance C/F 31.10.2024		42,916
THE MUSUEM			
	Balance B/F 01.04.2024	5,000	
	Income	0	
	Expenditure	845	
	Transfer of funds	0	
	Balance C/F 31.10.2024		4,155
No.3 PHASE 2 RENOVATION			
	Balance B/F 01.04.2024	80,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.10.2024		80,000
CONTINGENCY FOR PREMISES REPAIRS			
	Balance B/F 01.04.2024	5,000	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.10.2024		5,000
3 & 5 THE GREEN - PRE-ACQUISITION COSTS			
	Balance B/F 01.04.2024	1,166	
	Income	0	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.10.2024		1,166
MECHANICS INSTITUTE			
	Balance B/F 01.04.2024	4,500	
	Income	0	
	Expenditure		
	Transfer of Decrease DF for 2024-2025 to General reserves	4,500	
	Balance C/F 31.10.2024		0
TOTAL DESIGNATED FUNDS C/F			136,480
RESTRICTED FUNDS			
COMMUNITY INFRASTRUCTURE LEVY			
	Balance B/F 01.04.2024	72,949	
	Income	5,054	
	Expenditure		
	Transfer of funds	0	
	Balance C/F 31.10.2024		78,003
3 & 5 THE GREEN - PWLB			
	Balance B/F 01.04.2024	89,899	
	Income (Loan)	0	
	Expenditure (repayment)	0	
	Transfer of funds	0	

Note: The brought forward figure has been amended as I noticed there was an error once I allocated the £2800 payment for CIL. This amount was a credit at the end of the last financial year. This now reconciles with the CIL spreadsheet.

	Balance C/F 31.10.2024		89,899
TOTAL RESTRICTED FUNDS C/F			167,902

RECONCILIATION TO CASH BOOK

CHECK TOTAL

General income less expenditure	84,943
Designated Income	0
Designated expenditure	-6,891
Restricted fund income	5,054
Restricted fund expenditure	0
CASH BOOK TOTAL	83,106

CASH BOOK TOTAL 2024-2025	83,106.35
(CB Receipts less payments - per cash book)	

Difference	0
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Horsforth Town Council
Remaining General Funds at 31.10.2024

	£	£	£
Bank Balances per reconciliation as at 31.10.2024			
Virgin Money		88,770.98	
Unity Trust Bank		214,501.42	
Nationwide Building Society (Per stmt 31.03.2024)		87,494.89	
Lloyds		0.00	
			390,767
 Unspent General Budgets			
Community & Environment	30,971		
Planning, Licensing & Traffic	500		
Salaries	39,579		
Office	11,489		
Training	1,899		
Election	12,500		
Premises	37,951		
		134,889	
 Unspent Designated Fund Balances			
Neighbourhood Plan	3,243		
3&5 The Green Renovation	42,916		
The Museum	4,155		
No.3 Phase 2 Renovation	80,000		
Contingency for repairs	5,000		
3&5 The Green - Pre-acquisition costs	1,166		
		136,480	
 Unspent Restricted Fund			
CIL	78,003		
3&5 The Green - PWLB	89,899		
		167,902	
 Unspent Funds			439,271
 Remaining General Funds			-48,504



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – **0113 258 0988**

**Schedule of Payments for the Full Council
Meeting being held on 28th November 2024**

Payee	Details	Amount	Comments
Salaries	Staff Salaries November 2024	£3521.93	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension Contributions November 2024	£991.47	To note as previously approved by virtue of the employment contract
St Margarets Church	Room Hire	£177.75	
YLCA	Cllr Training	£70.20	



Action Plan

This Action Plan is a statement of our vision and sets out the Council's purpose, objectives and key priorities. This is a key tool for communicating the Council's plans to residents and provides a clear understanding of how the Council works and the aims the Council wishes to achieve.

The plan is reviewed regularly to ensure that the plan is carefully monitored and that it aligns with the aspirations of the Council.

