



Horsforth Town Council | The Stables | 2 Church Road | Horsforth | Leeds | LS18 5LG
admin@horsforthtowncouncil.gov.uk – www.horsforthtowncouncil.gov.uk – 0113 258 0988

Planning, Licensing and Traffic Committee

Thursday 26th March 2026

AGENDA PACK

*Distribution: Councillors 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, E Hyndes, R Jones, A Martin,
A Radford, E Richards, T Stones, J Tumalan, A Wishart*



Horsforth Town Council

The Stables
2 Church Road
Horsforth
LS18 5LG

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Meeting of the Council – Minutes
Thursday 22nd January 2026 at 7.00pm

Broadfields

John Garvani
Eddie Hydes
Ray Jones

Brownberrie

Alan Redford
Andrew Wishart

Hall Park

Richard Hardcastle

Victoria

Gill Garvani
Dave Brosnan
Cathy Gillinder
Mark Fletcher

Woodside

Aiden Goulden

In attendance: Steph White – Acting Clerk

HTC/25.63 Introduction from Chair

Cllr G Garvani welcomed all to the meeting.

HTC/25.64 To receive apologies for absence and to consider and approve the reason for the

absence Apologies were received from Cllrs E Bromley, S Dowling, F Gains, S Gomersall, A Martin, E Richards, T Stones and J Tumalan and reasons were approved.

HTC/25.65 Declaration of Disclosable Pecuniary and other Interests

None declared.

HTC/25.66 Public Participation

Two members of the public were present including Geoff Poad of the Horsforth WW1 100 Years group to discuss meeting minute HTC/25.72.1.

HTC/25.67 Police report

25.67.1 To note and consider the latest crime statistics for Horsforth

No update.

25.67.2 To consider any other policing matters

No update.

HTC/25.68 To approve the minutes of the Full Council meeting held on 20th November 2025 and the extraordinary meeting held on 4th December 2025.

Resolved to approve the minutes of the Full Council meeting held on 20th November 2025 and the extraordinary meeting held on 4th December 2025 as an accurate record.

HTC/25.69 To receive an update and note previous minutes for the following committees. See agenda pack.

25.69.1 Finance and General Purposes

The minutes were noted.

25.69.2 Planning, Licensing and Traffic

The minutes were noted.

25.69.3 Community and Environment

The minutes were noted.

25.69.4 Staffing and Employment

The minutes were noted.

- 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 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 SE/42.1 as prejudicial to the public interest.

- ii. **To consider a recommendation from the committee regarding recruitment and staffing matters and agree any necessary action.**

Resolved to advertise for a locum clerk. Cllrs G Garvani and R Hardcastle to meet with prospective candidates.

No applications were received for the clerk and responsible financial officer role (RFO). It was **resolved** to advertise two separate roles of clerk and RFO with reduced requirements for the clerk role. ILCA qualified, CILCA can be working towards with a completion date of 2027. The RFO candidate will be FILCA qualified or working towards. The clerk role will be for 25 hours per week and the RFO will be 16 hours per week.

It was agreed that all committee leads communicate with Steph White in relation to meetings.

25.69.5 Premises

- i. **To consider a recommendation from the committee regarding the phase 2 works and agree any necessary action**

Some outstanding issues on phase 1. Some issues with the snagging. The council told Horsforth Museum that the new building would be open by April 2026. We have been quoted £80,000 for the upstairs. The last quote from Tom Willoughby (TW) was £46,000. Agreed to ask TW for a tender. A divider for the upstairs large room was discussed. The large room was originally planned to be able to be split in half to use partially as a meeting room and office for staff. The VAT would not be able to be claimed back for another seven to ten years when leasing the room upstairs. The smaller room upstairs would be a good alternative for the staff office. The Stables building could be used for hire instead. **Agreed** to review the cost for the divider and to liaise directly with TW. It was **agreed** to pass the payments to architect back to the premises committee.

- ii. **To receive an update about the banking hub and agree any necessary action**

We asked for £2,800 per month for the banking hub. They came back with an offer of £1,400. Halifax bank have sent out letters to residents near the Community Hub at the library that they will be setting up banking hub there. We have received no further correspondence from the banking hub. The deadline has now passed. A disclaimer on the letters stated that Halifax bank will not close in Horsforth until the hub is operational. If we were to open, the banking hub, a member of staff would need to be on site when open.

HTC/25.70 Financial Matters. See agenda pack.

25.70.1 To consider and approve the financial reports to 30th November 2025 as recommended by the F&GP committee

Resolved to approve the financial reports to 30th November 2025 as recommended by the F&GP Committee.

25.70.2 To approve the schedule of payments and income

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

25.70.3 To consider and approve the budget proposal for 2026-27 as recommended by the F&GP committee.

The Christmas motifs cost £16,000. Keighly's motifs are part funded by sponsorship. If we were to cut the budget by £3,000 to £13,000 HTC could look into sponsorship to fund the extra £3,000.

HTC planters and hanging baskets cost £10,000. £7,500 comes from F&GP budget and £2,500 from elsewhere. Proposed to cut the £7,500 budget to £5,000 and apply for the Outer North West grant for £3,000 to make up the difference with £500 towards the Horsforth in Bloom Jubilee gardens maintenance.

Office budget is at £100,000, proposed to bring down to £80,000. From September 2026 community centre staff will be considered. Based on calculations, it was highlighted that the RFO would be a lower pay scale than the previous clerk/RFO.

£500 has been allocated for training.

25.70.4 To consider a recommendation by the F&GP Committee and agree the Precept request for 2026-2027

Agreed to increase the precept. Works out to be a £8 per year increase for band D properties.

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

The loan has been approved and will be paid off over 40 years.

HTC/25.71 Organisation Matters

25.71.1 To review the action plan. See agenda pack.

Resolved to move back to F&GP committee

25.71.2 To consider and agree arrangements for the annual town meeting

Agreed that each lead to write their reports for their respective committee and working groups. Any ideas to let the office know and produce reports.

25.71.3 To consider and agree the amendment to the PL&T committee terms of reference. See agenda pack.

It was noted that the proposed changes overlap the closing dates of licencing between cycles. It was highlighted that it doesn't consider allow delegated powers to make decisions between meetings.

HTC/25.72 To consider matters requested by the councillors/clerk/committee and agree any necessary action:

25.72.1 To consider taking over the responsibility for the cost of electricity and lighting project at the Horsforth Cenotaph from The Horsforth Museum. (See agenda pack).

Geoff Poad was in attendance to discuss the possibility of the council taking over responsibility for the cost of electricity and lighting at the Horsforth Cenotaph. The 'Horsforth WW1 100 Years' group was started in 2014 by volunteers. The four objectives set out for the group have been completed and the number of volunteers for the group is reducing so the group will soon be dissolved. Because of this, they would like HTC to take over responsibility. The current annual cost of the electricity is £304 and due 1st April 2026. If in agreement, the group will transfer the balance of the group's bank account to the council. Roughly £1,350, which at current rates, will cover the lighting costs for over four years. The proposal was **agreed**. Office to get in touch with Geoff to arrange details.

25.72.2 To consider expenses payment to The Hummingbirds musical group for their performance at the 2025 Horsforth Christmas lights switch on event. (See agenda pack).

Agreed to pay a flat fee of £100 to the group. Leaving a small surplus from the Christmas event working group budget.

HTC/25.73 Reports from external organisations

To consider reports and any action required in relation to:

25.73.1 Dementia Friendly

The following report was provided in advance of the meeting:

At the most recent Dementia Friendly Horsforth meeting we discussed plans for 2026, and in particular Dementia Action Week (DAW) due to take place from 18th to 24th May.

Plans for DAW are in the very early stages but various ideas were discussed including staging a play, a fundraising quiz at the King's (last year's was very successful), and talks about dementia. It was agreed that we should try to use the week to spread awareness of early onset dementia, which is relatively unknown compared to other types.

The dementia-themed film *Lost for Words* starring Pete Postlethwaite and Thora Hird will be shown at the Grove Centre movie night on Friday 5th June. It was observed that a number of the Dementia Friendly stickers displayed by various Horsforth businesses

are in need of updating. We previously distributed cards to businesses advertising dementia information sessions, and agreed we should consider doing so again during 2026.

25.73.2 Horsforth Fairtrade

No update.

25.73.3 Young People's Champion

No update.

25.73.4 Horsforth Climate action

The following report was provided in advance of the meeting:

Green Festival

We are aiming to work very closely with Friends of Horsforth Hall Park on the Green Festival. We hope they agree this at their next meeting and will be planning this soon, including looking for funding. We hope to apply for sponsorship from HTC.

Move it Horsforth - Walk to School Week

We are planning a Move it Horsforth / Walk to School week, building on our Walk to School week last year. We have had 7 out of the 8 Primary Schools in Horsforth show interest in taking part. We have no funding for a project worker for this this year, so it will be entirely voluntarily lead and the activities will reflect this.

Nature

The University funded Nature Corridor project outlined to the committee progresses with the launch being planned on February 21st at St James Church.

Many of the activities will tie in with the planned Move it Horsforth / Walk to School week - ie, "what to look for in nature on the way to school".

We have also been successful in gaining a substantial Grant from the Outer North West Well-being fund to support a professional biodiversity baseline Survey across the whole of Horsforth.

Carbon Literacy Training

Training being delivered to Community Leaders in February, Accredited by the Carbon Literacy Project.

