



## Minutes of the Parish Council meeting held on Monday 7<sup>th</sup> June 2021

Commenced: 7.30pm

Concluded: 8.30pm

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

Clerk: Rebecca Crabtree

### **2122/021 Introduction from the Chairman**

Cllr L. Buckley welcomed all to the meeting.

### **2122/022 Public Participation**

No public were present.

### **2122/023 To receive any apologies and approve reasons for absence**

Apologies were received from Cllr Fryer and reasons were approved.

### **2122/024 Declaration of Interests**

**a) To receive any declarations of interest not already declared under the council's 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.

**2122/025 To confirm the minutes of the Annual Meeting of the council meeting held on 5<sup>th</sup> May 2021 as a true and accurate record.**

**Resolved** to approve the minutes of the Parish Council meeting held on 5<sup>th</sup> May 2021.

### **2122/026 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**

**Resolved** to approve the bank reconciliation and budget comparison. See Appendix 2.

**c) To note the Annual Internal Audit Report for 2020/2021 included at page 3 of the Annual Governance and Accountability Return 2020/2021**

The Internal Audit was noted.

**d) To approve Section 1 - Annual Governance Statement 2020/2021 for Alwoodley Parish Council on page 4 of the Annual Governance and Accountability Return 2020/2021**

Copies of the minutes of this meeting will be available on the Parish Council website: [www.alwoodleyparishcouncil.org](http://www.alwoodleyparishcouncil.org).

Copies are also available upon request to the Parish Clerk,

[the.clerk@alwoodleyparishcouncil.org](mailto:the.clerk@alwoodleyparishcouncil.org) 07532011269 Alwoodley Parish Council, 60 The Avenue, Alwoodley LS17 7NZ



**Resolved** to approve Section 1 - Annual Governance Statement 2020/2021 for Alwoodley Parish Council on page 4 of the Annual Governance and Accountability Return 2020/2021

**e) To approve Section 2 - Accounting Statements 2020/2021 for Alwoodley Parish Council on page 5 of the Annual Governance and Accountability Return 2020/2021**

**Resolved** to approve Section 2 - Accounting Statements 2020/2021 for Alwoodley Parish Council on page 5 of the Annual Governance and Accountability Return 2020/2021

**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. 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 approve the publication of the documents stated above.

**2122/027 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**

The Clerk updated the Cllrs with the latest information from LCC.

**Resolved** to request that the first speed sign is installed south of The Crescent on King Lane facing upwards.

**b) To receive an update and agree any arrangements on the service boxes**

Cllr L. Buckley gave an update about the meeting that she attended with the organiser.

**Resolved** to make a donation towards the project but the PC will not be responsible for either the designs or ongoing maintenance of the service boxes. Cllr L Buckley to contact the organiser to find out how much funding they require and to suggest requesting a grant from the PC.

**c) To receive an update about the playground**

The Working Party is due to have a meeting with LCC next week and an update will be given at the next meeting. Cllrs requested them to enquire about purchasing additional equipment.

**2122/028 To receive updates from the Parish Council's working parties**

**Band concerts** – Cllr Smith has been in touch with the ice cream van and he has confirmed he is available for the September concert only. The Clerk is currently organising the chair hire for the concerts.

**Telephone Kiosk** – Cllr Smith has purchased the storage boxes and placed them in the telephone kiosk. The Clerk is going to prepare a notice stating that the PC funded the restoration.

**Footpaths** – Cllr Hainsworth attended a meeting with the Footpaths Officer about the Jerry Pearlman Way. Some areas of the footpath needs maintenance and the officer said he will investigate using wood chippings and will request permission from the land owner. At present, the PC has not been requested for any funding towards the project.

**2122/029 To receive an update from the Ward member**

Cllr N. Buckley gave the following update:

- He confirmed that work has now begun on the King Lane footpath.
- The lengthsman has now taken over the maintenance of the flower bed at the Alwoodley Lane junction where the milestone is situated.
- A planning application has been submitted on The Valley for an office pod and Ward Cllrs have distributed letters to local residents and have objected to this.
- Residents on Sunningdale Way are working with LCC to improve the entrance to the woodland at the end of the street.



- A number of residents have complained about the state of the land on Buckstone Road next to the stream. LCC have agreed to improve the area.
- He has received further complaints about Verity's Copse and a public meeting is going to be held once restrictions allow.

**2122/030 To receive an update about the recent meeting**

Cllr White gave an update. The committee only commented on one application. It was agreed to object to The Valley application on a number of grounds and it has been referred to the Plans Panel. Some tree works have already been carried out without consent and the committee had concerns about this.

A previous application on Winding Way was discussed.

