



Minutes of the Parish Council meeting held on Monday 5th September 2022

Commenced: 7.30pm

Concluded: 8.58pm

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

Clerk: Rebecca Crabtree

2223/071 Introduction from the Chairman

Cllr L. Buckley welcomed all to the meeting.

2223/072 Public Participation

Fourteen members of public were present and raised the following:

- A resident who is organising a memorial made the Cllrs aware that £4000 has been raised and they would like to plant a tree on the Village Green and possibly install a new piece of play equipment. It was noted that a site visit has been arranged with LCC and the PC. All agreed to consider a proposal at the next meeting.
- A number of residents attended to raise concerns about the recent works at Heath Nursery Woodland. It was discussed and Cllr L. Buckley read a statement from Leeds City Council. (See Appendix 3). It was noted that a site meeting is being arranged with LCC, Parish Cllrs, and the newly formed 'Friends of' group, local residents and no further work will be carried out until the meeting has been held and a collective decision has been made for the PC to consider.

2223/073 To receive any apologies and approve reasons for absence

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

2223/074 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.

2223/075 To confirm the minutes of the full council meeting held on Monday 4th July 2022 as a true and accurate record.

Resolved to approve the minutes of the Parish Council meeting held on 4th July 2022 with amendments.

2223/076 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 External Audit for the financial year ending 31st March 2022



The external audit report was noted.

d) To agree to remain with the SAAA sector led auditor appointment regime

Resolved to agree to remain with the SAAA sector led auditor appointment regime

2223/077 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

It was noted that the Fingerpost has not been installed and the Clerk will contact the supplier for an update.

b) To receive an update about the painted service boxes

Resolved to agree to paint the second side of the service box on Nursery Lane at a cost of £350.00.

c) To receive an update about the Jubilee bench

Cllr L. Buckley reported that the wording for the plaque and tree site has been agreed and they will be planted/installed shortly.

d) To receive an update about the improvements to the route of the Jerry Pearlman Way and agree to the change of use of the previously approved grant.

Resolved to agree the change in use of the grant. It was noted that the grant will be used for surfacing and signage.

2223/078 To consider matters requested by councillors/Clerk and agree any necessary action

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

Resolved to approve the quote and the Clerk will request that all the lights are taken down, maintained and reinstalled to a higher specification than last year.

b) To consider and agree any necessary action regarding the memorial on the Village Green (Clerk)

See item 2223/072.

Resolved to include a memorial policy on the next agenda.

c) To receive an update about the Heath Nursery Woodland (Clerk)

See item 2223/072.

d) To consider ways to raise the Parish Council profile (SM)

Resolved to defer to the next meeting.

e) To agree any necessary action regarding the 'no entry' sign at the parade of shops of King Lane (KB)

Resolved to defer to the next meeting.

f) To consider proposed project ideas (LB)

Cllr Illingworth proposed hiring a marquee and chairs for each band concert so that they can go ahead in bad weather. All agreed it was a good idea and the Clerk will obtain quotes.

Cllr N. Buckley reported that he is arranging a site visit with Leeds University, Adel Parish Council, LCC Forestry and Footpaths department to discuss the possibility of funding towards improving the footpath on King Lane from the Woodland Scheme. This is to be discussed at a later date.

2223/079 To receive updates from the Parish Council's working parties and agree any necessary action including the following:

a) Playground

The PC has previously discussed replacing the old worn out, but recently painted, climbing frame with something new or install equipment near The Viper. It was noted that the equipment would be a large expense and was discussed. It was agreed to wait for the outcome of the meeting with the resident who is organising the memorial.

It was noted that one of the stepping pods is broken and the Clerk will contact LCC.

b) Grassed area maintenance

Cllr Towns reported that he has photos of the proposed sites and will put them on the map.

c) Any other working party

No updates.

2223/080 To receive an update from the Ward member

No update.

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



2223/081 To receive an update from members representing external bodies

No update.

2223/082 To receive an update from the Planning Committee

Cllr Towns reported that the meeting was cancelled as it wasn't quorate and the Clerk will submit comments using delegated powers as stated in the Terms of Reference.

2223/083 To consider any correspondence received and agree any necessary arrangements:

a) To consider correspondence received regarding the Better Buses for West Yorkshire Coalition

The letter was noted.

b) To consider the Draft Adel Neighbourhood Plan and agree any comments

The Neighbourhood Plan was noted and the PC had no comments.

c) To consider and agree to sign up to the civility and respect pledge

The Civility and Respect was noted.

2223/084 To consider/review/approve the following policies and procedures:

a) Standing Orders

Resolved to approve the policy with amendments

b) Recording of Meetings policy

Resolved to approve policy.

2223/085 To notify the clerk of matters for inclusion on the agenda of the next meeting

- Memorial Policy

2223/086 Chairman's remarks and correspondence

No correspondence received.

2223/087 To confirm the date of the next meeting as 3rd October 2022 at 7.30pm

Resolved that the next meeting is being held on 3rd October at 7.30pm.