Repair Café - January cafe busy. People have been limited to bringing one electrical / mechanical item per cafe only - can also bring a textile item.

Tech collection - HCA are now collecting unwanted digital devices at the Repair cafes, which will be passed on to Solidaritech, hard-wiped, updated and distributed amongst refugees and asylum seekers.

Next Clothes Swap Feb 7th at the Old Kings Arms - 10am until 12.30pm.

Same morning as the Horsforth Farmers' Market to maximise footfall.

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.

Energy – Energy group - no firm plans yet.

AGM - Sunday March 1st - Ballroom above the library - 2-4pm. Round up of years activities, short formal meeting, future plans, followed by presentation about the Nature Recovery Project. **YOU ARE ALL INVITED!**

25.73.5 MHA Communities

No update.

25.73.6 Peace Champion

HTC/25.74 Council Surgery

Cllr R Jones and Cllr A Wishart agreed to attend the next council surgery on 26th March 2026.

HTC/25.75 Items for future agenda

Farmers' market

HTC/25.76 Date of next meeting

Resolved that the next Full Council meeting is to be held on 26th March 2026 and the deadline for agenda items is 16th March 2026.

The meeting closed at 8:08pm.

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 22nd March 2026

Payee	Details	Amount	Comments
Salaries	Staff salary costs – December 2025	£3717.03	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – December 2025	£1097.64	To note as previously approved by virtue of the employment contract.
HMRC	PAYE & NI	£3909.39	To note as previously approved by virtue of the employment contract.
Jackson Fire and Security	Inspections	£195.00	Approved using delegated powers
Tesco	Cleaning supplies and refreshments	£14.54	
Community TM	Road closure for event	£1675.00	Approved at the C&E Committee meeting held on 4 th September 2025
S. White	Morrisons – reimbursement for refreshments at Remembrance Service	£21.85	Clerk approved using delegated powers
Account-Ant	Internal audit	£333.33	Approved at the Full Council meeting held on 29 th May 2025
YLCA	Advert	£20.00	Approved using delegated powers
Storm in a Teacup	Activity at Christmas event (Deposit)	£102.00	Approved at Full Council meeting held on 2 nd December 2025
PPL PRS	Music license for Christmas event	£228.49	Clerk approved using delegated powers
Aire Valley Trees	Christmas Trees	£950.00	Clerk and Chair approved using delegated powers
Larkfield Engraving	Awards	£114.00	Approved at Full Council meeting held on 2 nd October 2025
Tom Willoughby	No.3 Renovation – Interim Payment 6	£20,851.38	Approved at the Premises Committee meeting held on 11 th December 2025
Walk of Art	Grant	£500.00	Approved at the C&E Committee meeting held on 4 th September 2025
Leeds City Council	By-elections costs	£9025.89	

St Margarets Church	Room hire	£168.00	Approved using delegated powers and is on the approved regular payments list
Kyle Fire	Fire extinguishers	£90.00	Approved at the Premises Committee meeting held on 11 th December 2025
Horsforth in Bloom	Jubilee garden	£120.00	Approved using delegated powers and is on the approved regular payments list
Leeds City Council	Floral displays	£1890.00	Approved at the C&E Committee meeting held on 6 th March 2025
Fire Protection Service	Fire Strategy Deposit	£207.00	Approved at the Premises Committee meeting held on 11 th December 2025
CLR Roofing	Roof repair at museum	£995.00	Approved using delegated powers
Storm in a Teacup	Activity at Christmas event (Outstanding balance)	£408.00	Approved at Full Council meeting held on 20 th December 2025
YSS Events	Stage for event	£1900.00	Approved at Full Council meeting held on 2 nd December 2025



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Staffing and Employment Minutes

Tuesday, 20th January 2026 at 6pm

The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG

Present: In Chair – J Garvani (Chair)

S. Dowling, G Garvani, C. Gillinder, R. Hardcastle, A. Wishart

In attendance:

SE/25.18 Introduction from the Chair

Cllr J Garvani welcomed all to the meeting.

SE/25.19 To receive apologies and consider reasons for absence

No apologies received.

SE/25.20 Declaration of Disclosable Pecuniary and other Interests

None declared.

SE/25.21 To consider questions and comments from members of the public at the Chairman's discretion.

No members of public were present.

SE/25.22 Minutes of the previous meeting

Resolved to approve the minutes of the Staffing and Employment Committee meeting held on 26th November 2025 as a true and accurate record.

SE/25.23 To consider and agree to appoint a Vice Chair of the Committee

It was noted that Cllr Richard Hardcastle was appointed as Vice Chair at the previous meeting.

SE/25.24 Exclusion of press and public

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 SE/25.16 as prejudicial to the public interest.

SE/25.25 To receive an update about staffing matters and agree any necessary action including:

25.1 To consider the applications received for the Clerk/RFO vacancy, agree a shortlist, and determine the arrangements for interviews. If none or no suitable applications received, consider variations to the job and person specification and the re-advertising of the vacancy.

No applications were received for the post of Clerk. It was agreed to re-advertise as two separate posts following approval from Full Council. Post 1 - Clerk 25 hours per week. ILCA essential. The successful candidate would be required to complete CiLCA by May 2027 and the Town Council would fully support this. Post 2 - RFO 16 hours per week. FiLCA desirable but if not already held it is expected that the successful candidate would work towards it and the Town Council would fully support this.

Closing date for both posts is 20th February 2026.

25.2 To agree any arrangement regarding the Locum Clerk

Cllr G Garvani to email Sheena Spence at YLCA to ask about advertising for a locum Clerk/RFO. Any applicants for the locum position will be interviewed by the Chair and Vice Chair of S&E and Chair of Council.

25.3 To receive an update regarding the Admin Assistant including the appraisal

An update was received on the Admin Assistant. It was agreed that Cllr J Garvani would email all Committee Chairs and WG Leads to request that minutes and actions for admin are communicated clearly.

SE/25.26 To consider correspondence received and agree any action:

26.1. To consider an enquiry about a work experience placement

It was agreed that it would not be appropriate to take on a work experience person at this time.

SE/25.27 To confirm the date of the next meeting

Resolved the next meeting will be held Tuesday 24th February at 7pm

Distribution: S. Dowling, G Garvani, J. Garvani, C Gillinder, R. Hardcastle, A. Wishart



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Planning, Licensing & Traffic Committee Minutes
Thursday 12th February 2026 at 7pm
Horsforth Museum, 5 The Green, Horsforth, Leeds LS18 5JB

In attendance: Chair Cllr A Goulden

Cllrs D Brosnan, J Garvani, R Hardcastle, E Hyndes and A Radford

PLT/25.110 To receive apologies for absence and to consider the reason for the absence

None received.

PLT/25.111 Declaration of Disclosable Pecuniary and other Interests

None declared.

PLT/25.112 To consider questions and comments from members of the public at the Chairman's discretion.

No members of the public were present.

PLT/25.113 Minutes of the previous meetings

Resolved to approve the minutes of the meeting held on Thursday 15th January 2026 with an amendment to include Cllr R Hardcastle's apologies.

PLT/25.114 Leeds City Council Planning Decisions

The planning decisions were noted.

PLT/25.115 New Planning Applications

115.1 To note the planning applications received since the meeting held on 15th January 2026 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.

115.2 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/25.116 Planning Appeals & Planning Appeal Decisions

Noted.

PLT/25.117 Planning Enforcement

Noted.

PLT/25.118 Licensing Applications

To consider applications received since the last meeting.

The planning applications were noted.

PLT/25.119 Traffic

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

119.1 Complaints

None received.

119.2 Traffic schemes

No update.

119.3 Speed indicator device (SID) updates and any data

A request was made by Cllr J Garvani to consider relocating the SID from Low Lane to the Victorias. (See agenda item 119.4). No data has been downloaded from the SID and Cllr Hyndes highlighted that this responsibility will need to be transferred. Cllr J Garvani highlighted that new software may be available. Cllr J Garvani to inquire about updating Low Lane SID software. Cllr J Garvani to meet Cllrs A Goulden and M Fletcher to discuss handover and training of software.

119.4 Mobile SID update

Cllr D Brosnan agreed to borrow the mobile SID and agreed to carry out monitoring in the Victorias to support a potential relocation of the fixed SID from Low Lane. Cllr A Goulden suggested monitoring Long Row following resident feedback. Cllr A Brosnan to work with LCC and obtain the mobile SID, and to organise monitoring sessions across Horsforth.

PLT/25.120 Leeds Bradford Airport (LBA)

To consider the following:

120.1 Leeds Bradford Airport Consultative Committee

Noted.

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

No update.

PLT/25.121 Neighbourhood Plan.

121.1 To consider any updates and agree any necessary action.

Cllr J Garvani highlighted that a consultation on the employability hub was ongoing and that the email should have arrived in the clerk email inbox. It was agreed that Cllr A Goulden would formulate a response to this consultation and would issue the response to the committee for feedback. The office to forward on the consultation details to Cllr A Goulden. Cllr A Goulden to formulate and circulate a response.

121.2 To receive an update about the community actions and progress.

No update.

PLT/25.122 Leeds City Council Core Strategy and Site Allocation Plan

To review and decide if the committee wishes to comment on the West Yorkshire Mass Transit West Yorkshire Mass Transit: Spatial Development Framework Joint Development Plan Document (DPD) (Regulation 18) Consultation.

Agreed to give no comment.

