



**Alwoodley Parish Council**  
**Clerk: Jennifer Walper Roberts**  
**Alwoodley Community Centre**  
**60 The Avenue**  
**Leeds LS17 7NZ**  
**E-mail: the.clerk@alwoodleyparishcouncil.gov.uk**

Minutes of Alwoodley Parish Council Meeting  
**Monday 1st September** at 7.00pm in the Alwoodley Community Hall, The Avenue.

**Present**

Cllr Buckland  
Cllr Dickinson  
Cllr Hainsworth  
Cllr Jennings  
Cllr Jordan  
Cllr Pritchard  
Cllr Towns

Signed as an accurate record:

Chairman  
17/10/2025

**Apologies:**

Cllr White  
Cllr Wright

2526/41	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2526/42	<b><i>Apologies were received and reasons for absence were approved from Cllr White and Cllr Wright.</i></b>
2526/43	<ol style="list-style-type: none"> <li>To receive, consider and decide upon any applications for dispensation. <ul style="list-style-type: none"> <li><b><i>No declaration of interests were made.</i></b></li> </ul> </li> <li>To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests <ul style="list-style-type: none"> <li><b><i>No declaration of interests were made.</i></b></li> </ul> </li> </ol>
2526/44	<ol style="list-style-type: none"> <li>To receive and confirm <a href="#">the minutes</a> of the Parish Council Meeting held on 7th July 2025, as a true and correct record <ul style="list-style-type: none"> <li><b><i>It was resolved that the minutes of the Parish Council meeting held on 7th July 2025 be approved as a correct record. The Chairman signed the minutes.</i></b></li> </ul> </li> <li>To receive and confirm <a href="#">the minutes</a> of the Extra Ordinary Parish Council Meeting held on 22<sup>nd</sup> July September 2025, as a true and correct record. <ul style="list-style-type: none"> <li><b><i>It was resolved that the minutes of the Extra Ordinary Meeting Parish Council meeting held on 22<sup>nd</sup> July 2025 be approved as a correct record. The Chairman signed the minutes.</i></b></li> </ul> </li> </ol>
2526/45	To adjourn the meeting for a period of public participation during which members of the public may raise matters or ask questions relating to items on the agenda.

