



Minutes of the Parish Council meeting held on Monday 4th April 2022

Commenced: 7.30pm

Concluded: 8.48pm

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

Clerk: Rebecca Crabtree

2122/144 Introduction from the Chairman

Cllr L. Buckley welcomed all to the meeting.

2122/145 Public Participation

No members of public were present.

2122/146 To receive any apologies and approve reasons for absence

Apologies were received from Cllr Towns, Cllr White, Cllr Smith and reasons were approved.

2122/147 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.

2122/148 To confirm the minutes of the Meeting of the council meeting held on 7th March 2022 as a true and accurate record.

Resolved to approve the minutes of the Parish Council meeting held on 7th March 2022 as a true and accurate record.

2122/149 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 conclusion of the 2021/22 NJC pay award to be backdated to 1st April 2021

The conclusion of the 2021/22 NJC pay award was noted and that it is to be backdated.

2122/150 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:

The Decision List was noted and Cllr Illingworth offered to plant the wildflowers at the end of The Lane/Avenue as Cllr Fryer had resigned as Cllr since the Agenda was published.

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

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The arrangements for the Annual Parish Meeting was agreed including which Cllrs would give an update and the representatives that would be attending.

b) To receive an update about the Five Lane Ends Fingerpost

The Clerk reported that she had contacted the insurance provider and has not yet received a response. She will email again and make them aware that the claim needs to be completed as a matter of urgency.

c) To consider and agree to plant trees to celebrate the Queens Platinum Jubilee

Cllr L. Buckley reported that she is going to arrange a site visit with the Forestry Team and that there is no urgency as planting season is not until October.

2122/151 To consider matters requested by councillors/Clerk and agree any necessary action

a) To consider producing a flyer to advertise the band concerts and to be distributed by paid delivery (LB)

Resolved to agree to produce a flyer and distribute by paid delivery at an approximate cost of £250.00. The Clerk will advertise on Facebook, the noticeboards and PC website.

b) To note the fitness equipment inspection and agree the quote for the required repairs (Clerk)

The inspection report was noted and it was **resolved** to agree the quote for the repairs at a cost of £650.00.

c) To consider and agree to contribute towards the cost of the playground repairs at a cost of £1500 (SS & JW)

Resolved to agree to contribute £1500 towards the cost of the playground repairs.

d) To note the invoice for the festive lights and consider any action (Clerk)

It was noted that LCC had reduced the invoice by £1000 due to a number of issues with the lights. It was **resolved** not to approve the invoice and the Clerk was requested to contact LCC regarding this.

e) To consider and agree what can be advertised in the noticeboards (Clerk)

Resolved to delegate the decision to the Chairman when a request is received and the Clerk will update the policy and include on the next agenda. A recent request was approved by all.

2122/152 To receive updates from the Parish Council's working parties and agree any necessary action including the following:

a) Playground

Cllr Williams reported that fitness trainers are using the play equipment for training. This was discussed and it was **resolved** that the Clerk will contact LCC for a letter template and to send it to the fitness trainers to ask that they do not use the playground area.

b) Grassed area maintenance

The Clerk reported that Cllr Towns has arranged for a garden designer to design the flowerbeds with Jubilee colours, free of charge. The Clerk has also received emails from residents since the newsletter was published, offering to help with the project.

c) Platinum Jubilee Garden

Cllr Williams reported that they had a meeting with V. Nunns and J. Williamson at LCC to discuss the Rhododendron Walk. It was noted that the path would need to be cleared and J. Williamson agreed to obtain a quote. They confirmed that an information board could be installed. An article has been included in the newsletter to appeal for volunteers to maintain the area.

d) Jubilee Event

The Clerk reported that she has received feedback from a couple of local groups who have confirmed that they are holding an event on the Jubilee weekend. This was discussed and Cllr Black agreed to arrange a meeting with the working group to see if an event is viable.

e) Any other working party

The Footpath working party reported that the national deadline to claim the rights of way has been abolished. This was discussed and it was **resolved** to concentrate on the most important footpaths. Cllr Hainsworth agreed to request the required forms and will work with Cllr Illingworth to get residents signatures.