PLT/25.123 To consider correspondence received and agree any necessary action

123.1 To discuss a resident's complaint over concerns about parking outside St Margaret's Primary School. Cllr R Jones has been informed under his role of City Councillor and the Senior Enforcement team at LCC has also been informed.

The committee agreed that the Town Council had no responsibility nor remit for parking enforcement and that as this was being addressed by City Councillors, that no further action would be required.

123.2 To discuss a complaint received from resident about building works on a street within a conservation area that has not sought planning permission for. The scaffold on the premises appears to have also been constructed illegally. After contacting Planning Enforcement, a complaint has been forwarded to Highways. To give any update.

The committee considered the email and could see no reason to refer the issue on to Planning Enforcement. Cllrs Jones and Garvani have raised the issue of the scaffolding with the appropriate authorities at LCC in their roles as city councillors. No further action was therefore required.

PLT/25.124 Matters for information.

124.1 To update the committee on planning application [25/04662/ADV](#) 82 Town Street Horsforth Leeds LS18 4AP. As the application was refused, to give any update on from Planning Enforcement of the application.

No update, waiting on Enforcement to take action.

Proposal to write to Enforcement to request an update on action – agreed. It was agreed to delegate drafting of this letter to chair of PL&T, and for the Chair of Council to agree this letter. Cllr A Goulden to draft and circulate letter.

124.2 To provide any feedback from LCC regarding the complaint HTC submitted regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park.

No update. Office to follow up with Leeds City Council for a response.

PLT/25.125 Items for future agenda

125.1 To give updates on agenda minutes PLT/25.124.1 and 124.2

125.2 To give an update on agenda minute PLT/25.119.2

125.3 It was noted that certain planning applications were not appearing on the agenda for discussion by the committee – one such recent application being an advertising board installed on New Road Side. Cllr A Goulden agreed to review the application types which appear for discussion and to propose updates as required for the next meeting. Office to provide the list of application types which are supplied to the town council for comment. Cllr A Goulden to review these and provide any updates to this list to the office for consideration by the committee at the next meeting.

PLT/126.1 Date of the next meeting

Next meeting of the Committee: 19th March 2026

Deadline for agenda items: 9th March 2026

The meeting dates were noted.

The meeting concluded at 19:50.

Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes, A Radford

Reference	Application validated	Deadline for comments	Address	Proposal	HTC response
26/00173/FU	Thu 15 Jan 2026	Thu 12 Mar 2026	21 Long Row Horsforth Leeds LS18 5AA	Retrospective application for the installation of new roof tiles over single storey element to front	Horsforth Town Council objects to this application. The development negatively impacts the character and appearance of the Town Street conservation area and is therefore in contravention with adopted Neighbourhood Plan policy BE1 - General.
26/00329/FU	Wed 21 Jan 2026	Fri 27 Feb 2026	Little Shutters Outwood Lane Horsforth Leeds LS18 4HR	Demolition of existing porch, new single storey porch to side and new boundary wall with railings and gate; new shutters to first floor windows	Horsforth Town Council supports this application. The development positively impacts the character and appearance of the Cragg Hill and Woodside Conservation Area and is therefore in agreement with adopted Neighbourhood Plan policy BE1 - General
26/00277/FU	Fri 23 Jan 2026	Thu 19 Feb 2026	29 Victoria Crescent Horsforth Leeds LS18 4PT	Part two storey part first floor extension to side and rear incorporating covered access to front, with roof lights and juliet balcony	Horsforth Town Council neither supports nor objects to this application.
25/07473/FU	Wed 21 Jan 2026	Sat 14 Feb 2026	13 Lee Lane West Horsforth Leeds LS18 5RT	Single storey rear and side extension incorporating garage and canopies to front side and rear; alterations to doors and windows to side	Horsforth Town Council neither supports nor objects to this application.
26/00475/FU	Mon 26 Jan 2026	Wed 25 Feb 2026	4 Hall Park Close Horsforth Leeds LS18 5LS	Demolition of single storey elements to side and rear and construction of a single storey side and rear extension; blocking up of east side entrance; replacement of first floor rear window	Horsforth Town Council neither supports nor objects to this application.
26/00521/FU	Tue 27 Jan 2026	Wed 25 Feb 2026	11 St James Walk Horsforth Leeds LS18 5RB	Single storey rear/side extension; retaining wall to rear garden	Horsforth Town Council neither supports nor objects to this application.
26/00556/FU	Tue 03 Feb 2026	Wed 25 Feb 2026	Station House Calverley Lane	Construction of single storey extension to existing Cattery business	Horsforth Town Council neither supports nor objects to this application.

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**Minutes of The Staffing And Employment Committee
Held at 7.00pm on Tuesday, 24th February 2026
At The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr John Garvani (Chair)
Cllr Gill Garvani
Cllr Richard Hardcastle
Cllr Cathy Gillinder
Cllr Mark Fletcher (substitute for Cllr S Dowling)

SE/25.27 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting.

SE/25.28 APOLOGIES & REASONS FOR ABSENCE

Apologies were received from Cllrs S Dowling (work) and Cllr A Wishart (holiday).

SE/25.29 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

None declared.

SE/25.30 PUBLIC QUESTIONS

No press and public were present at the meeting.

SE/25.31 MINUTES OF THE PREVIOUS MEETING

To confirm and accept the minutes of the Staffing and Employment Committee held on 20th January 2026.

RESOLVED: That the draft minutes of the Staffing and Employment Committee held on the 20th January 2026 be approved as a true record and signed by the Chair.

SE/25.32 EXCLUSION OF THE PRESS & PUBLIC

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 being prejudicial to the public interest.

RESOLVED: That the press and public be excluded from the following agenda items (to be considered in part 2) in accordance with the Public Bodies Admissions to Meetings Act 1960 as the business would be prejudicial to the public interest because of its confidential nature or other special reason:

o Item 7 – Staffing Matters

SE/25.33

STAFFING MATTERS

7.1. To consider the applications received for the Clerk/RFO vacancy, agree a shortlist, and determine the arrangements for interviews. If none or no suitable applications received, consider variations to the job and person specification and the readvertising of the vacancy.

Members received six applications with personal details redacted and reference numbers allocated to each application.

RESOLVED: 1) That candidate 2026/CRF004 is shortlisted for an interview.
2) That the Interview panel is made up of Cllrs J Garvani, G Garvani, R. Hardcaslte, C Gillinder. Interview date 11th March at 7pm at The Stables.
3) Unsuccessful applicants to be informed by email.

7.2. To consider any other staffing matters

Members reviewed the Acting Clerk role carried out by the Admin Assistant. It was noted that a Locum Clerk was in post and the increment point for the Acting Clerk position could be removed.

RESOLVED: To remove the point increment for the Admin Assistant as there is now a Locum Clerk in position.

SE/25.34

CORRESPONDENCE

To consider correspondence received (if any) and agree any action.

No correspondence was received.

SE/25.35

DATE OF THE NEXT MEETING

To confirm the date of the next meeting.

RESOLVED: That the date of the next meeting be held on the 11th March at 6.30pm. Candidate to be interviewed at 7.00pm.

There being no further business, the Chair closed the meeting at 8.00pm.



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**Minutes of The Staffing and Employment Committee
Held at 7.00pm on Wednesday 11th March 2026
At The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr John Garvani (Chair)
Cllr Gill Garvani
Cllr Richard Hardcastle
Cllr Cathy Gillinder

SE/25.36 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting.

SE/25.37 APOLOGIES & REASONS FOR ABSENCE

Apologies from Cllrs Simon Dowling and Andrew Wishart and reasons were approved.

SE/25.38 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

No disclosable pecuniary or other interests were declared.

SE/25.39 PUBLIC QUESTIONS

No press and public were present at the meeting.

SE/25.40 MINUTES OF THE PREVIOUS MEETING

To confirm and accept the minutes of the Staffing and Employment Committee held on 24th February 2026 (previously circulated).

RESOLVED: That the draft minutes of the Staffing and Employment Committee held on the 24th February 2026 be approved as a true record and signed by the Chair.

SE/25.41 EXCLUSION OF THE PRESS & PUBLIC

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 being prejudicial to the public interest.

RESOLVED: That the press and public be excluded from the following agenda items (to be considered in part 2) in accordance with the Public Bodies Admissions to Meetings Act 1960 as the business would be prejudicial to the public interest because of its confidential nature or other special reason:

o Item 7 – Staffing Matters

SE/25.42

STAFFING MATTERS

- 7.1. To discuss and agree the interview questions and scoring matrix for the position of the Town Clerk/RFO, interview to be held at 7.00pm (suggested format enclosed).

Members discussed the interview questions which were allocated to the councillors conducting the interview.

- 7.2. To temporarily adjourn the meeting for Candidate 2026/CRF004 to be interviewed for the post of Town Clerk/RFO at 7.00pm.

RESOLVED: That the meeting be temporarily adjourned for the interview of Candidate 2026/CR004.

**The meeting was reconvened following the interview held at 7.00pm.*

- 7.3. To consider and resolve the appointment of the candidate for the position of Town Clerk, Proper Officer & RFO or if necessary, resolve the re-advertisement of the position and to agree the next steps for the recruitment process.

RESOLVED: That Candidate 2026/CR004 is appointed to the post of Town Clerk and RFO to Horsforth Town Council (start date to be confirmed) and the Chair to contact Candidate by phone to offer the job.

SE/25.43

DATE OF THE NEXT MEETING

To confirm the date of the next meeting.

RESOLVED: That the date of the next meeting is to be confirmed.



