



**ALWOODLEY PARISH COUNCIL
Minutes of the Parish Council meeting
held on Monday 3rd June 2019
at Alwoodley Community Hall**

Commenced: 7.30pm

Concluded: 8.40pm

Present: Cllr L. Buckley (Chairman)
Cllr N. Buckley
Cllr Ian Greenberg
Cllr Towns
Cllr Williams
Cllr Keith White
Cllr Mark Illingworth

Clerk: Rebecca Crabtree

1920/030 Introduction from the chairman

Cllr L. Buckley welcomed everyone to the meeting.

1920/031 Public participation

None

1920/032 Public Bodies Admission to Meetings Act 1960

None

1920/033 To receive any apologies for absence

Apologies were received and accepted from Cllr Fryer, Cllr Smith, Cllr Hainsworth and Cllr Black.

1920/034 Declaration of disclosable pecuniary and other interests

None

1920/035 To grant any requests for dispensation as appropriate

None

1920/036 Minutes of previous meeting

Resolved: To approve the minutes of the Parish Council Meeting held on 13th May 2019.

Proposed: Cllr Towns

Seconded: Cllr White

1920/037 Matters arising from the minutes and updating the Decision List

- **2016/084** - The Clerk was requested to take this item off the Decision list.

- **1920/016** - Mark Atkinson at Leeds City Council told the Clerk that there was a fault with the mains supply on the Village Green and has issued a report and requested the supply to be restored as soon as possible.

1920/038 To receive updates (if any) from the Parish Council's working parties

Cllr White confirmed he was elected as Chairman for the Planning Committee and gave an update on the Planning Committee meeting. The meeting had considered 7 applications.

1920/039 To receive an update from the Ward member

Cllr N. Buckley advised that there is a meeting being held at Tree Tops this Thursday at 7.15pm about the bus services.

Cllr N. Buckley gave an update on the Climate Emergency that has been declared by Leeds City Council and confirmed there is going to be a committee. He will give further information about environmental projects in due course.

1920/040 Financial Matters

a) To note the schedule of payments

Resolved that the schedule of payments are approved and signed by the chairman.

b) To approve the asset register

Resolved that the asset register is approved and signed by the Chairman.

c) To note the Annual Internal Audit Report for 2018/19 included at page 3 of the Annual Governance and Accountability Return 2018/19

Resolved that the Annual Internal Audit for 2018/2019 be noted.

d) To approve Section 1 - Annual Governance Statement 2018/19 on page 4 of the Annual Governance and Accountability Return 2018/19.

Resolved to approve the Section 1 - Annual Governance Statement 2018/19.

e) To approve Section 2 - Accounting Statements 2018/19 on page 5 of the Annual Governance and Accountability Return 2018/2019

Resolved to approve the Section 2- Annual Governance Statement 2018/19.

f) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015 and the Transparency Code for Smaller Authorities

Resolved that the following documents will be published on the parish Council website:

- Certificate of Exemption
- Internal Audit Report
- Section 1 and 2- Annual Governance Statement 2018/19.
- Analysis of variances
- Bank reconciliation to 31st March 2019
- Notice of period for the exercise of public rights.

1920/041 To agree membership of the Parish Council's working parties

Resolved that the Councillors Areas of Responsibilities for 2019/2020 will be as follows:

Alwoodley Allotment Association Working Party – Cllr Hainsworth

Alwoodley in Bloom Liaison – To be supported by the Parish Council and to request that Alwoodley in Bloom request information to Parish if required.

Band concert – Cllr L. Buckley, Cllr Smith, Cllr Williams

Best kept front garden competition – To be discussed in the future

Communications Working Party – Cllr L. Buckley, Cllr N. Buckley, Cllr Smith, Cllr Williams, Cllr White, and Cllr Hainsworth

Festive Lights – Cllr Smith and Cllr Williams

Leeds City Council Liaison – Cllr N. Buckley

Lengthsman Working Party – Cllr N. Buckley

Little Free Library and Telephone Box – Cllr Smith and Cllr Williams

Mini Flowerbeds – Cllr Smith, Cllr Williams and M. Hull (Lengthsman)

Neighbourhood Development Plan Working Party – Cllr Towns

Playground – Cllr Smith and Cllr Williams

Wildflowers, trees and shrubs – Cllr L. Buckley, Cllr N. Buckley, and Cllr Smith

Footpaths and Open Space – Cllr Hainsworth and Cllr Illingworth

Staffing Panel – Cllr N. Buckley, Cllr Towns and Cllr White

Appeals Panel – Cllr Smith, Cllr Williams and Cllr Hainsworth

Planning Committee – Cllr White, Cllr Fryer, Cllr Illingworth, Cllr Towns and Cllr L. Buckley.

The Clerk will circulate the list of responsibilities to all councillors.

1920/042 To receive an update on the Telephone Box

Cllr L. Buckley read out the report from Cllr Smith and Cllr Williams. It was **resolved** to agree to ask a contractor to complete the work (Option 3) at a cost of approximately £1700. The Clerk will add this to the next agenda.

1920/043 To consider the payment of £35 for the repair of the Little Free Library on Nursery Lane

Resolved to agree the payment of £35.

Proposed: Cllr L. Buckley

Seconded: Cllr White

It was agreed to contact the resident and ask, if the little free library needed any repairs in future, he should contact us in the first instance to see if our lengthsman could carry out any repairs.

1920/044 To discuss and agree the preparations for the Band Concert on 16th June 2019

The Lengthsman has arranged for the Chairs to be collected by a family member. The Clerk agreed to obtain a contact number.

The clerk has agreed to put up the banner and bunting at the playground a week before the event.

1920/045 To receive an update on the Tommy Light and agree the payment of £150 plus VAT

The Clerk confirmed that the lamp column control equipment is already installed on the lamp post and therefore the cost is £150 + VAT. It was **resolved** to agree the payment and Cllr's confirmed it is to be installed on the lamp post near the WW1 Commemorative Garden.

Proposed: Cllr L. Buckley

Seconded: Cllr Williams

1920/046 To agree two new signatories for the bank account

Resolved to agree to Cllr White and Cllr Towns be signatories.

1920/047 To discuss a request for a memorial bench to be installed

A memorial bench had been requested to be installed near the new playground equipment. Cllr's discussed this and it agreed that a site visit was required to look at a convenient place to install a bench. The Clerk offered to meet the resident and take photos of suitable sites and add to the next agenda.

1920/048 To agree to apply the April 2019 cost of living increase for the Clerk.

All Cllr's agreed.

1920/049 Agenda items for the next Parish Council meeting

Leeds City Council Playground equipment Invoice

1920/050 Chairman's remarks and correspondence

Cllr L. Buckley had received a request from a James Richards Circus to use the Village Green. This was discussed and it was agreed that further information was required. The Clerk agreed to obtain the information and add to the next agenda.

1920/051 To agree the date of the next Parish Council meeting

The next meeting is to be held on Monday 1st July 2019 at 7.30pm at the Alwoodley Community Hall.