Objective	Action	Outcome	Cost	Completion by	Update
Finance and General Purposes					
Training and development	<p>Book training where needed and prepare a training and skills audit spreadsheet.</p> <p>Update Councillor and staff Handbook.</p>	<p>To have councillors and clerk who are up to date on all relevant legislation.</p> <p>To continue good governance by making it mandatory for new councillors to attend New Councillor training and other training as required.</p> <p>To support staff in attending training courses and conferences.</p>	<p>Budget:</p> <p>Staff: £1000</p> <p>Councillors: £1000</p>	Ongoing	<p>The Town Council elections were held in May 2023 and all elected Councillors will be provided whole council training. The members that were unable to attend, have been offered alternate training.</p> <p>The Administration Assistant completed the ILCA course in December 2023.</p> <p>Staff members continue to attend</p>

					training relevant to roles.
Local Council Award Scheme	<p>Work towards the Quality award. Aspire to high standards and best practice and continue to work for higher levels of award.</p> <p>Amendment for 2024: Work towards the Quality award.</p>	Demonstrates that the council meets the minimum requirements for operating lawfully and according to standard practice.	£200	2023 and work towards higher levels to be completed by 2025/2026.	<p>The Town Council was awarded the Foundation (now named Bronze) level in February 2024 and agreed to apply for the next award (Silver) and the Clerk has started work on the application.</p> <p>November 2024 Update: The application is now ready to submit.</p>
Communication with local groups and organisations	Liaise with and engage, as appropriate, in partnership or support arrangements with Leeds City Council, other local councils, government departments, statutory and public bodies, churches, local schools and voluntary bodies or agencies.	<p>Provide community services and improve the environment to benefit the people of Horsforth.</p> <p>Engage with community groups, organisations and individuals to help shape the Town Council's plans for the parish</p>	No cost	Ongoing	The Town Council held a resident drop-in session on 14 th December 2023 for to give an update about the No.3 The Green project and receive feedback from residents. A meeting was held in February 2024 to

					hear from local community groups.
Internal Committees and working groups	Committees and Working Groups to be elected each year and meet regularly to carry out specific work.	To operate an effective and efficient Committee and Working Party system to deal with specific areas of interest such as Finance, HR, Transport, Flooding and Public Rights of Way.	No cost	Ongoing	All Committees and Working groups have worked effectively and followed the procedures to carry out specific work.
Statutory duties:	<p>Continue to undertake statutory duties to:</p> <ul style="list-style-type: none"> • Manage finances in compliance with the Financial Regulations. • Manage meetings and administer Council's business in compliance with the Standing Orders. • Undertake external and internal audits. • Maintain internal controls. • Carry out, update and review Risk Assessments for all activities. • Adopt, update and review Policies and Procedures. • Employ and manage staff in compliance with Employment Legislation. • To comply with the law and ensure safety 	<p>To continue to be open and transparent about the way it manages its finances and its procedures.</p> <p>To be accountable to the public.</p> <p>The policies and procedures govern how the Town Council works.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure that the Council meets the Health and Safety requirements for its staff. Councillors, and public at events and activities</p>	No cost.	Ongoing	<p>The AGAR was completed by the statutory dates and approved by the external auditor.</p> <p>All policies are reviewed annually.</p>
Community Infrastructure Levy (CIL)	Funds to be used towards 3&5 The Green and additional projects	Improved community facilities and assets	£75573	May 2025	<p>November 2024 Update:</p> <p>The TC agreed to use the funds towards the No.3</p>