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**Minutes of the Community and Environment Committee
Held at 7.00pm on Thursday, 5th March 2026
at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr Mark Fletcher (substitute for Chair Cllr Becky Cousins)
Cllr Francesca Gains
Cllr Cathy Gillinder
Cllr Eddie Hyndes

In attendance: Administrative assistant Steph White, three members of the public and Cllr E Bromley

CE/25.51 INTRODUCTION FROM THE CHAIR
Cllr M Fletcher welcomed everyone to the meeting.

CE/25.52 TO RECEIVE APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASON FOR THE ABSENCE
Apologies were received from Cllrs B Cousins, S Dowling E Richards and Cllr A Wishart and their reasons approved.

CE/25.53 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS
Cllr C Gillinder is a member of Horsforth Climate Action, Horsforth Community Garden and the Town of Sanctuary. Cllr M Flether is a member of the Town of Sanctuary.

CE/25.54 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC AT THE CHAIR'S DISCRETION

A representative from Horsforth Climate Action (HCA) was in attendance to discuss a nature corridor for Horsforth under development with funding from University of Leeds. The proposed corridor will run from west to east through Horsforth from Hunger Hills Woods down to Low Lane recreation ground. The group is seeking Horsforth Town Council's advice on gaining permission to set up pop up events to canvas opinions and provide demonstrations such as tips on wildflower planting. The group has also emailed the city councillors with details of their plans. Cllr F Gains thanked the group for their hard work and commented on the work they do ties in well with the local plan constitution and fits in with our biodiversity policy. The group have suggested the car

park land in front of Morrisons Local on Broadgate Lane could be used for the pop-up events, but the council does not own the land.

Agreed: That as it is not the town council land, it was recommended that the group gain permission from the landowner (Morrisons) and if it is not privately owned, or they wish to hold the stall on the wide pathway in front of the store, highways should be contacted to gain relevant permission.

Agreed: that we do have a budget to help, but we can promote the events through our channels, liaise with Leeds City Council and town councillors can promote at the farmers' markets.

HIB also came to discuss the floral displays and Jubilee Garden. See **CE/25.62**.

The other members of the public were in attendance regarding the grant and sponsorship applications.

CE/25.55 TO APPROVE THE MINUTES OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 4TH DECEMBER 2025

Resolved to approve the minutes of the meeting held on 4th November 2025 as a true and accurate record.

CE/25.57 GRANTS/SPONSORSHIP

25.57.1 TO RECEIVE FEEDBACK FROM PREVIOUS APPLICATIONS/SPONSORSHIP

No feedback received.

25.57.2 TO CONSIDER GRANT AND SPONSORSHIP APPLICATIONS RECEIVED.

Three grant applications were received from Horsforth Churches Together for the Walk of Witness, Friends of Horsforth Hall Park and Japanese Garden Group and Horsforth Climate Action for Move it Horsforth, incorporating Walk to School Week. One sponsorship application was received from Horsforth Climate Action for another Green Festival to take place in Horsforth Hall Park for 2026. Each application is for £500 each.

After considering all the applications it was decided Horsforth Town Council would like to support each one, but there is only £700 remaining in the budget for this financial year – not have enough to accommodate them all.

Clarification is required to determine whether we can provide the Walk of Witness and Horsforth Climate Action - walk to school applications £350 of the £500 they have both requested and defer the remaining funds to the next financial year for the remaining applications as all four applications had good merit.

Agreed: To this proposal but requested clarification from the F&GP committee at the next committee meeting on 12th March 2026.

25.57.3 TO REVIEW THE GRANTS AND SPONSORSHIP POLICY AND MAKE RECOMMENDATIONS TO FULL COUNCIL

Cllr C Gillinder is currently looking into the sustainability for grants and sponsorship. She wishes to raise awareness of what's being done and is attending some training on sustainability and carbon literacy. She would like to

incorporate her findings from this training into the grants and sponsorship policies.

Agreed: To defer this review to the next community and environment committee meeting.

CE/25.58 THE HEART OF HORSFORTH AWARDS SCHEME

No update.

CE/25.59 EVENTS

25.59.1 CHRISTMAS EVENT

A debrief meeting for the working group took place on 2nd February 2026 and minutes were noted.

25.59.2 ANNUAL EVENT

The Green Festival organised by Horsforth Climate Action is in development and it was agreed that the town council would like to have a stall again and develop an activity. Horsforth Town Team are also planning on replacing what was the Horsforth Gala and to create their own event incorporating some of the themes. Steph White gave a brief update from Cllr D Brosnan that the council's role would be to have a stall with the possibility of funding and producing banners to advertise the event. The date is set for 27th June 2026.

25.59.3 TO DISCUSS THE EVENTS WORKING GROUPS (CHRISTMAS LIGHTS, REMEMBRANCE SERVICE AND ANNUAL EVENT) BECOMING A FULL COMMITTEE.

The current working groups have limited powers with no authorisation that comes with being a committee. Decisions on budgets have to be authorised by the community and environment committee, often making decisions slower. If there was a committee committed to events it would give members more power in decision making and making decisions quicker. Cllr E Hyndes highlighted that if the working groups were dissolved, all meeting would have to take place face to face under current government rules. Many working group meetings take place online on Teams meetings currently and some meetings take place weekly the closer they get to the events taking place.

A suggested proposal would be that there would be a overseeing committee for all events with sub committees or working groups working under the umbrella committee to ensure that every meeting did not have to take place in person.

Agreed: Steph White to prepare a report on the practicalities of having an events committee and sub committees to defer to the next full council meeting on 26th March 2026.

CE/25.60 EDITORIAL WORKING GROUP

TO RECEIVE ANY UPDATES AND AGREE ANY ACTION REQUIRED

No update

25.60.1 TO CONSIDER THE ESTABLISHMENT OF AN OFFICIAL TOWN COUNCIL INSTAGRAM ACCOUNT

Agreed: The office to set up an account which will mirror the content currently shared on Facebook and promote accordingly.

CE/25.61 COUNCIL OF SANCTUARY WORKING GROUP

25.61.1 TO DISCUSS PUTTING A LINK TO THE TOWN OF SANCTUARY WEBSITE FROM THE TOWN COUNCIL WEBSITE

Agreed: The office will set up a page and link(s) to the Town of Sanctuary website.

25.61.2 TO RECEIVE ANY UPDATE AND AGREE ANY ACTION REQUIRED.

No updates.

CE/25.62 FLORAL DISPLAYS AND JUBILEE GARDEN

TO RECEIVE AN UPDATE AND AGREE ANY ACTION REQUIRED INCLUDING:

25.62.1 TO RECEIVE AN UPDATE ABOUT THE MEETING STAKEHOLDERS REGARDING THE BIODIVERSITY POLICY AND THE FLORAL DISPLAYS

Last year this policy was reviewed. Cllr E Bromley, along with members of Horsforth in Bloom (HIB), reviewed the spend and upkeep of the hanging baskets on New Road Side. Traders and residents on New Road Side were also consulted and it was decided to think of creative ways of providing floral displays that is also taking into account the neighbourhood plan, biodiversity policy, sustainability and future costs. HIB have pitched alternative options such as additional planters and knitted weatherproof hanging baskets. HIB brought an example of knitted hanging baskets that can be hung from premises on New Road Side. New Road Side will be the pilot for a further Horsforth-wide roll out.

HIB raised concerns over the proposed budget for the maintenance of the Jubilee Garden on Town Street. The last finance and general purposes committee meeting minutes stated a reduction from £1,000 to £500. It was clarified that the £1,000 budget was the original budget proposal for 2026/27, not the budget from previous years. Due to budget cuts, the original proposal has had to be reduced to £500.

25.62.2 TO CONSIDER AND AGREE THE QUOTES FOR THE 2026 FLORAL DISPLAYS, AND TO REVIEW AND CONFIRM THE PROPOSED LOCATIONS.

The budget for 2026/27 is £7,500 for floral displays in areas of Horsforth, excluding New Road Side. Last year the council maintained 82 hanging baskets throughout the town. HIB will take control of New Road Side - incorporating the knitted baskets and planters. We will have a reduction of 20 baskets.

Agreed: Gain quotes for 62 hanging baskets. If this comes in as more than £7,500, then the number of hanging baskets will need to be reviewed and reduced again.

CE/25.63 LITTER

TO RECEIVE AN UPDATE AND AGREE ANY ACTION REQUIRED INCLUDING:

25.62.1 TO CONSIDER THE LITTER PICKS FOR 2026, INCLUDING THE OPTION TO HOLD EVENTS THROUGHOUT THE YEAR

It was suggested that instead of holding the litter picks just on Sundays in October, to spread the litter picks throughout the year staggered with when we have a stall at the farmers' market.

Agreed: litter picks will now take place the first Sunday of every other month – the opposite month to when we take part in the farmers' market covering each ward. Hall Park ward to be the first and will have two litter picks per year as it is a bigger ward. Office to look at dates and schedule the litter picks.

CE/25.64 TO CONSIDER MATTERS REQUESTED BY COUNCILLORS/CLERK AND AGREE ANY NECESSARY ACTION

25.64.1 TO RECEIVE AN UPDATE ABOUT THE COMMUNITY ACTIONS STATED IN THE NEIGHBOURHOOD PLAN

The work that is being done on New Road Side ties in with the neighbourhood plan and biodiversity policy. A full update will be provided at the next C&E meeting in June 2026.

