



Alwoodley Parish Council Full Council Meeting

Minutes of the Parish Council meeting held on Monday 4th January 2021 via remote link using Zoom.

Commenced: 7.02pm

Concluded: 7.55pm

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

Clerk: Rebecca Crabtree

2021/083 Introduction from the chairman

Cllr L. Buckley welcomed all to the meeting.

2021/084 Public participation (15 minutes)

One member of pub

2021/085 To receive apologies and approve reasons for absence

Apologies were received by Cllr Greenberg and the reasons were approved.

2021/086 Declaration of Interests

a) To receive any declarations of interest not already declared under the Councils 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.

2021/087 To confirm the minutes of the full council meeting held on 2nd November 2020 as a true and accurate record

Resolved to approve the minutes of the Parish Council meeting held on 2nd November 2020.

2021/088 Financial matters

a) To approve the schedule of payments (See Appendix 1)

Resolved to approve the schedule of payments.

b) To approve the bank reconciliation and budget comparison (See Appendix 2)

Resolved to approve the bank reconciliation and budget comparison

c) To note the conclusion of the External Audit

The External Audit was noted.

d) To approve the budget for 2021/2022

Resolved to approve the proposed budget for 2021/2022.

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 07835949617 Alwoodley Parish Council, 60 The Avenue, Alwoodley LS17 7NZ

e) To consider and approve the Precept request for 2021/2022

Resolved that the council agreed the precept would remain at £14 per band D household in 2021/2022.

2021/089 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:

a) To receive an update on the footpaths in Alwoodley and consider a contribution to the King Lane footpath

Cllr N. Buckley made Cllr's aware that he has been told that a Community Payback team might be able to repair the King Lane footpath. This would take approximately six weeks and with minimum cost to the Parish Council.

Cllr Hainsworth confirmed that the working party had not convened a meeting but some Cllr's had noted some footpaths that were in need of repair in the Parish. A meeting will be held shortly.

b) To receive an update about the LED speed sign project

Cllr Smith had prepared a report for the Cllr's after a meeting with a member of the LCC Highways department. This was discussed. It was noted that the Clerk had requested costings for the SID signs including the costs the PC would incur each time the signs are installed at a different site. It was agreed that King Lane, Nursery Lane and The Avenue would need to be one of the sites for the SID sign to be installed.

Resolved that the Clerk will chase LCC and this will be considered at the next meeting.

c) To receive an update on the telephone kiosk

It was noted that work had commenced and should be completed shortly.

d) To consider and approve the amount to contribute towards the Community Orchard

Cllr L. Buckley confirmed that the fruit trees will be planted this month but it is not yet known what it will cost the Parish Council.

e) To receive an update on the Village Green waste bins

Cllr L. Buckley confirmed that a meeting was due to be held in December but this was cancelled due to staff changes at LCC.

Resolved that the Clerk will arrange a meeting before the next council meeting.

2021/090 To receive updates from the Parish Council's working parties

Cllr L. Buckley gave an update about the plaque for the Alwoodley Adder. She had been in contact with V. Nunns at LCC who confirmed that Method Statement, Health and Safety information, contractor details would be required before work commenced and no work could begin before the weather improves to avoid damaging the Village Green.

Resolved that the Parish Council will delay installing the plaque as requested by LCC.

2021/091 To receive an update from the Ward member

Cllr N. Buckley confirmed that the proposed site on Alwoodley Lane will not be developed in the near future due to changes to LCC having had to put 37 sites back into the green belt.

2021/092 To receive the minutes from the Planning Committee and to receive an update about the recent meeting

Cllr White gave an update. The Planning Committee considered a number of applications but there were three applications that were controversial. These included a block of eight apartments on Primley Park, an extension at 4 Sandmoor Drive and an application for a large number of lodges at Leeds Golf Centre, The Committee objected to the applications and referred them to the Plans Panel.

2021/093 Matters requested by councillors

a) To consider arrangements for the Annual Newsletter (LB)

Resolved that the Working Party will start to prepare the Annual Newsletter.

b) To consider arrangements for the Annual Parish Meeting (LB)

Resolved that at present no date can be agreed for the meeting due to current restrictions and it will be considered at a later date.

c) To consider speeding issues on The Avenue (KB)

It was noted in Item 2021/089b that The Avenue should be considered as a site for a SID sign.

