



Minutes of the Parish Council meeting held on Monday 13th September 2021

Commenced: 7.30pm

Concluded: 9.15pm

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

Clerk: Rebecca Crabtree

2122/051 Introduction from the Chairman

Cllr L. Buckley welcomed all to the meeting.

2122/052 Public Participation

No public present.

2122/053 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Illingworth and Cllr Smith and reasons were approved.

2122/054 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.

2122/055 To confirm the minutes of the Meeting of the council meeting held on 5th July 2021 as a true and accurate record.

Resolved to approve the minutes of the Parish Council meeting held on 5th July 2021 with amendments.

2122/056 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.

2122/057 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 and consider other highway issues

It was noted that the Clerk had not received an update from LCC.



Resolved that the Clerk will send an email and CC Cllr N. Buckley into the email.

b) To receive an update about the playground

Cllr Williams made all aware that LCC had submitted designs for the new play equipment but felt it was not suitable and what the PC requested.

Resolved to approve a budget of £1700 plus VAT for the playground markings and the Clerk will obtain further quotes for the maintenance of the current play equipment. Cllr Williams agreed to liaise with Cllr Smith and contact LCC about the proposed designs.

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

The Clerk had received an email stating that a bin had been installed on the site requested but it was not clear when this was done.

Resolved that the Clerk will contact LCC to clarify the email.

2122/058 To receive updates from the Parish Council's working parties

Cllr L. Buckley made Cllr's aware that the trees that were planted recently are not growing due to the soil and agreed to contact LCC Forestry team.

2122/059 To receive an update from the Ward member

Cllr N. Buckley made Cllr's aware that he is attending an LCC Full Council meeting this week and is going to enquire about the works on the King Lane footpath.

He made Cllr's aware that LCC are not cutting the grass in certain areas due to limited resources and asked Cllr's how they felt about the PC taking some responsibility. This was discussed and will be included on the next Agenda.

2122/060 To receive an update about the recent Planning Committee meeting

Cllr White gave an update about the planning meeting. It was noted that two applications have been refused recently and the committee made no comments on the applications. The committee is going to investigate this so that they know what grounds they have been refused and therefore, will help when making future decisions.

2122/061 To consider matters requested by councillors/Clerk and agree any necessary action

a) To consider holding an event for the Queens Platinum Jubilee (LB)

Cllr L. Buckley, Cllr Williams and the Clerk had attended a meeting with LCC regarding holding an event on the Village Green and gave an update. This was discussed.

Resolved that this will be considered at the next meeting once quotes have been received and a working party will be agreed.

b) To consider planting Wild flowers in the area with the electricity buildings at the end of the Lane/Avenue (PF)

Resolved that the Clerk will find out who owns the piece of land and enquire if they would be interested in planting wildflowers.

c) To consider parking issues on the Avenue (PF)

Cllr Fryer had received some complaints about vehicles parking on the grass verges.

Resolved that any future correspondence is to be sent to the Clerk to request for a 'Keep It Green' sign to be placed in the location by the lengthsman.

d) To consider the current communication strategies including Facebook and the website (PF and JW)

Cllr's discussed improving the PC's communication strategy including starting a Facebook page for information only, a Social Media Policy and updating the website. Cllr Greenberg asked for the PC's online security to be checked.

Resolved to start a Facebook page, approve the policy and investigate options to improve the website and online security. An IT Working Party was set up with the membership including Cllr White, Cllr Greenberg and Cllr Fryer.

2122/062 To review/adopt/approve the following policies:

a) Standing Orders

Resolved to approve the policy with amendments.

2122/063 To notify the clerk of matters for inclusion on the agenda of the next meeting

Copies of the minutes of this meeting will be available on the Parish Council website: www.alwoodleyparishcouncil.org.

Copies are also available upon request to the Parish Clerk,

the.clerk@alwoodleyparishcouncil.org 07532011269 Alwoodley Parish Council, 60 The Avenue, Alwoodley LS17 7NZ



- Communications and IT
- Grass cutting
- Jubilee event
- Diversity and Equality

2122/064 Chairman's remarks and correspondence

Cllr L. Buckley read out correspondence received by a resident thanking the Cllr's for the work they do and the newsletter.

2122/065 To confirm the date of the next meeting as 4th October 2021 at 7.30pm.

Resolved that the next meeting is to be held on 4th October 2021 at 7.30pm.

Appendix 1

Schedule of payments to be approved at the Parish Council meeting held on 13th September 2021

Payee	Details	Amount
HMRC	PAYE & NI	£3.80
D. M. Hull	Lengthsman	£926.06
R. Crabtree	Salary	£510.00
H3G	WI-FI	£16.02
Fast Signs	Verge signs	£426.60
D. M. Hull	Lengthsman	£622.66
WYCAS	Internal Audit	£60.00
PS Website Designs	Website fees	£479.70
D. M. Hull	Lengthsman	£725.38

Appendix 2

Bank Reconciliation and Budget Comparison

Bank Reconciliation

Financial year 2021/2022

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 31st August 2021

Balance as per bank statements as at 19th July and 19th August 2021

BANK STATEMENTS		
Treasurers Account balance as at 19th July 2021	£119,839.03	
Savings account as at 11th May 2020	£7,091.12	
Unpresented cheques	£723.70	
Total		£126,206.45
CASH BOOK		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.60)		£53,077.50

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Payments to date		£8,263.60
Closing Balance as at 19th July 2021		£126,206.45

BANK STATEMENTS		
Treasurers Account balance as at 19th August 2021	£117,390.35	
Savings account as at 11th May 2020	£7,091.12	
Unpresented cheques	£450.00	
Total		£124,031.47
CASH BOOK		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.00, HMRC £2038)		£53,077.50
Payments to date		£10,438.58
Closing Balance as at 19th August 2021		£124,031.47

Budget Comparison

The table below shows the Parish Council's expenditure to 19th August 2021

Expenditure	2021/2022 Budget	Current expenditure
Regular Admin Costs		
Room Hire	£2,000.00	£240.00
Stationary	£500.00	£10.20
Books/Training	£500.00	
IT	£1,000.00	£399.75
Salary and related costs	£9,500.00	£2618.60
Lengthsman	£9,000.00	£3066.62
Insurance	£1,000.00	
Audit Fees	£400.00	£50.00
Membership/subscriptions	£1,500.00	£1146.95
Newsletters	£1,500.00	£986.00
Mileage/Taxis	£100.00	
Wi-Fi	£192.24	£80.10
Fitness Equipment	£1,000.00	
Elections	£500.00	
Allotments	£450.00	£450.00
Grants		
Grants	£2,000.00	
S137		
Events		



Band Concerts x 2	£1,120.00	
VE Day Event	£0.00	
Other agreed costs/projects		
Mini flowerbeds	£600.00	£143.06
Wild flowerbeds	£1,750.00	
Garden maintenance	£840.00	£213.50
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		£709.97
General Reserves	£25445.00	
Earmarked reserves	£5,000.00	
	£75,097.24	£10,114.75

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