					<p>refurbishment and projects in Hall Park and the works have now been completed and paid for.</p> <p>A small amount is still available to spend, and the CIL WG has met to consider options proposed by the community. The Clerk has requested a quote to pin the tarmac near the bandstand.</p>
3&5 The Green	<p>Renovate 3 &5 The Green and The Stables.</p> <p>Work with the Museum.</p> <p>Work with local community groups.</p>	<p>Improve community facilities and town council office.</p> <p>Provide ongoing income for the Town Council.</p> <p>Improve communication with public and groups/organisations.</p>	£230,000	March 2025	<p>November 2024 Update:</p> <p>LCC has granted planning permission and the draft license of alterations has been prepared.</p>

	<p>Begin preparing the required policies and procedures including maintenance, services, building checks, obtain quotes for the above. Investigate procedures such as letting agreements, book procedures, hire costs and relevant third-party policies. Investigate contracts such as cleaning, Wi-Fi, etc.</p>	<p>Ensures the Town Council is carrying out the required procedures.</p> <p>To ensure the councillors and the clerk work to current legislation and best practice</p> <p>To ensure the Town council is meeting its obligations as an employer and owner of public building in relation to health and safety.</p>	No cost	Ongoing	<p>Relevant policies have been adopted by the Town Council and more will be reviewed once No.3 opens.</p> <p>Clerk still investigating additional funding options for Phase 1 and 2 but they are very limited.</p>
Planning, Traffic and Licensing Committee					
Planning and new developments	<p>To meet each month to consider planning and licensing applications. Participate and give guidance during consultation exercises for any major developments. Consult with the residents, developers, and Leeds City Council. Ensure communication continues throughout the process of a large development. Promote community engagement in planning and represent residents Monitoring Leeds City Council's proposed site allocations.</p>	<p>Ensure appropriate and sensitive development. Influence the allocation and investment of any funding streams from development within and around the village.</p> <p>To ensure that responses to Planning applications are transparent and consistent.</p>	No cost	Ongoing	The PL&T Committee continue to consider planning applications and meet monthly.
Neighbourhood Plan	<p>To review the Neighborhood Plan. The Planning Committee ensures that all planning applications adhere to</p>	<p>Protect green spaces and community assets</p>	£3243	Council year 2024/2025	Agreed that the TC will review the plan after the 2023 elections.

	the policies in the Neighbourhood Plan.				<p>The Working Group have started to review the plan in March/April 2024 and agreed to attend relevant training.</p> <p>November 2024 Update: The working group has carried out training about the NDP.</p>
Road Safety	To provide a SID for use in Horsforth and review the locations regularly. To work with the West Yorkshire Police (including the PCSOs) and LCC.	To enable safer journeys for residents.	£500	Ongoing	Admin Assistant obtained quotes to move the SID to a different location. (Aug 24)
Community and Environment					
<p>Amendment for 2024</p> <p>Council of Sanctuary</p>	<p>Start the process of being recognised as a Council of Sanctuary. Adopt a separate Action Plan with detailed actions for this. Work closely with the local Town of Sanctuary support group to achieve this. Consider budget for 2025/2026</p>	To create a culture of inclusivity and welcome in Horsforth for refugees and people seeking asylum in the town and surrounding area.	N/A – A budget will be agreed for 2025/2026	2025/2026	The Action Plan has been drafted and considered by the WG.
Amendment for 2024	<p>Organise a litter pick in each ward in October Work with Horsforth Litter Pickers</p>	Raise awareness about the issues surrounding litter and provide support	No cost	October 2024	November 2024 Update:

Litter issues	Work with Horsforth School	with taking practical action to tackle the problem.			Litter picks were carried out in October 2024. The C&E Committee is arranging a meeting with Horsforth School & Horsforth Litter Pickers to discuss ways they can work together to raise awareness.
Awards	To award a Heart of Horsforth Award.	Recognises the contribution that individuals and group do for Horsforth.	£200	December 2024	<p>The Clerk proposed a new scheme that was adopted called The Heart of Horsforth Awards Scheme.</p> <p>November 2024 Update: The C&E Committee have now agreed the winners and they will be announced at the Christmas light switch on event.</p>