25.63.2 TO CONSIDER AND AGREE THE QUOTES FOR THE 2026 CHRISTMAS LIGHTS AND CHRISTMAS TREE, AND TO CONSIDER THE PROPOSED LOCATION(S) FOR THE LIGHTS.

The Christmas budget has been reduced to £13,000.

Action: Office to liaise with Christmas working group to organise sponsorship and determine if we will be allowed permission to hang plaques from motifs stating who sponsored them. Once confirmed, the lights can be ordered.

CE/25.65 TO CONSIDER CORRESPONDENCE RECEIVED AND AGREE ANY ACTION NECESSARY

None received.

CE/25.66 ITEMS FOR FUTURE AGENDA

To review the grants and sponsorship policies, taking into account the work Cllr C Gillinder is doing on sustainability and carbon literacy. See agenda point **CE/25.57.3**

CE/25.67 MATTERS FOR INFORMATION

CE/25.68 DATE OF THE NEXT MEETING

Resolved that the next meeting will be held on 4th June 2026. The deadline for agenda items is 25th May 2026.

The meeting closed at 21:00.



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**Minutes of The Finance & General Purposes Committee Held at 7.00pm on Thursday
12th March 2026 At The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr John Garvani (Chair)
Cllr Mark Fletcher
Cllr Gill Garvani
Cllr Richard Hardcastle
Cllr Simon Dowling

Officer: Safia Kauser – Locum Clerk/RFO

FGP/25.33 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting and introduced the Locum Clerk to members.

FGP/25.34 APOLOGIES & REASONS FOR ABSENCE

Apologies were received from Cllr Ray Jones due to medical reasons.

FGP/25.35 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

None declared.

FGP/25.36 PUBLIC QUESTIONS

No press and public were present at the meeting.

FGP/25.37 COMMITTEE MINUTES

To receive and approve the draft minutes of the Finance and General Purposes meeting held on 08th January 2026 (previously circulated).

RESOLVED: That the draft minutes of the Finance and General Purposes Committee held on the 08th January 2026 be approved as a true record and signed by the Chair.

FGP/25.38 SCHEDULE OF PAYMENTS

Members considered the schedule of payments for approval in accordance with the requirements of Financial Regulation 6.8.

Additional invoices received after the publication the agenda were tabled.

- £798 + VAT = £957.60 – Scribe Accounts set up fee £549.00 + Professional Services £249.00
- £64.00 + VAT = £76.80 – Scribe monthly accounts subscription (March)

Payee	Details	Amount	Comments
West Yorkshire Pension Fund	Pension contributions – January 2026	£453.63	To note as previously approved by virtue of the employment contract.
West Yorkshire Pension Fund	Pension contributions – February 2026	£453.63	To note as previously approved by virtue of the employment contract.
Hummingbirds	Performers for Christmas lights switch on event. Paid 4 th March 2026	£100	Approved at full council meeting held on 22 nd January 2026.
Service charge	Paid 28 th February 2026	£7.80	
Salaries	Staff salary costs – February 2026	£1,616.23	To note as previously approved by virtue of the employment contract.
Mixam Print	Reimburse cost of printing of Horsforth Matters newsletters to Steph White. Paid 5 th February 2026	£49.75	
Salaries	Staff salary costs – January 2026	£1,616.23	To note as previously approved by virtue of the employment contract.
Fire Protection Services	Fire strategy balance. Paid 12 th February 2026	£207.00	Approved at the Premises Committee meeting held on 11 th December 2025
Service charge	Paid 31 st January 2026	£9.90	
T&B Bookkeeping	Paid 16 th January 2026	£176.40	To note as previously approved by virtue of the employment contract.
HMRC	Paid 12 th January 2026	£13,948.50	To note as previously approved by virtue of the employment contract.
Complete Comp (DD)	Paid 23 rd February 2026	£129.89	
Zen Internet (DD)	Paid 20 th February 2026	£71.50	
Commerce Business (DD)	Paid 20 th February 2026	£157.98	
Lloyds Bank PLC (DD)	Paid 16 th February 2026	£18.00	
Pozitive Energy (DD)	Paid 11 th February 2026	£78.54	

Pozitive Energy (DD)	Paid 10 th February 2026	£147.27	
Pozitive Energy (DD)	Paid 4 th February 2026	£588.25	
Complete Comp (DD)	Paid 21 st January 2026	£129.89	
Commerce Business (DD)	Paid 20 th January 2026	£85.98	
Lloyds Bank PLC (DD)	Paid 16 th January 2026	£21.40	
Pozitive Energy (DD)	Paid 12 th January 2026	£77.30	
Pozitive Energy (DD)	Paid 8 th January 2026	£107.86	

INCOME RECEIVED		
Payee	Details	Amount
Geoff Poad	Taking over maintenance of cenotaph from WWI Group	£1,346.08

PWLB Loan

Members noted that the loan of £200,000 from the Public Works Loans Board had been received in the Virgin bank account.

RESOLVED: That the schedule of receipts and payments (as detailed above be authorised for payment).

RESOLVED: That the income of £1,346.08 received for taking over the maintenance of the Cenotaph from WW1 Group be transferred to an Earmarked Reserve.

RESOLVED: That the invoices tabled above be authorised for payment to Scribe (Starboard Systems Ltd).

FGP/25.39 TRANSFER TO SCRIBE – BOOKINGS SOFTWARE & YEAR-END

7.1. To receive an update on the transfer to Scribe Accounts and to approve the additional cost for the set-up and approval of the direct debit for the monthly payments.

The Locum Clerk presented the report enclosed with the agenda pack. It was reported that the Council previously resolved on 25 September 2025 to approve the Scribe software package for accounts and bookings at a cost of £1,878 in year one and £1,080 annually thereafter. Following the departure of the Town Clerk in December 2025, implementation was delayed.

The original Scribe proposal included an additional £249 set-up fee for configuring the accounts structure; this element was not approved at the time. On 16 February 2026, the Locum Clerk authorised the £249 set-up cost to ensure accurate transfer of 2024/25 year-end data and correct alignment of budgets and cost centres. Scribe completed the set-up on 4th March 2026, and supporting financial documents had been provided.

The next steps required the Locum Clerk to enter all outstanding financial data from the start of the financial year and reconcile all the bank accounts to bring the records up to date in preparation for year-end. Once all data entry was completed and draft year end accounts prepared, the internal audit would take place. The AGAR was scheduled to be presented at the Annual Council Meeting on 21 May 2026. Members were notified that the new Town Clerk/RFO who was expected to start in May, would need to take over completion of any outstanding year-end tasks.

RESOLVED: That the report be received and noted.

RESOLVED: That the direct debit with Scribe (Starboard Systems Ltd) for the monthly payments is authorised in accordance with the requirements of 7.10.

7.2 To receive an update on the year-end closure of accounts and internal audit.

This item was considered within agenda item 7.1.

FGP/25.40

PAYROLL SERVICE

To receive and consider the quotations for the transfer to the new payroll service provider from the new financial year following the retirement of the existing payroll provider.

The Locum Clerk presented the report enclosed with the agenda pack.

The Council's current payroll provider had given notice that they will cease providing payroll services from the start of the new financial year. The existing service included payroll processing, HMRC submissions and pension deductions, with the Clerk completing pension uploads to the West Yorkshire Pension Fund (WYPF).

The Locum Clerk had obtained quotations for a like-for-like payroll service and for providers who were able to submit WYPF pension uploads on the Council's behalf to reduce administrative workload. All companies were provided with the same service specification, for the two employees and the requirement for WYPF administration if available.

The current payroll provider was charging £49 per hour, invoicing the Council based on time spent. Costs to date for 2025/26 total £681.10 + VAT, with projected annual expenditure of £908.00 + VAT. For 2026/27, the Council had allocated a £2,000 budget for Audit, Accounts & Data Protection. This budget covered internal audit (£500), external audit (approx. £440), payroll and year-end support (£600–£700), and the ICO fee (£35).

Three quotations were received. A comparison of estimated Year 1 costs identified that Bradford Community Payroll were the cheapest, followed by SALC and Autela. A clarification had been requested from SALC regarding their minimum quarterly charge.

- Bradford Community Payroll – lowest cost option; able to process pension deductions but cannot submit WYPF uploads.
- SALC Payroll – only provider able to submit WYPF uploads; pricing dependent on employee numbers and pension eligibility.
- Autela Payroll Services – widely used by parish councils; fixed monthly fee structure; does not include WYPF uploads.

	BCA	SALC	Autela
Set-up Cost (one Off)	£100.00	£14.50	£0.00
Fixed Monthly Cost (upto 5 emp £17.50 p/m)	£0.00	£0.00	£210.00
Payslip Cost Per Emp P/M (x2)	£11.00	£14.50	£0.00
HMRC RTI submission fee	£5.00	£0.00	£0.00
Annually Year end Fee	£25.00	£0.00	£25.00
P60 annually per employee	£2.00	£0.00	£0.00
Annual Minimum Cost £45 Per quarter	£0.00	£0.00	£0.00
Total Estimates Year 1 Costs	£143.00	£174.00	£235.00

Members considered the cost difference of around £50.00 for appointing a provider who would submit the WYPF uploads on behalf of the employer. The Locum Clerk informed members that she had now been given access to WYPF portal to submit the outstanding uploads for the period of January and February.

RESOLVED: That SALC payroll is appointed as the payroll provider from the new financial year and to upload pension contributions to West Yorkshire Pension Fund on behalf of the employer.