2122/153 To receive an update from the Ward member

Cllr N. Buckley reported that he has received a number of enquiries about Verity's Copse, where the neighbouring property is using a section of the land for building supplies. He has been investigating and working with Legal Services

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to find out who owns the land but it has not been confirmed at present. The owner has confirmed that the area will be cleared by summer. This was discussed and all agreed to invite residents to a meeting once it is cleared to discuss volunteering to improve the area.

2122/154 To receive an update about the recent Planning Committee meeting

Cllr Black reported that the committee had objected to two planning applications on The Valley and Nursery Lane. The application on the Valley was a resubmission and the committee's previous objection and comments remained. The second application was the Dentist on Nursery Lane and the committee had concerns about the proposed parking and the impact on road users. Both applications are to be referred to the Plans Panel.

2122/155 To receive an update from members representing external bodies

No update.

2122/156 To review/approve/adopt the following policies/procedures:

a) Appraisal policy

Resolved to adopt the policy.

b) Financial Regulations

Resolved to approve the policy.

2122/157 To consider any correspondence received and agree any necessary arrangements:

a) To consider a grant request from Alwoodley in Bloom

Resolved to approve the grant request for £300 for new planters at the top and bottom shops of the Avenue.

2122/158 To notify the clerk of matters for inclusion on the agenda of the next meeting

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

2122/159 Chairman's remarks and correspondence

Cllr L. Buckley noted that YLCA had sent some Election poster templates and these can be put in the noticeboards soon as the Parish Council elections are due to be held in May 2023.

Cllr L. Buckley reported the following:

B. Pearlman has thanked the PC for including the article about The Jerry Pearlman Way in the newsletter.

A resident has said thank you for the daffodils on Harrogate Road.

A resident has said thank you for all the fine work the PC does.

There has been an enquiry about the 'Keep it Green' Signs since the newsletter was published.

2122/160 To confirm the date of the next meeting as 9th May 2022 at 7.30pm

Resolved that the next meeting is to be held on 9th May 2022 at 7.30pm.

Appendix 1

Schedule of payments to be approved at the Parish Council meeting held on 4th April 2022

Payee	Details	Amount
R. Crabtree	Salary owed	£89.95
HMRC	PAYE & NI	£6.20
Leeds City Council	Wildflowers	£1809.96
Leeds City Council	Bulbs on Harrogate Road	£5150.04
YLCA	Conference – P. Fryer	£40.00
Streetscape	Inspection	£420.00
YLCA	Membership	£1098.00



Leeds City Council	Festive lights – Amended invoice	£5304.00
North print	Newsletter printing	£1340.00
Bradford Community Payroll	Payroll fees	£36.00
JRB Enterprise	Dog waste bags	£542.40

Appendix 2

Bank Reconciliation and Budget Comparison

Bank Reconciliation

Financial year 2021/2022

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 24th March 2022

Balance as per bank statements as at 24th March 2022

BANK STATEMENTS		
Treasurers Account balance as at 24th March 2022	£22,007.92	
Savings account as at 28th September 2021	£87,091.12	
Unpresented cheques		
Total		£109,099.04
CASH BOOK		
Opening balance		£81,392.55
Add receipts (Precept and LCTS - £51038.00, HMRC £2038 Allotments £450)		£53,527.50
Payments to date		£25,821.01
Closing Balance as at 24th March 2022		£109,099.04

Budget Comparison

The table below shows the Parish Council's expenditure to 24th March 2022

Expenditure	2021/2022 Budget	Current expenditure	Comments
Regular Admin Costs			
Room Hire	£2,000.00	£660.00	
Stationary	£500.00	£25.20	
Books/Training	£500.00	62.5	
IT	£1,000.00	£466.70	
Salary and related costs	£9,500.00	£7,291.74	
Lengthsman	£9,000.00	£5,975.44	
Insurance	£1,000.00	£823.19	
Audit Fees	£400.00	£350.00	

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Membership/subscriptions	£1,500.00	£1,245.45	
Newsletters	£1,500.00	£986.00	
Mileage/Taxis	£100.00		
Wi-Fi	£192.24	£192.24	
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	1750	
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		
Misc		£3,363.64	Playground markings, Road markings, verge signs, Telephone kiosk costs, Trees
General Reserves	£25445.00		
Earmarked reserves	£5,000.00		
	£75,097.24	£24,778.28	

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