	<ul style="list-style-type: none"> <li>• <i>Fabian Hamilton, MP spoke impact international politics are impacting local community, active travel, public transport and voting age.</i></li> <li>• <i>Roger Gilbert from Friends of Adel Woods addressed Friends of Adel Woods grant application.</i></li> </ul>
2526/46	<p>To receive updates from the Clerk:</p> <ol style="list-style-type: none"> <li>1. The Clerk has successfully completed her Introduction to Local Council Administration and Financial Introduction to Local Council Administration. <i>These are pre-requisites to the Certificate in Local Council Administration course that she agreed to undertake as a condition of employment and to enable the Council to be eligible for General Powers of Competence.</i></li> <li>2. The Audit <ul style="list-style-type: none"> <li>• The Clerk has submitted the AGAR to the External Auditor and provide update.</li> <li>• External Auditor advised that last year's External Audit was never completed and requested posting Notice of Public Rights for last year's AGAR.</li> <li>• Posted on Website: <a href="#">The Internal Audit Report</a>, Signed AGAR, <a href="#">Notice of Public Rights (24/25)</a>, <a href="#">Notice of Public Rights 23/24</a></li> </ul> </li> <li>3. Feedback on Playground and misc. from Community Picnic + Councillor feedback on the event.</li> <li>4. The Clerk drafted TORs for three working parties and sent to relevant members for feedback. Added these to this agenda for council approval.</li> <li>5. Reminder about whole council training on 10<sup>th</sup> September at Herd Farm, Arrival time to settle in and have some food 5:30. Training from 6pm – 8:30pm <ul style="list-style-type: none"> <li>• <b><i>Resolved: That the Council approves expenditure of approximately £8.00 per person towards the cost of the dinner.</i></b></li> </ul> </li> <li>6. "The Clerk Met Cllr Lyn Buckley re meadows, lights and Leeds Dev Plan</li> <li>7. The Clerk Met with the Mark Illingworth (Ranger), Vicky Nunns and Greaux, Roy to discuss play equipment, exercise equipment, existing meadows and new meadows and to request alternatives and quotes for this meeting.</li> <li>8. The 14-day period has passed and no one has requested an election to fill the vacancy. <ul style="list-style-type: none"> <li>• <b><i>The Council was informed of the resignation of Cllr Black.</i></b></li> <li>• <b><i>The Council resolved to thank Cllr Back for his service</i></b></li> </ul> </li> </ol>
2526/47	<p>Financial Matters</p> <ol style="list-style-type: none"> <li>1. To receive and note current bank balances: <ul style="list-style-type: none"> <li>• <b><i>Lloyds Current Account - £65,592 (05 August)</i></b></li> <li>• <b><i>Lloyds Deposit Account - 89175.35 (From May Statement) - Note I haven't received other statements</i></b></li> <li>• <b><i>Virgin- £1647.77 (18 August)</i></b></li> </ul> </li> <li>2. To receive update from Chair on status of banking transition. <ul style="list-style-type: none"> <li>• <b><i>The Chair reported that funds have now been switched. Full banking authorisations and internal control arrangements will be in place by the next meeting.</i></b></li> </ul> </li> <li>3. To receive and note a bank reconciliation and budget comparison to 31<sup>st</sup> August. <ul style="list-style-type: none"> <li>• <b>The cashbook and budget comparison were received and noted by the Council. Links to the documents are available on the Parish Council website:</b> <ul style="list-style-type: none"> <li>• <b>Cashbook:</b> <a href="https://www.alwoodleyparishcouncil.gov.uk/document/apc-cashbook-through-august-31-2025/">https://www.alwoodleyparishcouncil.gov.uk/document/apc-cashbook-through-august-31-2025/</a></li> <li>• <b>Budget Comparison:</b> <a href="https://www.alwoodleyparishcouncil.gov.uk/document/budget-comparison-august-31st-2025/">https://www.alwoodleyparishcouncil.gov.uk/document/budget-comparison-august-31st-2025/</a></li> </ul> </li> </ul> </li> <li>4. To receive information that no budget was passed for 2025/26 according to the minutes.</li> </ol>

	<ul style="list-style-type: none"> <li><b><i>The council resolved to pass last year's budget as the 2025/2026 budget with the following amended budget lines</i></b> <ul style="list-style-type: none"> <li>Clerk's Salary &amp; On-costs (salary, NI, pension, PAYE) - <b>£17,500</b> as 24/25 allocation does not cover current costs.</li> <li>Payroll Services - <b>£180</b> - - Not included in 24/25 budget.</li> <li>Bank Charges – <b>£72</b> - Not included in 24/25 budget-</li> <li>Community Grants – <b>£18,000</b>. Over £10K already paid/allocated with an additional £1K expected this month.</li> </ul> </li> <li><b><i>The council resolved to have a mid-year budget review at the October meeting, specifically to look at over and under spend areas.</i></b></li> </ul> <p>5. To consider the following grant applications:</p> <ul style="list-style-type: none"> <li><b><i>The council Resolved to approve grant application by Friends of Adel Woods for £672 for the purchase of two tree poppers for efficient, effective management of Adel Moor and Adel Bog under power 1906, ss.9–10</i></b></li> <li><b><i>The Council resolved to approve the grant application by Alwoodley Allotments £395 for the purchase of visible, waterproof, noticeboard. pending clarification from auditor and asked the Clerk to follow up with the auditor about eligibility of that organisation.</i></b></li> </ul> <p>6. 2026/2027 Budget Planning</p> <ul style="list-style-type: none"> <li><b><i>The Council resolved that Parish Council working parties submit proposals for budget items for the 2026/27 financial year to the Clerk/RFO by 1 October 2025, to enable inclusion in the first draft budget for consideration by Council in November.</i></b></li> <li><b><i>The Council agreed that the Clerk will invite local groups to submit Community Grants Expressions of Interest for budget year 2026/27, in order to inform the Parish Council's budget planning process.</i></b></li> </ul> <p>7. The Council resolved to approve the following payments:</p> <ul style="list-style-type: none"> <li><b><i>Herd Farm room hire for whole council training £105, Power: LGA 1972, s.111</i></b></li> <li><b><i>Expense Reimbursement for paper and office supplies (paper, ring binders, dividers)- £37.05 Power: LGA 1972, s.111</i></b></li> <li><b><i>Orange Crush for £2,079.60 for annual web and email hosting, and IT services.</i></b></li> <li><b><i>Leeds City Council £3,648.00 for 2024 / 2025 Festive Lights</i></b></li> </ul> <p>8. To note the following payments previously authorised:</p> <ul style="list-style-type: none"> <li>The Clerk's Salary</li> <li>Payment to Ranger for contracted services and approved purchases</li> </ul> <p>9. To consider the adoption of this <a href="#">online expense reimbursement form</a> for use by councillors and staff with immediate effect.</p> <ul style="list-style-type: none"> <li><b><i>The Council resolved to adopt the online expense reimbursement form.</i></b></li> </ul>
2526/48	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <ol style="list-style-type: none"> <li>To consider replacement of Inadequate Adult Outdoor Exercise Equipment <ol style="list-style-type: none"> <li>To consider the replacement of outdoor exercise equipment to replace dangerous piece.</li> <li>To review proposed replacement from Leeds City Council (attached) through their selected vendor.</li> <li>To resolve whether to proceed with the project, and if so, to identify and approve funding source. £9175.59 <ol style="list-style-type: none"> <li><b><i>Council agrees to reach out to contacts to consult on what's wanted in the gym and consider for next meeting.</i></b></li> </ol> </li> </ol> </li> <li>To consider replacement of one to two playground stations. £39,922.74 <ol style="list-style-type: none"> <li><b><i>Council increases playground budget to £30,000 and requests playground quote for the two pieces within that budget.</i></b></li> </ol> </li> <li>To receive and approve quotes for meadow planting. To Plant the existing approved</li> </ol>