Floral displays	To provide and Maintain Hanging Baskets, Jubilee Garden and other floral contributions in the town. Ongoing local volunteer support from residents and businesses Identify new community areas requiring rejuvenation Ongoing financial support from HTC and investigate funding options via grants and local businesses/organisations. Ongoing support from Horsforth in Bloom	Enhance the area and ensure that the TC maintains the upkeep	£5600 plus watering costs	Ongoing	LCC are no longer able to water the floral displays, and the TC agreed a quote with a new contractor. This is to be reviewed in a year. The cost for floral displays is within budget this year.
Annual Report	Provide information about the Councils activities in the last year. Prepare a poster and report to be published on the website and on noticeboards. Publish in Village magazine.	An annual report will give residents a brief outline of actions in it has taken, future plans and allows the council to be transparent	No cost	June 2024	The Clerk published the Annual Report in June 2024.
Emergency Plan	Prepare an emergency plan Work with Leeds City Council and other relevant organisations. Attend training	Help residents in event of an emergency. Provide useful contact details for residents. Ensures the Town Council is prepared for unprecedented circumstances.	No cost required. This can be provided via the website and paper copies in key locations	2025/2026	The Clerk has started this but due to workload it is not ready for review.
Promote communication and dialogue between HTC and	Continue to improve the new website and Facebook page. Investigate making a monthly E-newsletter available and prepare a mailing list	Improves communication and is compliant with the Accessibility Regulations	No cost – Clerk prepared with free website provider	Ongoing	All communication has improved and the Editorial WG has met regularly to prepare

the wider village community	<p>Provide a copy of Horsforth Matters annually and print a number of copies for key local amenities</p> <p>Consider utilising social networking and digital media to widen participation and improve access for all.</p> <p>Improve Annual Town Meeting with the aim of increasing participation</p> <p>Inform residents of, and support, local groups that are able to help lonely and isolated people of all ages.</p> <p>Attend external events</p> <p>Attend the Farmers Market bi-monthly</p> <p>Open Town Council office regularly</p> <p>Drop-in sessions are held before every Full Council meeting at 6.30pm</p> <p>Attend Horsforth Gala</p>	<p>Ensures that vulnerable residents have support available and know who to contact</p> <p>Improves communication face to face.</p> <p>Allows the public an opportunity to meet the Clerk and Councillors to discuss concerns.</p> <p>To encourage and facilitate community engagement ensuring those members of the community with the smallest voice are heard and to value the community's contributions and give them consideration.</p> <p>Continue to improve the facilities for both young and elderly residents</p> <p>Engage with community groups, organisations and individuals to help shape the Parish Council's plans for the parish</p>			<p>Horsforth Matters newsletter with the Admin Assistant.</p> <p>The Annual Town Meeting was advertised in advance of the meeting.</p> <p>Cllrs continue to attend the Farmers Market and also, attended the Breeze event and Climate action event.</p>
Christmas	To provide Christmas Lights and Christmas Trees.	<p>Help local businesses</p> <p>Enhance the appearance and encourage events in the area at Christmas.</p>	£17000	December 2024	<p>Provided and chose the lights in April 2024.</p> <p>The cost is within budget.</p> <p>Clerk applied for a LCC grant but this was not approved in August 2024 as LCC said there was</p>

					no funding available.
Events	Continue to work with other organisations for annual events, Christmas and Remembrance Service. Work towards improving the Christmas event for 2024 To provide three Summer Band Concerts in Horsforth Hall Park.	Benefit to local residents and organisations	£7000	Ongoing	<p>The Annual Event WG organised two events this year. A D-Day 80th anniversary event and had a stall at the Walk of Art.</p> <p>The Christmas Event Working Group started preparing the Christmas event in July 2024.</p> <p>The TC agreed to sponsor the band concerts for 2024 at a cost of £900.</p> <p>All the above were within allocated budget.</p>
Grants scheme	To provide Grants and Sponsorship to local organisations.	Supports local groups financially. Provides funding for local groups to enhance their facilities and activities which will benefit local residents.	£4000	Ongoing	<p>The C&E Committee awarded £1500 in September 2024. Details can be found on the website.</p>

