



**Minutes of the Annual Meeting of the Council held on 5<sup>th</sup> May 2021  
via remote link using Zoom.**

Commenced: 7.30pm

Concluded: 9.10pm

**Present:** Cllr L. Buckley (Chairman)  
Cllr N. Buckley  
Cllr Williams  
Cllr White  
Cllr Towns  
Cllr Smith  
Cllr Hainsworth  
Cllr Black  
Cllr Fryer

Clerk: Rebecca Crabtree

**2122/001 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**  
**Resolved** to elect Cllr L. Buckley as Chairman and the Declaration of Acceptance is to be signed after the meeting.

**2122/002 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office**  
**Resolved** to elect Cllr Williams as Vice Chairman and the Declaration of Acceptance is to be signed after the meeting.

**2122/003 Introduction from the Chairman**  
Cllr L. Buckley welcomed all to the meeting.

**2122/004 Public Participation**  
No public present.

**2122/005 To receive any apologies and approve reasons for absence**  
Apologies were received from Cllr Illingworth and Cllr Greenberg and reasons were approved.

**2122/006 Declaration of Interests**

**a) To receive any declarations of interest not already declared under the Councils code of conduct or members Register of Disclosable Pecuniary Interests**

None declared.

**b) To receive, consider and decide upon any applications for dispensation**

None received.

**2122/007 To confirm the minutes of the full council meeting held on Tuesday 1<sup>st</sup> March 2021 as a true and accurate record**  
**Resolved** to approve the minutes of the Parish Council meeting held on 1<sup>st</sup> March 2021 as a true and accurate record.

**2122/008 Financial matters**

**a) To approve the schedule of payments**

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



**b) To approve the bank reconciliation and budget comparison up to 31<sup>st</sup> March 2021**

**Resolved** to approve the bank reconciliation and budget comparison up to 31<sup>st</sup> March 2021. See Appendix 2.

**c) To note that the Parish Council has received the Precept for 2021/2022**

Noted.

**d) To note the Annual Internal Audit Report for 2020/2021 included at page 4 of the Annual Governance and Accountability Return 2020/2021**

**Resolved** to defer to the next meeting due to the Internal Audit not being completed.

**e) To approve Section 1 - Annual Governance Statement 2020/2021 for Alwoodley Parish Council on page 5 of the Annual Governance and Accountability Return 2020/2021**

**Resolved** to defer to the next meeting due to the Internal Audit not being completed.

**f) To approve Section 2 - Accounting Statements 2020/2021 for Alwoodley Parish Council on page 6 of the Annual Governance and Accountability Return 2020/2021**

**Resolved** to defer to the next meeting due to the Internal Audit not being completed.

**g) 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. This includes:**

- **Annual Internal Audit Report 2020/2021**
- **Section 1 – Annual Governance Statement 2020/2021**
- **Section 2 – Accounting Statements 2020/2021**
- **Analysis of variances**
- **Bank Reconciliation to 31 March 2021**
- **Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.**

**Resolved** to defer to the next meeting due to the Internal Audit not being completed.

**2122/009 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:**

**a) To receive an update about the LED speed sign project**

**Resolved** to defer to the next meeting.

**b) To receive an update on the telephone kiosk**

The Clerk confirmed that the contractor has ordered the supplies and the work will be completed on the door closer shortly.

**c) To receive an update on the Village Green waste bins**

Cllr L. Buckley and the Clerk had a meeting with LCC and they offered to install a waste bin near the bridge on the Village Green at no cost.

**Resolved** to purchase and install an additional waste bin near the new play equipment on the Village Green at a cost of £450.00.

**d) To receive an update about Online banking procedures**

**Resolved** to register online banking with the current bank.

**e) To receive an update about kerb signs**

**Resolved** to purchase 50 kerb signs from a local supplier at a cost of £7.11 per sign.

**2122/010 To receive updates from the Parish Council's working parties**

The painted service boxes were discussed and all agreed to work with Moortown West Community Association with the project. A Working Party was organised and all agreed to arrange a meeting with the Association.