	<p>wildflower beds x 3 would be £2114.27 + VAT</p> <p><b>a. Council approves</b></p> <p>4. To receive and approve quote for festive lights and War Memorial Tommy light. The festive lights and war memorial tommy motif will cost £2,250 + vat</p> <p><b>a. Council agrees to pay £2250 + Vat for festive lights as quoted.</b></p>
2526/49	<p><i>Planning Committee</i></p> <p><i>To receive and note planning decisions/information.</i></p> <ol style="list-style-type: none"> <li><i>1. The August meeting was inquorate and therefore cancelled.</i></li> <li><i>2. Recommendations from Sept 1 meeting</i></li> </ol> <p><i>The Council considered comments and made resolutions per the recommendation of the Planning Committee</i></p> <ul style="list-style-type: none"> <li><i>143 The Avenue, Alwoodley – 25/04511/FU (Fish &amp; Chips Shop)</i></li> </ul> <p><i>RESOLVED: That Alwoodley Parish Council objects to application 25/04511/FU at 143 The Avenue, Alwoodley on the following grounds:</i></p> <p><i>Increased traffic and parking pressures: A hot food takeaway is likely to generate more vehicle and pedestrian traffic than the existing use, leading to highway safety concerns and congestion, contrary to Core Strategy Policy T2 (Accessibility requirements and new development).</i></p> <p><i>Change of use and loss of retail diversity: The proposed use undermines the balance of the local retail parade, contrary to Core Strategy Policy P8 (Sequential and impact assessments for main town centre uses).</i></p> <p><i>Residential amenity impacts: Late-night opening hours would cause noise, disturbance, and litter in a predominantly residential area, contrary to Core Strategy Policy P10 (Design) and Saved UDP Policy GP5 (Protecting amenity).</i></p> <p><i>Hot Food Takeaway SPD: The proposal is inconsistent with the guidance of Leeds City Council's adopted Hot Food Takeaway SPD relating to proximity to residential properties and cumulative impacts.</i></p> <p><i>The Parish Council further requests that this application be referred to the North and East Plans Panel for determination, given the scale of local concern and the likely impact on the surrounding residential community.</i></p> <ul style="list-style-type: none"> <li><i>18a Far Moss – 25/04027/FU</i></li> </ul> <p><i>RESOLVED: That Alwoodley Parish Council objects to application 25/04027/FU at 18a Far Moss on the following grounds:</i></p> <p><i>Overdevelopment of the site: The proposed dwelling is excessive in scale and density for the plot, out of keeping with the character of the area, contrary to Core Strategy Policy P10 (Design) and Saved UDP Policy GP5.</i></p> <p><i>Impact on neighbouring amenity: The proposed footprint and massing risk overshadowing and overlooking adjacent properties, contrary to Neighbourhoods for Living (SPG13) guidance on spacing and amenity.</i></p> <p><i>The Parish Council requests that Leeds City Council give full consideration to these objections and ensure the application is determined with proper regard to local character and amenity.</i></p> <ul style="list-style-type: none"> <li><i>21 Moss Gardens Application 25/04588/FU</i></li> </ul>