Footpaths and PROW	Keeping 27 Public Rights of Way clear in the Town.	Enhance the area and protects the local footpaths. Enhance welfare of residents.	N/A	Ongoing	The C&E Committee agreed to carry out inspections of the footpaths and these will be carried when litter picks are done in October 2024.
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Adopted: 18th May 2023

Reviewed: 30th May 2024. Updated 12th September 2024, 20th November 2024

Review date: May 2025

Clerk updates the document throughout the year when necessary and uploads to the website.



Biodiversity Policy

Horsforth Town Council formally adopted this policy on 28th November 2024 in response to the strengthened 'biodiversity duty' placed on local authorities introduced by the Environment Act 2021. Horsforth Town Council will take biodiversity into account in all its decisions and actions.

Background

All local authorities including parish sector councils must complete their first consideration of what action to take for biodiversity by 1 January 2024. Policies and objectives must be agreed as soon as possible after this. Councils can and should reconsider their actions on a quarterly, annual or regular basis and must reconsider the actions they can take within five years of when they completed their previous reconsideration.

According to the Act, public authorities need to check if a number of strategies affect how they comply with their biodiversity duty including:

- Local nature recovery strategies
- Species conservation strategies
- Protected site strategies.

They need to understand how or if they are relevant to their organisation, be aware of how these strategies affect land that is owned and managed by them, or actions they could take to conserve or enhance biodiversity and consider how they can contribute to the strategy where appropriate.

Biodiversity is the collective term for the variety and abundance of forms of life found in an area, including animals, plants, fungi and microorganisms like bacteria. Each of these species and organisms work together in ecosystems to maintain, balance and support life. Biodiversity supports everything in nature that we need to survive including, food, oxygen, clean air and clean water.

Commitment

Horsforth Town Council will:

1. Consider the impact on biodiversity in the decisions it makes in council, committee, and working group meetings. It will seek to minimise adverse impacts on biodiversity as a result of the council's activities and will identify opportunities to increase biodiversity when practicable.
2. Encourage practices and projects beneficial to biodiversity through grants it makes to local groups.
3. Communicate information and raise awareness of biodiversity through its website and newsletters.
4. The Council will work in partnership with other organisations to protect, promote and enhance biodiversity within areas of the parish.
5. The Council will, wherever possible, raise public awareness of biodiversity issues as part of its leadership role within the local community.
6. The Council, when commenting on planning applications, will support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats. It will support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
7. Monitor its internal policies and processes to enhance biodiversity.

As a leaseholder, Horsforth Town Council will consider how land it manages could improve biodiversity. It will:

1. Proactively remove invasive species as required under appropriate legislation in order to prevent harm to native species.

2. Avoid the use of herbicides except in exceptional circumstances.
3. Properly scale and time grounds maintenance work or vegetation removal such that the impact on biodiversity is minimised. Maintenance practices that are beneficial to biodiversity will be taken into consideration when contracts are placed.
4. Create dedicated spaces to attract and enhance wildlife
5. Improve the buildings it manages and land around them to enhance biodiversity

Horsforth Town Council will not produce a biodiversity report and there is no legislative requirement to do so.

