

ALWOODLEY PARISH COUNCIL
Minutes of the Annual Parish Council Meeting
held on
Monday 14th May 2018
at Alwoodley Community Hall



Commenced: 7.30 pm
Concluded: 8.35 pm

Present: Cllr Lyn Buckley (Chairman)
Cllr Carol Allen
Cllr Neil Buckley
Cllr Ian Greenberg
Cllr Richard Hainsworth
Cllr Roderic Parker
Cllr Sue Smith
Cllr David Towns
Cllr Judith Williams

Clerk: Catriona Hanson

2018/090 Election of Chairman for 2018-19

RESOLVED that Cllr Lyn Buckley be elected as Chairman for 2018 - 19

Proposed: Cllr Williams

Seconded: Cllr Allen

2018/091 Chairman's declaration of acceptance of office

Cllr Lyn Buckley made and signed the Chairman's Declaration of Office

2018/092 Election of the Deputy Chairman for 2018-19

RESOLVED that Cllr Allen be elected as Deputy Chairman for 2018-19

Proposed: Cllr Smith

Seconded: Cllr Hainsworth

2018/93 Introduction

Cllr Lyn Buckley welcomed everyone to the meeting.

2018/094 Public participation

None.

2018/095 To receive any apologies for absence

Apologies for absence were received and accepted from Cllr Acharya.

2018/096 To receive any declarations of disclosable pecuniary and other interests.

None.

2018/097 To grant any requests for dispensation as appropriate

None

2018/098 Minutes of the previous meeting

RESOLVED: To approve the minutes of the meeting held on 9th April 2018

Proposed: Cllr Allen

Seconded: Cllr Greenberg

2018/099 Matters arising from the minutes of the last meeting that are not already on the agenda and updating the Decision List

- **2018/045 Kiosk on The Avenue** – the Clerk was asked to contact the Community Heartbeat Trust and find out more about their proposals for the kiosk.
- **2017/154 King Lane footway** – the Clerk had written to Russell Martin and sent a copy of the letter to Tom Riordon. It was agreed to wait until the next meeting to see whether a response has been received from either.

2018/100 To receive the minutes from the Planning Committee and to receive an update about the most recent meeting

The minutes from the Planning Committee meeting held on 9th April 2018 were received.

Cllr Lyn Buckley gave an update about the Planning Committee meeting. The meeting had considered three applications, none of which was contentious.

2018/101 To receive verbal updates (if any) from the Parish Council's Working Parties:

- **Playground equipment** – Cllr Allen reported that the Playground Working Party had met with Vicky Nunns and Vicky Marsden on 25th April. They are going to produce a shortlist of the type of play equipment and there may be scope for more than one piece of equipment. The working party is still waiting to receive the list.
- **Front garden competition** – entries are still being received. The closing date is 31st May. No decisions have been made about the prize giving yet.
- **Wildflower beds** – Cllr Lyn Buckley reported that the recent poor weather has led to a delay in turning over the soil and that this has now taken place.
- **Band concerts** – Cllr Neil Buckley reported that Cllr Dan Cohen has suggested that the ward councillors should offer to pay for some public toilets at both concerts. The Parish Council agreed to this suggestion. The seats for the brass band concert have now been organised. The flyers to promote the concert will be ready on 16th May and will be distributed by hand delivery with the Neighbourhood Plan. Some of the volunteers on the Neighbourhood Plan team will be helping with the delivery, which needs to take place before the 8th-10th June. Cllr Neil Buckley asked for volunteers to help paste some A3 posters about the Neighbourhood Plan referendum onto some election boards and Cllrs Greenwood, Hainsworth and Parker offered to help.
- **Clerk recruitment** – the Clerk reported that the working party had met and agreed to use the NALC model recruitment documents with some minor modifications. Once the changes have been agreed the advertisement for the post will be advertised on the YLCA website and emailed to all the Yorkshire Town and Parish Councils at a cost of £15. The post will also be advertised on the Parish Council website and notice boards. It was agreed to allow a three week deadline for expressions of interest and that the working party would meet again after this time to discuss the shortlisting and

interview questions and procedure.

2018/102 Ward member's update

Cllr Neil Buckley advised the meeting that there is no update from Leeds City Council.

2018/103 Schedule of Payments

RESOLVED: To agree the Schedule of Payments

Proposed: Cllr Allen

Seconded: Cllr Lyn Buckley

2018/104 The RFO's report and agree the statement of accounts for 2017-18

RESOLVED: To note the RFO's report and agree the statement of accounts for 2017-18

Proposed: Cllr Neil Buckley

Seconded: Cllr Hainsworth

2018/105 Membership of the Parish Council's Planning Committee and working parties

It was agreed to make the following amendments:

- **Planning Committee** – Cllr Parker agreed to join the Planning Committee
- **Alwoodley Allotment Association Working Party** – to be renamed the **Alwoodley Allotment Association Liaison** and Cllr Hainsworth agreed to take on this role.
- **King Lane footway and parking on King Lane working party** was merged with the **Parish paths partnership** to form the **Footways working party** with Cllrs Hainsworth and Parker as members
- **MaeCare Liaison** and the **Parish Council benches working party** were disbanded
- It was agreed to set up a new working party - **Verity's Copse Liaison** and Cllr Hainsworth agreed to take on the role.

2018/106 Retention and disposal policy

RESOLVED: to adopt the retention and disposal policy with the following amendments:

Proposed: Cllr Lyn Buckley

It was agreed to extend the minimum retention for: Complaints – three years after the conclusion of the investigation, General information and routine correspondence to three years and to add a separate category for Grants with a minimum retention of five years. It was also agreed to add a sentence to the Disposal Procedures section – that electronic files will be securely deleted.

2018/107 GDPR data/information audit

RESOLVED: to agree the GDPR data/information audit

Proposed: Cllr Lyn Buckley

2018/108 Data Protection Officer

RESOLVED: to appoint the YLCA as the Parish Council's Data Protection Officer, subject to the amendment to the Data Protection legislation that precludes town and parish councils from having to appoint a Data Protection Officer being agreed by parliament.

Proposed: Cllr Lyn Buckley

2018/109 2% salary increase backdated to 1st April 2018

RESOLVED: to agree to the 2% salary increase backdated to 1st April 2018

Proposed: Cllr Lyn Buckley

Seconded: Cllr Neil Buckley

2018/110 Agenda items for the next meeting

None.

2018/111 Chairman's remarks and items of correspondence

Cllr Lyn Buckley had received an email from a local resident which advised the Parish Council that the dog waste bag-dispenser at the junction of Primley Park Road and Grange Court was empty. Although the dispenser has now been replenished, it was noted that this is the responsibility of Leeds City Council and is nothing to do with the Parish Council.

2018/112 Date of the next Parish Council meetings

The next Parish Council meeting will take place on 4th June at 7.30pm at the ACA.