FGP/25.41 REVIEW OF MOBILE PHONE CONTRACTS

To review the existing mobile phone handsets and contracts and resolve any further actions.

The Clerk's current mobile handset was no longer fit for purpose due to ongoing sound issues affecting calls. Both the Clerk and Administrator currently used Moto G7 devices with a £6 per month SIM-only plan through GiffGaff (paid via the credit card). The Clerk recommended that the Council considers purchasing a new handset, potentially around £200 for a Samsung device, whilst retaining the existing SIM plan, or alternatively moving to a Currys Business package that includes both a new handset and SIM plan.

Members agreed that a new handset was required and that the office landline could be diverted to the mobile. It was agreed that moving to Currys business would be convenient as a direct debit for payments could be set-up.

RESOLVED: That the purchase of a new handset and review of the sim contract is delayed until the arrival of the new Town Clerk/RFO and that this item be reconsidered at a future meeting.

FGP/25.42 **PRECEPT STATEMENT 2026/2027**

To agree a precept statement for publication on the council website.

Members considered the draft statement and agreed minor changes.

RESOLVED: That the precept statement as agreed be published on the Town Council website and Facebook page. Locum Clerk to action.

FGP/25.43 **TO REVIEW GRANT & SPONSORSHIP APPLICATIONS & CLARIFY BUDGET**

Following the C&E committee meeting held on 6th March 2026, four grant and sponsorship requests had been submitted and there was only £700 in the budget for this financial year – not have enough to accommodate them all. Clarification was required to determine whether the council could provide the Walk of Witness and Horsforth Climate Action - walk to school applications £350 of the £500 they had both requested and defer the remaining funds to the next financial year for the remaining applications as all four applications had good merit. The committee agreed to this proposal but requested clarification from the F&GP committee.

Cllr Fletcher addressed members on this item who noted that four applications had been received. Two of the applications required funding within the current financial year. It was suggested to award a £350 grant to two of the groups and award £500 to the other two groups in the new financial year. However this would leave £1,000 budget for the remainder of the new financial year.

A discussion was held on the details and accounting information that had been submitted by the applicants and which application should be considered a priority due to the benefits to the community. A discussion was held relating to the application from Horsforth Churches Together and that the grant was not directly benefiting the Churches.

RESOLVED: That £350.00 grant be awarded to Horsforth Churches Together.

RESOLVED: That further information be requested from the other applicants for access to their financial accounts, full financial breakdown of the project costs and details of any other funding secured.

FGP/25.44 **ITEMS FOR A FUTURE AGENDA**

No new items were raised for inclusion at a future committee meeting.

FGP/25.45 **DATE OF THE NEXT MEETING**

Next meeting date: 7th May 2026 and deadline for agenda items: 27th April 2026.

RESOLVED: That the date of the next committee meeting be changed from the 07th May to the 14th May 2026 at 7.00pm, at the Stables, Horsforth.

There being no further business, the Chair closed the meeting at 8.05pm.



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**Minutes of the Community and Environment Committee
held at 7.00pm on Thursday, 5th March 2026
at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr John Garvani (Chair)
Cllr Dave Brosnan
Cllr Simon Dowling
Cllr Richard Hardcastle

In attendance: Administrative assistant Steph White

PC/25.14 INTRODUCTION FROM THE CHAIR

Cllr J Garvani welcomed everyone to the meeting.

PC/25.15 TO RECEIVE APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASON FOR THE ABSENCE

No apologies received.

PC/25.16 DECLARATIONS OF DISCLOSABLE PECUNIARY & OTHER INTERESTS

Cllrs D Brosnan and J Garvani declared an interest in relation to item **PC/25.21** due to a connection with vendor.

PC/25.17 TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE PUBLIC AT THE CHAIR'S DISCRETION

No members of the public were present.

PC/25.18 TO APPROVE THE MINUTES OF THE PREMISES COMMITTEE HELD ON 11TH DECEMBER 2025

Resolved to approve the minutes of the meeting held on 11th December 2025 as a true and accurate record.

PC/25.19 FINANCIAL MATTERS

19.1 To note the purchase order for toilet roll holders, soap dispensers, paper towel holder, contrasting toilet seat for AWC, painting of hand rail, external door step, authorised under the Clerk delegated authority in consultation with the Chairman, in

compliance with Financial Regulation 5.15.

Noted.

19.2 To receive a budget update on costs incurred to date on No.3 The Green and available budget.

£307,000 spent so far to date. There is an estimate of £305,000 estimated costs for the total project. Phase 2's estimated spend was £50,000. Due to the removal of the removable partition wall, the spend will be reduced by £8,000.

Agreed: Office to confirm figures on phase 2 costs.

19.2 To consider procurement requirements and discuss an approved contractors list.

It was discussed that a compilation of local contractors be established by the office to use going forward for works that may need to be carried out, on both 3 The Green and The Stables buildings, in the future. The council has a 12 month snagging period under contract with Tom Willoughby (TW).

Agreed: Office to prepare some wording to use in an advert as a call for contractors. To be discussed and agreed at the next premises committee meeting.

PC/25.20

NO.3 GREEN

20.1 To receive a copy of the Fire Risk Assessment completed on 13.01.2026 and discuss any further matters relation to the fire strategy.

Cllr J Garvani received an email from Ethan from TW regarding the fire risk assessment. Building control queried evacuation of people to refuge points, stating that what has been prepared is more of a risks assessment – i.e., the risks of fire occurring, rather than a fire strategy – i.e., how to evacuate people in occurrence of a fire.

The priority is for correct signage to be implemented at every fire point and clear fire exits marked. A keep clear sign on the doorway to the court to the rear side of the building. Hatching marks to be painted in front of the door to the court. A fire exit exists through to the museum side.

Action: Office to look into the fire marshal training of staff. Cllr S Dowling has details he will email to the office. £29.75 + VAT for online training.

Action: A walk round of the building by councillors to see where the fire points are, to see how many signs are required and to agree on evacuation points in case of fire.

20.2 To discuss and decide as necessary the requirements for the 1st floor space e.g. office to be in smaller room, no divider in the large room.

The cost for phase 2 (first floor space) is £45,976.86. Not having the multi-fold door and intercom will reduce this cost.

It was discussed whether it was a requirement to have an architect in place for phase 2 as we do not need.

The carpet for the upstairs space will get less foot fall than the downstairs rooms. Still hard wearing, but floor tiles are more expensive than a carpet. Two windows are required, but we already have the glass so no further costs. The toilet upstairs does not need fully replacing. Flooring to be replaced with vinyl, but fixtures to remain.

The stairway up to the second floor needs a refresh for visual purposes.

Agreed: Multi-fold door and intercom no longer required. Carpet to go in office space and board room. Replacement of floor in toilet and painting of stairway up to second floor. Confirm these requirements with TW to gain new quote.

20.3 To discuss and decide on the purchase of the following items:

- **Large screen for the ground floor room**

The Civic Centre has released £3,000 towards a large screen TV. It needs to be professionally installed.

Action: Measure the space but estimate an 80” screen required for downstairs and possibly 80” or 70” screen for upstairs. Office to get quotes from retailers.

- **Tables and Chairs for the ground floor room**

An estimate of 50 or 60 chairs required for downstairs room. Stackable and easily storable but good quality. 12 folding tables required – similar to the ones the council currently use for events.

Action: Office to research chairs and tables and provide quotes to the premises committee.

- **Kitchen items e.g. crockery, cutlery, dishwasher**

A fridge is not needed downstairs. The fridge the council currently has can be used in the upstairs kitchen. Plumbing is available for a dishwasher downstairs.

Two microwaves required, two kettles and/or water boilers for downstairs. Crockery also required, but there is a selection of crockery in The Stables, some of which is in good condition.

Action: Office to research and gain quotes on kitchen appliances and crockery. Stock take to be made on existing crockery.

20.4 To consider and discuss room hire facilities and conditions of hire based on similar facilities.

The council has recently started using Scribe for managing accounts. The system has a facility for integrating a room hire booking system. Using Scribe’s facility will link in well with the accounts system already implemented. Research has been undertaken to look at other organisations and what they use for room bookings. One such costs £10 per month and would be effective. Another council has a form which does everything the council requires.

The booking out of the facilities need to take into consideration of out of hours bookings. Insurance, locking up and setting the alarm means a member of staff is needed to be on site when the building is in use.

Agreed: To consider all options and agree on the most effective system, taking into account ease of use and cost. Present findings at the next premises committee meeting.

Resolved: A member of staff in a caretaker role will be required to manage the hire, cleaning, and be on site during out of hours hire. Estimated 8-12 hours per week. Office to consult YLCA for job description and guidance on such a role and defer to the staffing and employment committee.

PC/25.21

THE MUSEUM

21.1 To receive an update on the lease

It was discussed that the museum agreed to terms of the lease but there is a query on the museum having access to our car park for blue badge holders.

Resolved: It was agreed that the car park should only be used by council staff due to limited space and visitors. Disabled parking is available in surrounding streets across the road at Fink Hill car park. Office to write to the museum to inform them of the council's decision.

21.2 To receive updates on the requested repairs to the guttering and windows and to resolve any further issues.

The guttering to the rear of the building was blocked and a basic repair was undertaken to get through the worst of winter. New guttering may be needed in the future. A proper inspection of the guttering to the front and back of the museum to be undertaken, along with an inspection of the windows. The sign outside the front to also be looked at.

Action: Office to check with Cllr A Goulden of the planning, licensing and traffic committee to check on permissions due to the building being in a conservation area.