Adopted: 28th November 2024

Review date: May 2025

Attendance Record 2024-25

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
1	Councillor Attendance Record 2024/25			Bromley, Emmie	Brosnan, Dave	Collins, Dawn	Cousins, Becky	Dowling,Simon	Fletcher,Mark	Gains, Francesca	Garvani, Gill	Garvani, John	Gillinder, Cathy	Gomersall, Shiv	Goulden, Aiden	Hardcastle, Richard	Heaviside, Becky	Hyndes, Eddie	Jones, Raymond	Martin, Andrew	Richards, Emily	Smith, Natalie	Stones, Tracy	Tumalan, Julio	Wishart, Andrew	
2	HTC Meetings	Date	No of members	EB	DB	DC	BC	SD	MF	FG	GG	JG	CG	SG	AG	RH	BH	EH	RJ	AM	ER	NS	TS	JT	AW	Total
3	Full - AMTC	30.5.2024		1	1	A	1	A	1	1	A	A	X	A	1	1	1	1	1	A	1	X	1	A	1	13
4	EDITORIAL	05.06.2024		X	X	X	X	X	1	X	1	X	X	X	X	OA	X	X	X	X	X	X	X	X	1	3
5	CE	13.06.2024		X	X	X	A	X	A	1	X	X	X	X	X	X	X	1	X	X	OA	X	1	X	1	4
6	ANNUAL WG	17.06.2024		X	1	X	X	X	A	X	X	X	X	X	X	X	X	1	X	X	1	X	X	X	X	3
7	PLT	20.06.2024		X	1	X	X	X	A	X	1	X	X	X	1	A	X	1	X	X	X	X	X	X	X	4
8	Council of Sanctuary	07.07.2024		X	1	X	X	X	1	X	X	X	X	X	X	X	X	1	OA	X	X	X	X	X	X	3
9	Premises WG	10.07.2024		X	1	X	X	1	X	X	X	1	X	X	1	1	X	X	X	X	X	X	1	X	X	6
10	FGP	11.07.2024		1	X	X	X	A	X	X	1	1	X	X	X	1	X	X	OA	X	X	X	1	X	X	5
11	PLT	18.07.2024		X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	X	6
12	Christmas Event WG	22.07.2024		X	1	X	X	1	X	X	1	X	X	X	X	X	X	A	X	X	X	X	X	1	X	4
13	SE	23.07.2024		1	x	x	x	1	x	1	x	A	X	A	x	1	x	x	x	x	x	X	x	x	1	5
14	Neighbourhood Plan WG	24.07.2024		X	1	X	X	OA	X	1	X	X	X	X	1	X	X	X	X	X	X	X	X	X	X	3
15	Full	25.07.2024		1	1	1	1	1	1	1	1	1	1	A	1	1	A	1	1	1	1	A	A	1	1	18
16	Rembrance Service WG	13.08.2024		X	X	X	X	1	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	X	1	5
17	PLT	22.08.2024		X	A	X	X	X	1	X	1	X	X	X	A	1	X	1	X	X	X	X	X	X	X	4
18	EDITORIAL	04.09.2024		X	X	X	X	X	1	X	1	1	X	X	X	X	X	X	X	X	A	X	X	X	1	4
19	Council of Sanctuary	04.09.2024		X	1	X	X	X	1	X	A	X	1	X	X	X	X	1	X	X	X	X	X	X	X	4
20	Remembrance Service WG	02.09.2024		X	X	X	X	A	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	X	1	4
21	CE	05.09.2024		X	X	X	1	X	1	A	X	X	2	X	X	X	X	1	X	X	A	OA	OA	X	1	6
22	Neighbourhood Plan WG	05.09.2024		X	1	X	X	A	X	A	X	X	X	X	1	1	X	X	X	X	X	X	X	X	X	3
23	FGP	12.09.2024		A	X	X	X	1	X	X	1	1	X	X	X	A	X	X	1	X	X	X	1	X	X	5
24	PLT	19.09.2024		X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	X	6
25	Christmas Event WG	23.09.2024		X	1	X	X	A	X	X	1	X	1	1	X	X	X	1	X	X	X	OA	X	1	X	6
26	CIL WG	24.09.2024		X	X	X	A	1	X	1	X	X	X	X	X	A	X	X	X	X	X	X	X	X	X	2
27	COUNCIL	26.09.2024		A	1	OA	A	1	1	1	1	1	1	A	1	A	OA	1	1	1	1	OA	1	A	A	13
28	CE	03.10.2024		A	X	X	1	A	1	1	X	X	1	X	X	X	X	1	1	X	A	A	1	X	A	7
29	SE	03.10.2024		A	x	x	x	A	x	1	x	1	1	A	x	A	x	x	x	x	x	X	x	x	X	3
30	Christmas Event WG	14.10.2024		X	1	X	X	1	X	X	1	X	1	1	X	X	X	1	X	X	X	OA	X	1	X	7
31	Remembrance Service WG	15.10.2024		X	X	X	X	1	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	X	1	5
32	Neighbourhood Plan WG	22.10.2024		X	1	X	X	A	X	A	X	X	X	X	1	1	X	X	X	X	X	X	X	X	X	3
33	PLT	24.10.2024		X	1	X	X	X	1	X	1	X	X	X	1	1	X	1	X	X	X	X	X	X	X	6
34	Remembrance Service WG	04.11.2024		X	X	X	X	1	1	X	X	X	X	X	X	X	X	1	1	X	X	X	X	X	1	5