Cllr Illingworth queried if speed checks could be carried out at the ACA and Cllr N. Buckley took note of this.

2021/094 Organisational matters

a) To agree the September 2021 meeting date

Resolved that the September meeting is to be changed to 13th September 2021.

b) To agree to commission Streetscape to carry out the annual inspection of the fitness equipment

Resolved to agree that Streetscape carries out the inspection.

2021/095 To notify the clerk of matters for inclusion on the agenda of the next meeting

The Clerk will emails Cllrs in advance of the next meeting.

2021/096 Chairman's remarks and correspondence

None.

2021/097 To confirm the date of the next meeting as Monday 1st February 2021 in accordance with the agreed schedule

Resolved that the next meeting will be held on 1st February 2021.

Appendix 1

Schedule of payments to be approved at the Parish Council meeting held on 4th January 2021

Chq No.	Payee	Details	Amount
1273	D. M. Hull	Lengthsman	£738.99
1274	R. Crabtree	Salary	£197.05
1275	D. H. Hull	Lengthsman	£488.40
1276	Leeds City Council	Festive lights	£6360.00
1277	PKF Littlejohn	External Audit	£360.00
1278	HMRC	PAYE & NI	£4.60
1279	R. Crabtree	Home Allowance	£156.00
1280	ICO	Data Protection Fee	£40.00
1281	R. Crabtree	Zoom Membership	£57.56
1282	R. Crabtree	Magnets for noticeboard	£5.99
1283	S. Smith	Printer ink	£37.39
1284	Bradford Community Payroll	Payroll Fees	£36.00
1285	HMRC	PAYE & NI	£5.00
			£8486.98

Appendix 2

Bank Reconciliation and Budget Comparison

Bank Reconciliation

Alwoodley Parish Council

Financial year 2020/2021

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 30th December 2020

Balance as per bank statements as at 18th December 2020:

BANK STATEMENTS		
Treasurers Account balance as at 18th December 2020	£88,636.60	
Savings account as at 11th May 2020	£7,091.12	
Unpresented cheques	£0.00	

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Total		£95,727.72
CASH BOOK		
Opening balance		£57,253.22
Add receipts (Precept and LCTS - £51679.00, Interest £0.61, VAT Reclaim £1589.67, Allotments £450)		£53,719.28
Payments to date		£15,362.38
Closing Balance as at 18th December 2020		£95,610.12

£117.60 difference in salary owed

Budget Comparison

The table below shows the Parish Council's expenditure to 18th December 2020.

Expenditure	2020-2021 Budget	2020-2021 Current
Regular Admin Costs		
Room Hire	£2,000.00	£480.00
Stationary	£500.00	£61.01
Books/Training	£500.00	£45.00
IT	£3,000.00	
Salary and related costs	£9,500.00	£5093.80
Lengthsman	£9,000.00	£4328.21
Insurance	£1,000.00	810.37
Audit Fees	£400.00	£50.00
Membership/subscriptions	£1,400.00	£669.88
Newsletters	£1,500.00	£1700.00
Mileage/Taxis	£150.00	
Wi-Fi	£192.24	£144.18
Fitness Equipment	£1,000.00	
Elections	£500.00	
Allotments	£450.00	£450.00
Grants		
Grants	£2,000.00	£500
S137		
Events		
Band Concerts x 2	£1,120.00	
VE Day Event	£600.00	
Other agreed costs/projects		
Mini flowerbeds	£600.00	
Wild flowerbeds	£1,641.00	
Garden maintenance	£840.00	£414.50
Festive lights	£6,160.00	

Footpath leaflet	£500.00	
Little Free Library	£200.00	
Play equipment	£0.00	
Front garden competition		
WW1 Commemorative garden	£0.00	
Public Rights of Way leaflet	£500.00	
Cold Calling Zone		
Tree budget	£1,600.00	
Tommy light	£200.00	
Friends of Scheme		
Defibrillator		£220.00
Speed signs		
Dog waste bags	£500.00	
Misc.		7.40
General Reserves		
Earmarked reserves	£5,000.00	
VAT	£0.00	£388.03
	£52,553.24	£15362.38