



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

Commenced: 7.30pm

Concluded: 8.55pm

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

Clerk: Rebecca Crabtree

2223/054 Introduction from the Chairman

Cllr L. Buckley welcomed all to the meeting and introduced Cllr Martin.

2223/055 To note the election of a new councillor and sign the declaration of acceptance

It was noted that Cllr Martin was elected at the bi-election held on 23rd June 2022 and the declaration of acceptance was signed.

2223/056 Public Participation

One member of the public was presented and was interested in council proceedings.

2223/057 To receive any apologies and approve reasons for absence

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

223/058 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.

2223/059 To confirm the minutes of the full council meeting held on Monday 6th June 2022 as a true and accurate record.

Resolved to approve the minutes of the Parish Council meeting held on 6th June 2022 with amendments.

2223/060 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 Clerks appraisal and consider and agree any amendments to the Clerks salary

The Clerks appraisal was noted and it was **resolved** to increase the Clerks salary by one point as per the Contract of Employment.

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2223/061 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:

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

Cllr Hainsworth reported that the supplier had under-quoted for the works and there will be an additional cost for the fingerpost sign.

Resolved that the Clerk will contact the insurance provider to enquire if the PC can amend the claim submitted. If the insurance provider will not amend the claim, the PC agreed to approve the additional cost.

b) To consider revising the Parish boundary

Resolved not to amend the Parish Boundary.

c) To consider painting a service box

Resolved to agree to paint two services boxes at a cost of £1200 on Nursery Lane and the junction of Sunningdale Way and Sunningdale Avenue.

2223/062 To consider matters requested by councillors/Clerk and agree any necessary action

a) To approve the festive and Tommy light quote for 2022 (LB)

It was noted that LCC have not provided a quote and the Clerk will contact another member of the department to see if she can assist.

b) To agree to funding the wildflower beds in 2023 at a cost of £1,870 (LB)

Resolved to agree to fund the wildflower beds at a costs of £1870.

c) To consider and agree to purchase a bench to celebrate the Queens Platinum Jubilee (LB)

Resolved to agree to purchase a circular bench at a cost of £3000 and £345 + VAT for the plaque message on the seat to be installed around the oak tree that will be planted on the Village Green later in the year.

d) To consider and agree to purchase replacement playground equipment (SS & JW)

Cllr Williams and Cllr Smith proposed to contribute towards new play equipment as a memorial after a recent request for a memorial bench. This was discussed and it was noted that the request was made by an individual. It was agreed to investigate the idea and the Clerk will look into funding options. The playground working group will contact LCC to enquire if a new piece of play equipment can be installed to replace one of the current ones.

e) To note the emergency repairs works carried out on the fitness equipment (Clerk)

The emergency repairs were noted.

2223/063 To receive updates from the Parish Council's working parties and agree any necessary action including the following:

a) Playground

Cllr Smith and Cllr Williams reported that the repair works have not been carried out and they have emailed LCC.

b) Grassed area maintenance

No update received.

c) Platinum Jubilee Garden

Cllr Smith and Cllr Williams reported that the proposed works for the garden were no longer able to go ahead due to restrictions by LCC. They are now concentrating on the woodland area, which is known as Heath Nursery Woodland and a 'Friends of' group is in the process of being set up and will maintain the area.

d) Any other working party

Cllr Smith confirmed that residents and Cllr Illingworth are using the spray to combat the dog fouling issues.

2223/064 To receive an update from the Ward member

Cllr N. Buckley made Cllrs aware that the Lloyds Banking Group have enquired if the PC would be interested in a group of employees volunteering in the area and asked for suggestions of the work they could undertake. This was discussed and it was agreed to forward the email to local groups including Friends of Adel Woods, Scouts and the Lengthsman.

2223/065 To receive an update from members representing external bodies

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No update received.

2223/066 To receive an update from the Planning Committee

Cllr Black reported that the Cllrs commented on one application which was the appeal for the office pod on The Valley. It was noted that the committee objected to the application and the previous comments remain.