Cllr Hainsworth made councillors aware that the Jerry Pearlman Way footpath is in need of repair and queried if the PC could help financially. This will be added to the next agenda.

The Clerk made all aware that there has been no response to the Alwoodley in Bloom Facebook advert.



**2122/011 To receive an update from the Ward member**

Cllr N. Buckley made councillors aware that the Community Payback Team are due to commence work again soon. The King Lane footpath has been added to their list of jobs and will be carried out shortly. The carpark extension on the Village Green has now been completed.

**2122/012 To receive the minutes from the Planning Committee and to receive an update about the recent meeting**

Cllr White told councillors that the meeting that was due to be held on 12<sup>th</sup> April was cancelled and no major applications have been submitted.

**2122/013 Matters requested by councillors/Clerk**

**a) To consider and agree arrangements for the band concerts on the Village Green in 2021 (BC)**

The Clerk confirmed that the band concert that was due to be held in June has been cancelled. The Band is available on 12<sup>th</sup> September and all agreed that this was a suitable date. The Clerk is going to confirm that the lengthsman is available and will then make the necessary arrangements.

**b) To consider and agree arrangements for the commencement of face to face meetings (BC)**

The Clerk confirmed that the legislation has not been extended to allow remote meetings after 7<sup>th</sup> May 2021.

**Resolved** to activate the Schedule of Delegation after the meeting and the next face to face meeting will be held on the scheduled date of 7<sup>th</sup> June 2021 at 7.30pm. The Planning Committee will meet on the same date at 6.30pm.

The Clerk will prepare all the necessary arrangements to ensure the meeting is Covid safe.

**c) To consider and agree to purchase storage boxes for the telephone kiosk (SS)**

**Resolved** to purchase the storage boxes once measurements have been confirmed.

**d) To consider and approve the planting of bulbs on the central reservation of Harrogate Road at a cost of £5150 (LB)**

**Resolved** to purchase and install the bulbs at a cost of £5150 and the Clerk will send a letter to LCC Highways to make them aware of this.

**2122/014 To consider correspondence received and decide further action where necessary:**

**a) To consider correspondence received regarding the condition of the condition of the Village Green playground**

**Resolved** that the Clerk will arrange a meeting between LCC and the Working Party to raise the issues.

**b) To consider correspondence received regarding personal trainers on the Village Green/Playground**

**Resolved** to monitor this as councillors feel it may be due to the lockdown and once gyms re-open it may not be an issue.

**c) To consider correspondence received regarding installing additional benches in Alwoodley**

**Resolved** that requests for benches received by the Parish Council have to be approved by LCC who have specific suppliers and who also have to approve the location before they can be installed.

The Clerk will respond to all correspondence.

**2122/015 Organisational matters**

**a) To agree membership of the Parish Council's Planning Committee**

**Resolved** that Cllr White, Cllr Black, Cllr Fryer, Cllr Towns and Cllr Illingworth will remain members of the Planning Committee.

**b) To agree membership Parish Council's working parties and committees (All)**

**Resolved** to have a working party for the Service boxes project and Cllr White, Cllr Black, Cllr Towns and Cllr L. Buckley agreed to be members.

The membership for all Working Parties is to remain the same as the previous year.

**2122/016 To review/approve/adopt the following policies:**

**a) Scheme of Delegation**

**Resolved** to adopt the policy.

**b) Face to Face meetings Risk Assessment**



**Resolved** to adopt the policy with amendments.

**c) Code of Conduct**

**Resolved** to adopt the policy.

**d) Asset Register**

**Resolved** that historic purchases are not included on the agenda. The Clerk is to add this to the next agenda once amendments have been made.