	<p><i>RESOLVED: That Alwoodley Parish Council objects to application 25/04588/FU – Change of use of dwelling to children’s care home (C2) on the following grounds: Inadequate parking provision: The application does not provide sufficient off-street parking spaces to accommodate staff and visitors. As a result, overspill parking is likely to occur on surrounding streets, causing congestion and obstructing access for residents, service vehicles, and emergency services. This is contrary to the Parking SPD (2016) and Core Strategy Policy P10 (Design).</i></p> <p><i>Impact on residential character and amenity: The shift from a single-family dwelling to an institutional use introduces activity levels beyond what is reasonable in a residential cul-de-sac/estate. Increased traffic and parking pressures risk harming neighbour amenity, contrary to Saved UDP Policy GP5 (Protecting amenity).</i></p> <p><i>The Parish Council requests that Leeds City Council give these concerns full consideration and refers this application to the North and East Plans Panel for determination, given the scale of local concern and the potential impact on residential amenity and highway safety.</i></p>
2526/50	<i>Matters requested by councillors – None</i>
2526/51	<i>To receive and consider for decision any recommendations from the Council’s Committees:</i>
	<ol style="list-style-type: none"> <li>1. Staffing Panel <ol style="list-style-type: none"> <li>a. <i>None</i></li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>2. Proposed Environmental &amp; Biodiversity Working Party <ol style="list-style-type: none"> <li>a. To consider and approve Terms of Reference for the Environmental and Biodiversity Working Party <ol style="list-style-type: none"> <li>• <b>Committee will bring to next meeting.</b></li> </ol> </li> </ol> </li> </ol>
	3. Appeals Committee – None
	<ol style="list-style-type: none"> <li>4. Proposed Communications and Engagement Working Party <ol style="list-style-type: none"> <li>a. To consider and approve Terms of Reference for the Communications and Engagement Working Party. <ol style="list-style-type: none"> <li>• <b>Terms of reference approved with amendment to change meeting frequency to “at least one meeting in September” rather than two. Final version posted on website here: <a href="https://www.alwoodleyparishcouncil.gov.uk/document/communications-and-engagement-working-party-terms-of-reference-2025-final/">https://www.alwoodleyparishcouncil.gov.uk/document/communications-and-engagement-working-party-terms-of-reference-2025-final/</a></b></li> </ol> </li> <li>b. To consider and approve a communications policy <ol style="list-style-type: none"> <li>• <b>Committee will bring to the next meeting.</b></li> </ol> </li> </ol> </li> </ol>
	<ol style="list-style-type: none"> <li>5. Proposed Internal Audit Implementation Working Party <ol style="list-style-type: none"> <li>a. To consider and approve Terms of Reference for the Internal Audit Implementation Working Party <ol style="list-style-type: none"> <li>• <b>Committee will bring to the next meeting.</b></li> </ol> </li> </ol> </li> </ol>
2526/52	To receive an update from the Ward Councillor on matters of importance to the Parish.
2526/53	Correspondence received: None requiring action by the Council.
2526/54	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <ul style="list-style-type: none"> <li>- <b>Update from ranger</b></li> <li>- <b>Co-Option process</b></li> <li>- <b>Communications policy</b></li> </ul>
2526/55	Employment matters: None
2526/56	To confirm the date of the next meeting 6 <sup>th</sup> October 2025 at 7pm

Meeting adjourned at 9:05pm