



Minutes of the Parish Council meeting held on Monday 7th February 2022

Commenced: 7.30pm

Concluded: 9.10pm

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

Clerk: Rebecca Crabtree

2122/111 Introduction from the Chairman

Cllr L. Buckley welcomed all to the meeting.

2122/112 Public Participation

No public were present.

2122/113 To receive any apologies and approve reasons for absence

Apologies were received from Cllr White and reasons were approved.

2122/114 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.

2122/115 To confirm the minutes of the Meeting of the council meeting held on 10th January 2022 as a true and accurate record.

Resolved that the minutes were not approved and it was suggested that Cllr Greenberg submit a form of words that he wanted to be added to the minutes to reflect the situation as he saw it.

2122/116 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.

Due to disruptive behaviour, the meeting was suspended and reconvened 5 minutes later.

c) To review and approve the budget for 2022/2023

Resolved to approve the budget for 2022/2023 with amendments.

d) To consider and agree the precept request for 2022/2023

Resolved that the council agreed the precept would remain at £14 per band D household in 2022/2023

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2122/117 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 LCC had attended the proposed site for the speed sign and confirmed that there are two columns suitable to install the speed sign on.

Resolved to approve the installation if one of the columns is situated near the Crescent and the Clerk will enquire who would be responsible for ongoing maintenance and repairs.

b) To receive an update about the wildflowers at the end of the Lane/Avenue

No update.

c) To consider and agree arrangements for the Annual Parish Meeting

Resolved that due to the meeting room being unavailable on the agreed date that the meeting will now be held on 10th May 2022 at 7.30pm. It was confirmed that Cllr Black has arranged for someone to carry out training on defibrillators. All agreed to invite A. Bungay from LCC Communities and Environment Environmental Services, Friends of Adel Woods, local PCSO and Cllrs were asked if they would like to do an update.

2122/118 To consider matters requested by councillors/Clerk and agree any necessary action

a) To consider purchasing a new bin to be installed near the new play equipment at a cost £240 (MI)

Resolved to agree to purchase a new bin at a cost of £240.

b) To consider purchasing additional dog waste bags at a cost of £500 (MI)

Resolved to agree to purchase additional waste bags at a cost of £500 and place the APC logo on the dispensers. It was noted that LCC have not replaced the missing bags and the Clerk will contact them about this.

c) To consider and agree arrangements for the defibrillator (KB)

It was noted that there is a light above the defibrillator that is on throughout the night. The Clerk will prepare the signage to place in the ACA.

d) To review and confirm the membership of the Working Parties (Clerk)

Resolved that Cllr Greenberg will remain on the IT working party, Cllr Smith will be on the Staffing panel instead of the Appeals Panel and Cllr Black will be on the Appeals Panel.

2122/119 To receive updates from the Parish Council's working parties and agree any necessary action including the following:

a) Playground

Cllr Williams confirmed that the new play equipment has been installed. The Clerk is working on the arrangements for the original play equipment to be painted.

b) Grassed area maintenance

Cllr Towns confirmed that they are working on the project and will present a report at the next meeting.

c) Public toilet

Cllr Hainsworth made all aware that he has contacted LCC Asset Management Team to enquire if they would allow for a public toilet to be built and they have requested a site plan. The site was discussed and it was **resolved** to send LCC the proposed location to set the idea in motion.

d) Platinum Jubilee Garden

Cllr Smith confirmed she has approached the person that was interested in starting the 'Friends of' group. He felt it would be too much work but would be happy to help with the project. She confirmed a meeting with LCC is taking place shortly to discuss the project further.

e) Jubilee Event

Cllr Towns confirmed that he had attended the Queens Platinum Jubilee Working Group that LCC had established to understand what each town and parish or community group is doing to celebrate the occasion. The working group are attending a meeting with LCC to request advice on certain matters. The possibility of working with other organisations was discussed.

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Festive lights - Cllr Smith confirmed that the lights have not been repaired. It was noted that the Clerk had contacted LCC regarding this and will chase a response.

2122/120 To receive an update from the Ward member

Cllr N. Buckley invited all to attend a meeting regarding bus services at the Civic Hall on 16th February 2022. It was noted that representatives from First Bus and West Yorkshire Combined Authority will be in attendance.

2122/121 To receive an update about the recent Planning Committee meeting

Cllr Towns confirmed that the committee commented on two applications and referred an application on King Lane to the Plans Panel.

2122/122 To receive an update from members representing external bodies

No update.

2122/123 To review/approve/adopt the following policies/procedures:

a) Risk Management

Resolved to approve the policy.

b) Security Incident Policy

Resolved to approve the policy.

c) Grievance Policy

Resolved to make an amendment and add to the next agenda.

d) Disciplinary Policy

Resolved to approve the policy.

e) Statement of Internal Control

Resolved to approve the policy.

f) Staffing Panel Terms of Reference

Resolved to adopt the policy.

2122/124 To notify the clerk of matters for inclusion on the agenda of the next meeting

- Cllr Illingworth requested to include a grant procedure
- Cllr N. Buckley raised concerns about items raised during the meeting and the inclusion on future agendas.
- Cllr Fryer requested to include planting trees to celebrate the Queens Platinum Jubilee

2122/125 Chairman's remarks and correspondence

No update.

2122/126 To confirm the date of the next meeting as 7th March 2022 at 7.30pm.

Resolved that the next meeting is to be held on 7th March 2022 at 7.30pm.



Appendix 1

Schedule of payments to be approved at the Parish Council meeting held on 7th February 2022

Payee	Details	Amount
SLCC	Membership (Part payment)	£58.50
R. Crabtree	Salary owed	£89.95
HMRC	PAYE & NI	£6.20
R. Crabtree	Home Allowance	£144.00
D. M .Hull	Lengthsman	£240.50

Appendix 2

Bank Reconciliation and Budget Comparison

Bank Reconciliation

Financial year 2021/2022

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 29/01/2022

Balance as per bank statements as at 19th January 2022

BANK STATEMENTS		
Treasurers Account balance as at 19th January 2022	£27,090.23	
Savings account as at 28th September 2021	£87,091.12	
Unpresented cheques		
Total		£114,181.35
CASH BOOK		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.00, HMRC £2038 Allotments £450)		£53,527.50
Payments to date		£20,738.70
Closing Balance as at 19th January 2022		£114,181.35

Budget Comparison

The table below shows the Parish Council's expenditure to 19th January 2022

Expenditure	2021/2022 Budget	Current expenditure	Comments
Regular Admin Costs			
Room Hire	£2,000.00	£540.00	
Stationary	£500.00	£25.20	

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Books/Training	£500.00	22.50	
IT	£1,000.00	£466.70	
Salary and related costs	£9,500.00	£5935.44	
Lengthsman	£9,000.00	£5241.28	
Insurance	£1,000.00	£823.19	
Audit Fees	£400.00	£350.00	
Membership/subscriptions	£1,500.00	£1186.95	
Newsletters	£1,500.00	£986.00	
Mileage/Taxis	£100.00		
Wi-Fi	£192.24	£160.20	
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	£460.00	
VE Day Event	£0.00		
Other agreed costs/projects			
Mini flowerbeds	£600.00	£260.18	
Wild flowerbeds	£1,750.00		
Garden maintenance	£840.00	£416.00	
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		
Defibrillator	£500.00		
Dog waste bags	£500.00		
		£2578.64	Playground markings, Road markings, verge signs, Telephone kiosk costs,
Misc			
General Reserves	£25445.00		
Earmarked reserves	£5,000.00		
	£75,097.24	£19,902.28	

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