It was raised about correct communication between the museum and the council (as the museum's landlord).

Resolved: That all communications regarding the lease of the museum to go through the proper channels on contacting the office and not speaking to councillors individually.

PC/25.22

EXCLUSION OF THE PRESS AND PUBLIC

To consider a confidential contractual matter and to resolve any further actions. It is recommended that this matter is considered under the exclusion of the Press and Public in accordance with the Public Admissions to Meetings Act 1960 due to matters that may be prejudicial to the public interest.

Resolved: Cllr J Garvani to draft a letter to Crooks Architecture and ask office clerk to liaise thanking them for their work on phase 1 of the project. The council will be dealing with phase 2 going forwards. Ask for final invoice.

PC/25.23

ITEMS FOR FUTURE AGENDA

How to deal with running repairs. Some may come under delegated powers where others may not.

Finalising equipment, appliances and crockery as discussed at agenda item **PC/25/20.2.**

Room hire software/booking forms as discussed at agenda item **PC/25/20.4.**

PC/25.24 **MATTERS FOR INFORMATION**

A roofer looked at the upstairs at The Stables from the house next door. Some of the roof tiles appear cracked and may need replacing. Neighbour has given permission to access their roof if required.

Action: Office to look into who can assess.

To assess disability requirements nearer time of opening. Changing bench and screen. Defer to future agenda as and when feel is needed.

PC/25.25 **DATE OF THE NEXT MEETING**

To be confirmed.

Meeting closed at 20:50



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**Minutes of planning, licensing and traffic committee held at 7.00pm on Thursday,
19th March at The Stables, 2 Church Road, Horsforth, Leeds LS18 5LG**

Members Present: Cllr, A Goulden (Chair)
Cllr Dave Brosnan
Cllr John Garvani
Cllr Richard Hardcastle
Cllr Eddie Hyndes

In attendance: Steph White – Administrative Assistant
One member of the public

PLT/25.127 **TO RECEIVE APOLOGIES AND TO CONSIDER THE REASON FOR ABSENCE**
Apologies received from Cllr Becky Cousins and her reason accepted.

PLT/25.128 **DECLARATION OF DISCLOSABLE PECUNIARY AND OTHER INTERESTS**
None declared.

PLT/25.129 **TO CONSIDER QUESTIONS AND COMMENTS FROM MEMBERS OF THE
PUBLIC AT THE CHAIRMAN'S DISCRETION**
One member of the public was present to discuss application [26/01356/FU](#) – the installation of Solar Panels to the South Nave Roof Slope at St James' Church.

PLT/25.130 **MINUTES OF THE PREVIOUS MEETING**
Resolved: To approve the minutes of the meeting held on Thursday 12th February 2026 with an amendment to include Cllr E Bromley's apologies.

PLT/25.131 **LEEDS CITY COUNCIL PLANNING DECISIONS**
The planning decisions were noted.

PLT/25.132 **NEW PLANNING APPLICATIONS**

132.1 **To note the planning applications received since the meeting held on 12th February 2026 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.

132.2 **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/25.133 **PLANNING APPEALS AND PLANNING APPEAL DECISIONS**

Noted.

PLT/25.134 **PLANNING ENFORCEMENT**

Noted.

PLT/25.135 **LICENSING APPLICATIONS**

To consider applications received since the last meeting.

The planning applications were noted.

PLT/25.136 **TRAFFIC**

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

136.1 **Complaints**

To discuss the complaint received regarding an ongoing issue of parking on Back Lane resulting in property damage.

The office forwarded on the complaint to the city councillors and informed the resident that the councillors have been consulted.

Action: A letter to be submitted to the police informing them of the matter. Cllr A Goulden to draft a letter with the office.

136.2 **Traffic schemes**

To consider the pedestrian safety scheme proposed for North Broadgate Lane.

ACTION: Horsforth Town Council supports this scheme. Cllr A Goulden to draft a letter with the office.

136.3 **Speed indicator device (SID) updates and any data**

No update.

136.4 **Mobile SID update**

The council currently have access to a mobile SID device. It has been used on Stanhope Drive so far. The council has access to it for longer than originally thought.

ACTION: Cllr D Brosnan to provide data and photographs to be published by the office. The committee to work out some different times and areas to use the SID to provide data across different areas of Horsforth.

PLT/25.137 **LEEDS BRADFORD AIRPORT (LBA)**

To consider the following and agree any necessary action:

137.1 **To consider submitting evidence to LCC as part of application reference [26/00926/CLE](#).**

No evidence to support the application.

137.2 **Leeds Bradford Airport Consultative Committee**

No update.

137.3 **Any other matters relating to Leeds Bradford Airport (LBA)**

No update.

PLT/25.138 **NEIGHBOURHOOD PLAN**

138.1 To review the minutes and updated milestones from the latest neighbourhood plan working group. See agenda pack.

Noted.

138.2 To receive an update about the community actions and progress.

RESOLVED: To delegate to Cllr A Goulden for update and agree at the next planning, licensing and traffic committee on 16th April 2026.

138.3 To note that the town council were unable to submit a response to the consultation regarding the Leeds North West Employment Hub as the deadline had passed.

Noted.

PLT/25.139 LEEDS CITY COUNCIL CORE STRATEGY AND SITE ALLOCATION PLAN

No update.

PLT/25.140 TO CONSIDER CORRESPONDENCE RECEIVED AND AGREE ANY NECESSARY ACTION

140.1 To discuss the correspondence received regarding a damaged roundabout on between Drury Lane and Broadway.

RESOLVED: The office forwarded on the correspondence to the city councillors and informed the resident that the councillors have been consulted.

PLT/25.141 MATTERS FOR INFORMATION

141.1 To consider the application types the PL&T committee review at committee meetings.

Resolved: The committee to review and comment on certificate of proposed lawful development, discharge of condition and display adverts applications going forwards. The office to liaise with Ian McKay for advice.

141.2 To review application [25/03244/FU](#) to determine if planning conditions were breached.

RESOLVED: To refer to next PL&T committee meeting on 16th April 2026.

141.3 ONGOING AGENDA ITEM: To update the committee on planning application [25/04662/ADV](#) 82 Town Street Horsforth Leeds LS18 4AP. As the application was refused, to give any update from planning enforcement of the application.

ACTION: The application has been reported to planning enforcement. Office to keep the committee updated on any progress.

141.4 ONGOING AGENDA ITEM: To provide any feedback from LCC regarding the complaint HTC submitted regarding displaced parking on Hall Lane and surrounding areas after the introduction of parking charges at Fink Hill car park. Office followed up, to update on any progress.

The city councillors have requested for different statistics but have yet to get an update. It was noted that Hall Lane is getting worse for over parking and blocking of the road.

141.5 To consider and agree the town council's position regarding development on the Cragg Hill Quarry site.

RESOLVED: The council has no official position on the development. The committee agreed to the position statement as proposed and agreed to pass this on for ratification at the next full council meeting on 26th March 2026. (See appendix 2)

141.6 To consider and agree whether to request support from Environmental Health relating to light pollution from a digital advertising board installed as part of [24/00327/ADV](#).

ACTION: The office to refer to environmental health.

PLT/25.142 ITEMS FOR FUTURE AGENDAS

Item PLT/25.141.2: To review application [25/03244/FU](#) to determine if planning conditions were breached.

PLT/25.143 DATE OF THE NEXT MEETING

Next meeting of the Committee: 16TH April 2026

Deadline for agenda items: 6th March 2026

The meeting dates were noted.

The meeting concluded at 20:33.

Distribution: Cllrs, A Goulden, D Brosnan, E Bromley, B Cousins, J Garvani, R Hardcastle, E Hyndes, A Radford

Appendix 1 - Minute No. PLT/25.132.2 – comments on new planning applications

Reference	Application validated	Deadline for comments	Address	Proposal	HTC Response
26/00721/FU	Thu 12 Feb 2026	Fri 20 Mar 2026	Grove Methodist Church Town Street Horsforth Leeds LS18 4RJ	Installation of roof mounted solar panels	Horsforth Town Council supports this application on the grounds that the installation of the solar panels will enhance the community and help meet the targets of Leeds City Council's net zero policy. The council also believes the development will enhance the neighbourhood plan policy CFS1: protection and enhancement of community facilities.

26/00981/FU	Wed 18 Feb 2026	Tue 14 Apr 2026	Provincial Building 42 Town Street Horsforth Leeds LS18 4AP	New shop front with roller shutter, creation of new entrance. Replacement windows and removal of side entrance	Horsforth Town Council objects to this application on the concerns over the proposed existing timber window to be replaced with UPVC window. The council would also like to propose that any signage be non-illuminated. The council references policy BE1: Horsforth character areas - development and design for Town Street, conservation area in the Horsforth neighbourhood plan.
26/00585/FU	Wed 11 Feb 2026	Fri 20 Mar 2026	6 Clarence Road Horsforth Leeds LS18 4LB	Rooflights and solar panels to front	Horsforth Town Council neither supports nor objects to this application however would like to comment that the construction materials are not listed on the plan and would like clarification of the materials of construction used.
26/01192/FU	Fri 27 Feb 2026	Tue 14 Apr 2026	36 Hawksworth Road Horsforth Leeds LS18 4JP	Dormer window to the side	Horsforth Town Council neither supports nor objects to this application.
26/01268/FU	Wed 04 Mar 2026	Tue 14 Apr 2026	Woodlands DIY Superstore Station Road Horsforth Leeds LS18 5NZ	Single storey rear extension to existing class E unit; addition of windows to front; internal works to form mezzanine	Horsforth Town Council neither supports nor objects to this application.
26/01267/FU	Wed 04 Mar 2026	Fri 03 Apr 2026	56 Rawdon Road Horsforth Leeds LS18 5EW	Conversion of garage into habitable room space with patio doors/widows replacing garage doors to rear; single storey rear extension to existing utility room to rear forming double garage and first floor rear extension with gable end roof	Horsforth Town Council neither supports nor objects to this application.