**2122/031 Matters requested by councillors/Clerk**

**a) To consider and agree the protocol for the death of a royal (JW)**

**Resolved** to place a statement on the PC website and follow the guidelines for the mourning period.

**b) To consider and agree to continue the planting of the 3 wildflower beds on King at a cost of £1810 (LB)**

**Resolved** to agree the cost of the wildflower beds at a cost of £1810.

**c) To agree the quote of £6520 plus VAT for the festive lights and Tommy light (LB)**

It was noted that the quote had decreased to £5520 as the PC do not have to pay for the Tommy light this year.

**Resolved** to agree the quote for the festive lights and the Clerk will request that the tree lights are improved this year.

**2122/032 To notify the clerk of matters for inclusion on the agenda of the next meeting**

The Clerk will email Cllrs in advance of the next meeting to request agenda items.

**2122/033 Chairman's remarks and correspondence**

Cllr Hainsworth agreed to attend the YLCA Branch Meeting in Cllr Greenberg's place.

Correspondence about the newsletter was discussed and the Clerk and Cllr L. Buckley agreed to respond.

**2122/034 To confirm the date of the next meeting as 2<sup>nd</sup> August 2021 at 7.30pm.**

**Resolved** that the next meetings are to be held on 5<sup>th</sup> July and 2<sup>nd</sup> August 2021 at 7.30pm.

**Appendix 1**

**Schedule of payments to be approved at the Parish Council meeting held on 7<sup>th</sup> June 2021**

Chq No.	Payee	Details	Amount
1306	D. M. Hull	Lengthsman	£549.00
1307	HMRC	PAYE & NI	£3.80
1308	R. Crabtree	Salary Owed	£80.65
1309	R. Crabtree	Zoom and stamps	£38.98
			£76.45 and
1310	R. Crabtree	Salary owed and Zoom	£14.39
1311	L Carr Contractors	Telephone Kiosk	£415.37
1312	HMRC	PAYE & NI	£4.00
			<b>£1182.64</b>



## Appendix 2

### Bank Reconciliation and Budget Comparison

#### Bank Reconciliation

#### Alwoodley Parish Council

Financial year 2020/2021

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 1<sup>st</sup> June 2021

Balance as per bank statements as at 19<sup>th</sup> April and 19<sup>th</sup> May 2021

BANK STATEMENTS		
Treasurers Account balance as at 19th April 2021	£124,576.57	
Savings account as at 11th May 2020	£7,091.12	
Unpresented cheques	£1,221.64	
<b>Total</b>		£130,446.05
CASH BOOK		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.00)		£51,038.60
Payments to date		£1,985.10
<b>Closing Balance as at 19th April 2021</b>		£130,446.05

BANK STATEMENTS		
Treasurers Account balance as at 19th May 2021	£122,649.28	
Savings account as at 11th May 2020	£7,091.12	
Unpresented cheques	£552.80	
<b>Total</b>		£129,187.60
CASH BOOK		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.00)		£51,038.60
Payments to date		£3,243.55
<b>Closing Balance as at 19th May 2021</b>		£129,187.60

#### Budget Comparison

The table below shows the Parish Council's expenditure to 19<sup>th</sup> May 2021.

Expenditure	2021/2022 Budget	Current expenditure

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<b>Regular Admin Costs</b>		
Room Hire	£2,000.00	£60.00
Stationary	£500.00	£10.20
Books/Training	£500.00	
IT	£1,000.00	
Salary and related costs	£9,500.00	£708.70
Lengthsman	£9,000.00	£1293.44
Insurance	£1,000.00	
Audit Fees	£400.00	
Membership/subscriptions	£1,500.00	£1125.37
Newsletters	£1,500.00	
Mileage/Taxis	£100.00	
Wi-Fi	£192.24	£32.04
Fitness Equipment	£1,000.00	
Elections	£500.00	
Allotments	£450.00	
<b>Grants</b>		
Grants	£2,000.00	
S137		
<b>Events</b>		
Band Concerts x 2	£1,120.00	
VE Day Event	£0.00	
<b>Other agreed costs/projects</b>		
Mini flowerbeds	£600.00	
Wild flowerbeds	£1,750.00	
Garden maintenance	£840.00	
Festive lights and Tommy light	£6,500.00	
Little Free Library	£200.00	
Play equipment	£0.00	
Front garden competition	£500.00	
Public Rights of Way and footpath leaflets	£1,000.00	
Cold Calling Zone		
Tree budget		
Defibrillator	£500.00	
Speed signs		
Dog waste bags	£500.00	
General Reserves	£25445.00	
Earmarked reserves	£5,000.00	
	<b>£75,097.24</b>	<b>£3229.75</b>

Please note: The total amount is different to bank reconciliation due to VAT amount not on comparison.