**2122/017 To confirm the minutes of the Planning Committee meeting held on 1<sup>st</sup> March 2021 as a true and accurate record**

**Resolved** to approve the minutes of the Planning Committee meeting held on 1<sup>st</sup> March 2021 as a true and accurate record

**2122/018 To notify the clerk of matters for inclusion on the agenda of the next meeting**

- Protocol for death of a royal

**2122/019 Chairman's remarks and correspondence**

Cllr L. Buckley asked the Clerk to obtain a quote for the festive lights and to enquire about the state of the tree lights on the Village Green.

**2122/020 To confirm the date of the next meeting**

**Resolved** that the next meeting is to be held on 7<sup>th</sup> June 2021 at 7.30pm at the ACA.

**Appendix 1 – Schedule of Payments**

Chq No.	Payee	Details	Amount
1296	HMRC	PAYE & NI	£5.00
1297	Streetscape	Play inspection	£276.00
1298	D. M. Hull	Lengthsman	£483.13
1299	Zoom	Membership	£28.78
1300	R. Crabtree	Salary owed	£79.25
1301	YLCA	Membership	£1087.00
1302	Zoom	Membership	£14.39
1303	D. M. Hull	Lengthsman	£747.44
1304	HMRC	PAYE & Ni	£5.00
1305	Bradford Payroll	Payroll Fees	£36.00
			<b>£2689.99</b>

**Appendix 2 – Bank reconciliation**

**Bank Reconciliation**

**Alwoodley Parish Council**

Financial year 2020/2021

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 31<sup>st</sup> March 2021

Balance as per bank statements as at 31<sup>st</sup> 2021

BANK STATEMENTS		
<b>Treasurers Account balance as at 31st March 2021</b>	£74,346.43	



<b>Savings account as at 11th May 2020</b>	£7,091.12	
<b>Unpresented cheques</b>	£45.00	
<b>Total</b>		£81,392.55
<b>CASH BOOK</b>		
<b>Opening balance</b>		£57,253.22
<b>Add receipts</b> (Precept and LCTS - £51679.00, Interest £0.61, VAT Reclaim £1589.67, Allotments £450)		£53,719.28
<b>Payments to date</b>		£29,579.95
<b>Closing Balance as at 31st March 2021</b>		£81,392.55

### Budget Comparison

The table below shows the Parish Council's expenditure to 31st March 2021.

Expenditure	2020-2021 Budget	2020-2021 Current
<b>Regular Admin Costs</b>		
Room Hire	£2,000.00	£720.00
Stationary	£500.00	£119.91
Books/Training	£500.00	£90.00
IT	£3,000.00	
Salary and related costs	£9,500.00	£6870.50
Lengthsman	£9,000.00	£6355.60
Insurance	£1,000.00	£810.37
Audit Fees	£400.00	£350.00
Membership/subscriptions	£1,400.00	£823.42
Newsletters	£1,500.00	£1700.00
Mileage/Taxis	£150.00	
Wi-Fi	£192.24	£192.24
Fitness Equipment	£1,000.00	£230.00
Elections	£500.00	
Allotments	£450.00	£450.00
<b>Grants</b>		
Grants	£2,000.00	£500
S137		
<b>Events</b>		
Band Concerts x 2	£1,120.00	
VE Day Event	£600.00	
<b>Other agreed costs/projects</b>		
Mini flowerbeds	£600.00	
Wild flowerbeds	£1,641.00	
Garden maintenance	£840.00	£414.50
Festive lights	£6,160.00	£5300.00



Footpath leaflet	£500.00	
Little Free Library	£200.00	
Play equipment	£0.00	
Front garden competition		
WW1 Commemorative garden	£0.00	
Public Rights of Way leaflet	£500.00	
Cold Calling Zone		
Tree budget	£1,600.00	
Tommy light	£200.00	
Friends of Scheme		
Defibrillator		£220.00
Speed signs		
Dog waste bags	£500.00	
Misc.		£2276.91
General Reserves		
Earmarked reserves	£5,000.00	
VAT	£0.00	£2038.90
	<b>£52,553.24</b>	<b>£29,579.95</b>