35	Christmas Event WG	11.11.2024		X	1	X	X	1	X	X	1	X	1	1	X	X	X	1	X	X	X	OA	X	1	X	7
36	FGP	14.11.2024		1	X	X	X	1	X	X	1	1	X	X	X	1	X	X	1	X	X	X	1	X	X	7
37																										
38																										
39																										
40	Total attendance			5	18	1	4	13	17	9	16	8	8	3	11	12	1	21	10	2	4	0	8	5	11	
41	Total possible attendance			9	19	3	7	22	20	12	18	10	8	8	12	18	3	22	12	3	8	7	10	7	13	
42	Total reasons for absence accepted			4	1	1	3	8	3	3	2	2	0	5	1	5	1	1	0	1	3	2	1	2	2	
43	Total other absences			0	0	1	0	1	0	0	0	0	0	0	0	1	1	0	2	0	1	5	1	0	0	
44	% attendance and accepted absences			100%	100%	67%	100%	95%	100%	100%	100%	100%	100%	100%	100%	94%	67%	100%	83%	100%	88%	29%	90%	100%	100%	
45	% actual attendance record			56%	95%	33%	57%	59%	85%	75%	89%	80%	100%	38%	92%	67%	33%	95%	83%	67%	50%	0%	80%	71%	85%	
46																										
47	Key:																									
48	X - Not a member																									
49	1 - Present																									
50	A - Apologies received and reasons accepted																									
51	OA - Absent, no apologies/reason given within time																									
52	NA - Apologies/reason not accepted																									
53	C - Meeting cancelled																									

Definition of Civility and Respect

Civility means politeness and courtesy in behaviour, speech, and in the written word.

Examples of ways in which you can show respect are by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

The National Association of Local Councils (NALC), the Society of Local Council Clerks (SLCC), and One Voice Wales (OVW), believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

By our council signing up to the civility and respect pledge we are demonstrating that our council is committed to treating councillors, clerks, employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.

Signing up is a simple process, which requires councils to register and agree to the following statements:

Statement	Tick to agree
Our council has agreed that it will treat all councillors, clerk and all employees, members of the public, representatives of partner organisations, and volunteers, with civility and respect in their role.	
Our council has put in place a training programme for councillors and staff	
Our council has signed up to Code of Conduct for councillors	
Our council has good governance arrangements in place including, staff contracts, and a dignity at work policy.	
Our council will commit to seeking professional help in the early stages should civility and respect issues arise.	
Our council will commit to calling out bullying and harassment when it happens.	
Our council will continue to learn from best practice in the sector and aspire to being a role model/champion council e.g., via the Local Council Award Scheme	
Our council supports the continued lobbying for the change in legislation to support the Civility and Respect Pledge, including sanctions for elected members where appropriate.	