



## Minutes of the Parish Council meeting held on Monday 5<sup>th</sup> July 2021

Commenced: 7.30pm

Concluded: 8.30pm

**Present:** Cllr L. Buckley (Chairman)  
Cllr N. Buckley (Arrived at 8.05pm)  
Cllr Williams  
Cllr Towns  
Cllr Smith  
Cllr Illingworth  
Cllr Hainsworth  
Cllr Greenberg

Clerk: Rebecca Crabtree

### **2122/035 Introduction from the Chairman**

Cllr L. Buckley welcomed all to the meeting.

### **2122/036 Public Participation**

No public were present.

### **2122/037 To receive any apologies and approve reasons for absence**

Apologies were received from Cllr Fryer, Cllr Black, Cllr N. Buckley and Cllr White and reasons given were approved.

### **2122/038 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.

### **2122/039 To confirm the minutes of the council meeting held on 7<sup>th</sup> June 2021 as a true and accurate record.**

**Resolved** to approve the minutes of the Parish Council meeting held on 7<sup>th</sup> June 2021.

### **2122/040 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.

### **2122/041 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 confirmed that she had contacted LCC to request the speed sign to be installed on King Lane and is now waiting for a further update.

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



Cllr Smith and Cllr Williams attended a meeting with V. Nunns at LCC and gave an update. It was noted that there is an area large enough for more equipment to be installed and V. Nunns offered to give paint to the PC free of charge for the original equipment to be refurbished.

**Resolved** that the council agreed to budget £10,000.00 towards new toddler play equipment. The Clerk was asked to contact the lengthsmen to ask if he would be interested in painting the play equipment and obtain quotes from contractors. Cllr Illingworth said he would enquire with the Scouts group. A meeting will be arranged with V. Nunns to make arrangements.

**2122/042 To receive updates from the Parish Council's working parties**

No update given.

**2122/043 To receive an update from the Ward member**

Cllr L. Buckley made Cllrs aware in Cllr N. Buckley's absence that a Breeze event is being held in Alwoodley in August 2021 and the location of this was discussed.

**2122/044 To receive an update about the recent Planning Committee meeting**

Cllr Towns told Cllrs that the Committee considered five applications and only commented on one where they agreed with a Highways comment. It was noted that the 7 Winding Way application had been approved by LCC.

**2122/045 To consider matters requested by councillors/Clerk and agree any necessary action**

**a) To consider and agree to transfer funds into the savings account (Clerk)**

**Resolved** to transfer £80,000.00 to the savings account.

**b) To consider installing an additional waste bin on Moss Valley (MI)**

Cllr Illingworth asked Cllrs to consider installing a waste bin near Moss Valley as the nearest one on the footpath is on Sunningdale Drive.

**Resolved** that the Clerk will enquire with LCC and add to the next agenda.

Cllr N. Buckley arrived.

**2122/046 To review/adopt/approve the following policies:**

**a) Records Management Policy**

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

**b) Publication Scheme**

**Resolved** to adopt the policy.

**c) Privacy Statement**

**Resolved** to adopt the policy.

**d) Data Audit**

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

**e) Information and Data Protection Policy**

**Resolved** to adopt the policy.

**2122/047 To correspondence received and agree any necessary action:**

**a) To consider and agree to grant £500 towards the street art on the box project.**

**Resolved** to agree to grant £500 towards the project on the basis that the PC would not be responsible for the service boxes, the funding must be used on service boxes within the Parish, no advertising of organisations and the PC would like to approve the design and where it will be sited before work commences.

**2122/048 To notify the clerk of matters for inclusion on the agenda of the next meeting**

The Clerk will email Cllrs to request agenda items.



### 2122/049 Chairman's remarks and correspondence

The YLCA branch meetings were discussed and the Clerk was asked to contact YLCA to enquire about future meeting arrangements including if they will be still be held online, what platform will be used and if any will be held face to face.

### 2122/050 To confirm the date of the next meeting as 13<sup>th</sup> September 2021 at 7.30pm.

**Resolved** that the next meeting is to be held on 13<sup>th</sup> September 2021 at 7.30pm.

### Appendix 1 – Schedule of Payments

Chq No.	Payee	Details	Amount
1313	Leeds City Council	Allotment Rent	£450.00
1314	D. M. Hull	Lengthsman	£429.00
1315	R. Crabtree	Home Allowance	£168.00
1316	North Print	Newsletters	£986.00
1317	S.Smith	Storage boxes for T. Kiosk	£10.00
1318	E. Amirahmadi	Garden maintenance	£213.50
1319	Bradford Community Payroll	Payroll Fees	£56.40
1320	R. Crabtree	Salary and Zoom	£95.04
1321	HMRC	PAYE & NI	£3.80
1322	D. M. Hull	Lengthsman	£926.06

### Appendix 2

#### Bank Reconciliation

#### Alwoodley Parish Council

Financial year 2021/2022

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 29<sup>th</sup> June 2021

Balance as per bank statements as at 17<sup>th</sup> June 2021

<b>BANK STATEMENTS</b>		
Treasurers Account balance as at 17th June 2021	£120,403.25	
Savings account as at 11th May 2020	£7,091.12	
Unpresented cheques	£1,446.00	
<b>Total</b>		£126,048.37
<b>CASH BOOK</b>		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.00)		£51,038.60
Payments to date		£6,382.78
<b>Closing Balance as at 17th June 2021</b>		£126,048.37

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



## Budget Comparison

The table below shows the Parish Council's expenditure to 17<sup>th</sup> June 2021.

Expenditure	2021/2022 Budget	Current expenditure
<b>Regular Admin Costs</b>		
Room Hire	£2,000.00	£120.00
Stationary	£500.00	£10.20
Books/Training	£500.00	
IT	£1,000.00	
Salary and related costs	£9,500.00	£1467.15
Lengthsman	£9,000.00	£1722.44
Insurance	£1,000.00	
Audit Fees	£400.00	
Membership/subscriptions	£1,500.00	£1134.96
Newsletters	£1,500.00	£986.00
Mileage/Taxis	£100.00	
Wi-Fi	£192.24	£48.06
Fitness Equipment	£1,000.00	
Elections	£500.00	
Allotments	£450.00	£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	
Misc		£356.14



General Reserves	£25445.00	
Earmarked reserves	£5,000.00	
	<b>£75,097.24</b>	<b>£6294.95</b>

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