Appendix 1

Schedule of payments to be approved at the Parish Council meeting held on 5th September 2022

Payee	Details	Amount
R. Crabtree	Salary - August	£504.90
R. Crabtree	Salary – July	£538.35
HMRC	PAYE & NI	£126.00
HMRC	PAYE & NI	£134.40
PKF Littlejohn	External Audit	£360.00
Fitzpatrick Woolmer	Sign post	£468.00
H. Ma	Service Box art	£1100.00
D. M. Hull	Lengthsman	£747.40
D. M. Hull	Lengthsman	£539.50
Leeds City Council	Band concerts	£400

Appendix 2



Bank Reconciliation and Budget Comparison

Bank Reconciliation

Financial year 2022/2023

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 30th August 2022

Balance as per bank statements as at 19th August 2022

BANK STATEMENTS		
Treasurers Account balance as at 19th August 2022	£46,404.43	
Savings account as at 30th May 2022	£87,098.51	
Unpresented cheques		
Total		£133,502.94
CASH BOOK		
Opening balance		£108,534.97
Add receipts (Precept and LCTS - £51,660.20, Interest, £1.46, Allotments £450, Insurance claim £2464.50, HMRC £1053.32)		£55,179.48
Payments to date		£30,211.51
Closing Balance as at 19th August 2022		£133,502.94

Budget Comparison

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

Expenditure	2022/2023 Final budget	2022/2023 Current Expenditure
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Regular Admin Costs		
Room Hire	£2,000.00	£510.00
Stationary	£500.00	£34.95
Books/Training	£500.00	£7.50
IT	£1,000.00	
Salary and related costs	£9,500.00	£2,834.57
Lengthsman	£9,000.00	£3,095.77
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	£37.80
Wi-Fi	£192.24	£80.10
Elections	£500.00	
Allotments	£450.00	£450.00



Maintenance		
Asset maintenance	£2,000.00	£2,000.00
Playground	£10,000.00	
Fitness Equipment	£1,000.00	£1,820.00
Dog waste bags	£500.00	£458.00
Mini flowerbeds	£600.00	£17.00
Wild flowerbeds	£2,000.00	£1,508.30
Garden maintenance	£500.00	£202.50
WW1 Garden	£0.00	
Tree budget	£2,000.00	
Parish maintenance	£1,000.00	£60.73

Other agreed costs/projects		
Festive lights and Tommy light	£6,500.00	£4,420.00
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	£607.50
VE Day event	N/A	
Jubilee event	£10,000.00	£1,100.00

Grants		
Grants	£2,000.00	£1,049.49
S137		

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

£172,042.24	£27,173.91
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Please note: The total amount is different to bank reconciliation due to VAT amount not on comparison.

Appendix 3

Copies of the minutes of this meeting will be available on the Parish Council website: www.alwoodleyparishcouncil.org.
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SEPTEMBER 2022 MEETING – LEEDS CITY COUNCIL STATEMENT

The Parish Council has answered all the questions it is able to. Unfortunately neither of the two Leeds City Council Officers involved in the project are able to attend the Parish Council meeting due to other commitments, but have offered to meet residents on site. They have provided the following statement and any additional queries will need to be addressed to them.

Regarding the concern that the work will allow more nettles to grow – whilst this may naturally occur – the works undertaken have been carried out to ensure the longevity of the woods and to help both the trees and shrubs as well as by allowing more light to the woodland floor, allow more ground cover to establish and grow – along with providing better habitat for insects. There are no proposals for any re planting at this time, but this may be looked at by the newly formed Friends of group in Partnership with the City Council and the Parish Council.

Whilst in some areas the path has been widened the work concentrated on removing growth approx. 2 metres back of the centre line of the path.

All of the work was carried out by one of Leeds City Council's approved contractors under the guidance of one of the City Council's Woodland Officers – to ensure the work was carried out in line with the specification and to correct Arboriculture standards. This included having the area checked first for any nesting birds prior to work commencing.

It has been agreed that any stumps which may be a tripping hazard will be attended to by Leeds City Council.

Regarding the outstanding works, assuming the 2nd phase does proceed, this will again be overseen by Leeds City Council Officers who have agreed that the cutting back will be a maximum of 1 metre back from the path so as to not open up large swathes of woodland – and limited only to low branches – that are affecting the path and people walking, dead or diseased trees.

The works undertaken were in partnership with Leeds City Council and were undertaken to help improve the long term sustainability of the wood, to improve the woodland for residents to enjoy and to help encourage more growth of both the trees and the woodland floor. None of the work was undertaken without due care and attention to the long term benefit of the woodland and to help stimulate better growth and habitat.

In terms of consultation – as part of the wider and long term plan to develop a Friends of group who will help look after the woods, the proposals were shared via the parish newsletter. In addition Parish councillors undertook several visits to the wood and spoke with a number of users who all agreed that some work to improve the woods was needed. In light of the fact that the works identified concentrated on basic maintenance work – cutting back of rhododendrons, removing low level branches that were affecting sight lines/users walking, removal of dead or dying limbs and that the vegetation will and is growing back it wasn't felt necessary to undertake a full consultation with residents. However as mentioned above Officers from Leeds City Council are more than happy to meet with anyone to discuss their concerns on site.