2223/067 To consider any correspondence received and agree any necessary arrangements:

a) To consider a grant request from Friends of Sunningdale Way

Resolved to approve the grant up to £500 and the Clerk will make them aware that the grant can be only paid to a group/association bank account.

b) To consider and comment on the proposed works due to the Allerton High school expansion

The proposed works were noted and there were no comments made.

2223/068 To notify the clerk of matters for inclusion on the agenda of the next meeting

- Cllr L. Buckley asked for Cllrs to consider project ideas.
- Cllr Martin requested raising the profile of the PC.
- Cllr Black requested the 'no entry' sign at the parade of shops of King Lane.

2223/069 Chairman's remarks and correspondence

It was noted that Leeds City Council organised the recent bi-election and the PC was unable to publish any publicity, views or proposals relating to the individuals involved directly in the election as advised by Electoral Services.

2223/070 To confirm the date of the next meeting as 5th September 2022 at 7.30pm

Resolved that the next meeting is being held on 5th September 2022.

Appendix 1

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

Payee	Details	Amount
R. Crabtree	Salary	£493.75
HMRC	PAYE & NI	£123.20
Streetscape	Repairs works (Fitness equipment)	£984.00
Streetscape	Repairs works (Fitness equipment)	£780.00
R. Crabtree	Home allowance	£156.00
HMRC	PAYE & NI	£123.20
D. M .Hull	Lengthsman	£1468.27
Bradford Community Payroll	Payroll Fees	£56.40

Appendix 2

Bank Reconciliation and Budget Comparison

Bank Reconciliation

Financial year 2022/2023

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 24th June 2022

Balance as per bank statements as at 17th June 2022

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BANK STATEMENTS		
Treasurers Account balance as at 17th June 2022	£52,980.91	
Savings account as at 30th May 2022	£87,098.51	
Unpresented cheques		
Total		£140,079.42
CASH BOOK		
Opening balance		£108,534.97
Add receipts (Precept and LCTS - £51,660.20, Interest, £1.46)		£51,661.66
Payments to date		£20,117.21
Closing Balance as at 17th June 2022		£140,079.42

Budget Comparison

The table below shows the Parish Council's expenditure to 17th June 2022

Expenditure	2022/2023 Final budget	2022/2023 Current Expenditure
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Regular Admin Costs

Room Hire	£2,000.00	£120.00
Stationary	£500.00	£14.30
Books/Training	£500.00	
IT	£1,000.00	
Salary and related costs	£9,500.00	£1381.42
Lengthsman	£9,000.00	£618.88
Insurance	£1,000.00	
Audit Fees	£400.00	£150.00
Membership/subscriptions	£1,500.00	£1,098.00
Newsletters	£1,500.00	£1,340.00
Mileage/Taxis	£100.00	
Wi-Fi	£192.24	£32.04
Elections	£500.00	
Allotments	£450.00	

Maintenance

Asset maintenance	£2,000.00	
Playground	£10,000.00	
Fitness Equipment	£1,000.00	£350.00
Dog waste bags	£500.00	£458.00
Mini flowerbeds	£600.00	



Wild flowerbeds	£2,000.00	£1,508.30
Garden maintenance	£500.00	
WW1 Garden	£0.00	
Tree budget	£2,000.00	
Parish maintenance	£1,000.00	

Other agreed costs/projects

Festive lights and Tommy light	£6,500.00	
Front garden competition	£500.00	
Public Rights of Way and footpath leaflets	£1,000.00	
Defibrillator	N/A	
Little Free Library	N/A	
Telephone kiosk	N/A	
Garden maintenance project	£2,000.00	
Cold calling zone	N/A	
Speed signs	£3,500.00	

Events

Band Concerts x 2	£1,000.00	£320.00
VE Day event	N/A	
Jubilee event	£10,000.00	

Grants

Grants	£2,000.00	
S137		

Reserves

General Reserves	£17,800.00	
Earmarked reserves	£80,000.00	£4,291.70

£172,042.24	£17,839.13
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Please note: The total amount is different to bank reconciliation due to VAT amount not on comparison.