26/01274/FU	Thu 05 Mar 2026	Fri 03 Apr 2026	4 Mackintosh Avenue Horsforth Leeds LS18 4FR	Conversion of garage to habitable room; rooflight and new window to side	Horsforth Town Council neither supports nor objects to this application.
26/01080/FU	Fri 06 Mar 2026	Mon 30 Mar 2026	52 Rawdon Road Horsforth Leeds LS18 5EW	Change of use of the existing annex to a dwelling with new vehicular access and car parking.	Horsforth Town Council neither supports nor objects to this application.
26/00989/FU	Wed 04 Mar 2026	Thu 05 Mar 2026	28 Weavers Close Horsforth Leeds LS18 4GL	Conversion of garage to habitable room	Horsforth Town Council neither supports nor objects to this application.
26/01356/FU	Mon 09 Mar 2026	Tue 14 Apr 2026	St James Church Low Lane Horsforth Leeds LS18 5QW	Installation of Solar Panels to the South Nave Roof Slope	Horsforth Town Council supports this application. Whilst the council recognise the potential harm to a listed building, the council believe that the benefits outweigh the harm. These benefits include the generation of zero carbon electricity in line with a recognised climate emergency, as well as the potential long-term reduction in energy bills, whilst potentially making the building more readily available for use in the community. The council believes this will help safeguard and potentially improve an important community facility (recognised in adopted neighbourhood plan policy CFS1.

Appendix 2

To consider and agree the town council's position regarding development on the Cragg Hill Quarry site.

The Town Council is aware of ongoing activities on the land known as Cragg Quarry. The Town Council have recently objected to proposals to construct executive-style housing on the land as part of planning applications 23/03159/OT and 24/02440/OT, as well as subsequent appeal APP/N4720/W/25/3359261. These applications and subsequent appeal were all refused. Additionally, the Town Council have also objected to inclusion of this site in the Leeds City Council (LCC) Site Allocation Plan as part of the recent consultation. The Town Council are also aware of a prior application for construction of a sports hall, application H27/172/89/, which was granted on appeal.

The Town Council recognises that this land is part of the Cragg Hill and Woodside Conservation Area, and that it is recognised as a key green area in the Conservation Area management plan. Additionally, the importance of the green space and associated views across it are recognised in the adopted Neighbourhood Plan as part of policy BE1 – Area 4. The Town Council believes any development will adversely affect this key green space and associated key views.

The Town Council also recognises that several non-definitive footpaths currently run across this land. Development of this land is likely to lead to the loss of these footpaths, which would run counter to the adopted Neighbourhood Plan policy TT3 as well as policy BE1 - Area 4 (which states that movement through green space should not be restricted due to development).

The land is also an important source of biodiversity, with numerous high-quality trees located on the perimeter of the site. Any development is likely to adversely impact the root protection areas of these trees, which is likely to have knock-on impacts on protected species (bats) as well as other habitats (including badgers).

Finally, the Town Council also recognises the concerns of residents with regards to highway safety. Wood Lane is unsuitable for significant volumes of traffic, particularly given the sheer drop behind Craggwood Terrace.

The Town Council therefore deplores any development on this important green space and resolves to act, where possible, to challenge this.



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**Schedule of payments for the full council meeting
 being held on 26th March 2026**

Payee	Details	Amount	Comments
Complete Comp (DD)	Paid 24 th March 2026	£129.89	
YLCA	Vacancy for a Locum Clerk on the YLCA website and bulletin. Paid 20 th March 2026	£20.00	
Scribe	Account set up fee and professional services. Paid 20 th March 2026	£957.50	
Salaries	Staff salary cost. Paid 21 th March 2026	£1,434.13	To note as previously approved by virtue of the employment contract.
Salaries	Staff salary cost. Paid 21 th March 2026	£1,595.09	To note as previously approved by virtue of the employment contract.
YLCA	Vacancy for a Locum Clerk on the YLCA website and bulletin. Paid 20 th March 2026	£20.00	
West Yorkshire Pension Fund	Pension contributions. Paid 20 th March 2026	£446.36	To note as previously approved by virtue of the employment contract.
Scribe	Account subscription. Paid 20 th March 2026	£76.80	
Zen Internet (DD)	Paid 20 th March 2026	£71.98	
Commerce Business (DD)	Paid 20 th March 2026	£85.98	
Lloyds Bank PLC (DD)	Paid 16 th March 2026	£18.00	

Pozitive Energy (DD)	Paid 12 th March 2026	£111.64	
Pozitive Energy (DD)	Paid 9 th March 2026	£141.09	
Pozitive Energy (DD)	Paid 9 th March 2026	£473.93	

Hanging baskets – community and environment committee referral to full council

To consider a request from the committee to amalgamate budgets lines to contribute towards costs for the hanging baskets watering contract. Committee members considered this item at their meeting held on the 05th March 2026. The Chair to report on this item.

Quote received from Rob Ackroyd:

The below quote cost is based over 4 weeks. The price is £1.10 per basket per attendance. In this case 3 times per week.

Horsforth Climate Action Report March 2026

Nature Corridor

The Launch event at St James Church in February was well attended and had a really good atmosphere. The 1 metre matters project is being heavily promoted. Signups from the actual corridor are still a struggle. Plans are being made for local Pop ups. The team are working with Emmie Bromley and highways re land ownership and planting.

Horsforth 6th Form are involved, St Margaret's school and church have signed up. Working to engage Broadgate School and St Mary's school and Church. SA visiting the church this week.

Regular groups are still running. The **Repair café** now includes a tech collection – laptops, phones and tablets collected for hard wiping, updating and redistribution amongst asylum seekers and refugees via solidaritech. The **Clothes swap** is gaining traction with the partnership between the Old Kings Arms, HCA and Leeds Womens' Aid beginning to strengthen and bear fruit. The next swap will take place on 25th April in conjunction with Fashion revolution week and Mend in Public Day.

Move it Horsforth - Walk to School Week

Move it Horsforth / Walk to School week is taking shape. Assemblies will take place in 7 schools ahead of the week itself, air pollution monitors will be loaned to schools, bike fixes will take place and there will be a nature treasure hunt to do on the journey to school. There will be creative challenges for the schools and wider community, the results of which will be shown at the HCA venue during the Walk of Art. The Better Points app is being promoted as a way of encouraging adults to record their active travel and carbon savings. Publicity for all of this will be out soon.

Carbon Literacy Training

Training was delivered to 7 people in February, Accredited by the Carbon Literacy Project. This was a pilot. 5 people submitted pledges and evidence forms for certification. There was a lot of learning, but a desire to repeat the training – unlikely to happen until the autumn.

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.

AGM – we held our AGM on Sunday March 1st in the Ballroom above the library - 2-4pm. Round up of years activities, short formal meeting, future plans, followed by presentation about the Nature Recovery Project. Reasonable attendance.

Green festival

Planning is underway for this year's festival which will take place in Horsforth Hall Park on 20th September. HCA are working closely with Friends of Horsforth Hall Park – determined to keep a similar community feel to last year, with environmentally friendly activities and infrastructure.

The Steering group is being gradually strengthened and more volunteers have stepped forward to assist with things like the Newsletter and Comms since the loss of funding for the hub worker role.

REPORT: PROPOSAL TO FORM AN EVENTS COMMITTEE

Overview

Currently the Christmas lights switch-on and annual events (incorporating Remembrance Sunday event) are run by two separate working groups, feeding into the community and environment committee as the over-arching lead. As such, the working groups have limited powers on decisions and budgets that they can make. It has been proposed that an events committee could be formed to gain greater control over the events that Horsforth Town Council run.

The community and environment committee only meet every three months, whilst still being able to defer certain decisions to either finance and general purposes committees or full council, if there was a dedicated events committee, decisions would be able to be made without having to wait for the committees to meet.

In-person meetings

Under current government committee rules, all committees must meet in-person. The working groups generally hold their meetings online via Microsoft Teams, with occasional meetings happening in person – particularly when getting close to the event date.

Forming a committee could be problematic for some councillors and staff part of the current working groups as they have pointed out that they may not always be able to make in-person meetings due to other work and/or personal commitments. Event working groups do tend to meet more regularly than other committees, particularly in the weeks leading up to an event. For the Christmas lights switch-on for example, will meet once a week or once a fortnight from October/November onwards. This is a big commitment for councillors if having to do so in-person.

Alternative solution

A committee could still be formed that meet in person – for example once a month or ad hoc when decisions need to be made that cannot be done so by a working group. Working groups or subcommittees working directly under the events committee could have their meetings online as done so previously.

Proposal: One events committee is formed for all events (incorporating Christmas lights switch-on, annual event and Remembrance Sunday) with a subcommittee or working group (one for Christmas lights switch-on and one for annual event – including Remembrance Sunday) working under the umbrella events committee to ensure that every meeting did not have to take place in person but still gain more decision powers overall.