



Alwoodley Parish Council
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Minutes:
Monday 6th October 2025
7.00pm in the Alwoodley Community Hall, The Avenue.

Present

Cllr Dickinson
Cllr Hainsworth
Cllr Jennings
Cllr Jordan
Cllr Pritchard
Cllr Towns
Cllr Wright

Signed as a true record: *Keith White*

Chair

14/11/2025

Apologies

Cllr Buckland
Cllr White

2526/57	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting
2526/58	1. To receive apologies for absence and record these in the minutes <i>Apologies were received and reasons for absence were approved from Cllr White and Cllr Buckland.</i> <i>Resolved that Cllr Towns to communicate concerns discussed.</i>
	2. To consider the approval of reasons for absence given by councillors
2526/59	1. To receive, consider and decide upon any applications for dispensation. • <i>No declaration of interests were made.</i> 2. 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 • <i>No declaration of interests were made.</i>
2526/60	To receive and confirm the minutes of the Parish Council Meeting held on 1 st Sept 2025, as a true and correct record <i>Resolved that the minutes of the Parish Council meeting held on 1st September 2025 be approved as a correct record with the addition of the list of members present.</i>
2526/61	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"> No members of the public requested to participate.
2526/62	<p>Policy Matters:</p> <ol style="list-style-type: none"> To receive the Whole Council Training Report and consider recommendations from it. <ol style="list-style-type: none"> Appendix A: Whole Council Training Report <ul style="list-style-type: none"> It was noted a key learning from the training was to implement a rota of councillors to review accounts and monthly reconciliation and resolved that the Clerk would set up a rota. To reauthorise registration (November) with the ICO and annual payment of the £54 fee. Legal Requirement: Parish, town, and community councils are considered “data controllers” under the UK GDPR and Data Protection Act 2018. <ol style="list-style-type: none"> Appendix B: Briefing Note on ICO registration <ul style="list-style-type: none"> Resolved to approve annual payment of £54 of ICO and reauthorise registration. To consider and adopt the NALC Model Standing Orders (2025 edition) with recommended local adaptations. <ol style="list-style-type: none"> Appendix C: Current Standing Orders Appendix D: Model Standing Orders Appendix E: Memo outlining decisions council must make at this meeting before adopting the standing orders To consider and adopt the NALC Model Financial Regulations (2025 edition) with recommended local adaptations. <ol style="list-style-type: none"> Appendix F: Current Financial Regulations Appendix Appendix G: Model Financial Regulations with options for review and decision Appendix H: Memo with recommended changes and explanations <p>Resolved that Clerk will create full draft, with recommended changes, and send to Audit Committee to bring full draft for final consideration at next meeting.</p>
2526/63	<p>Electoral and Committee Matters:</p> <ol style="list-style-type: none"> To inform the Council that the Notice of Vacancy (Appendix I) created by Cllr Black’s resignation has been posted for a period of 14 working days, ending 10th October, at which time the Council may co-opt a new member. To consider whether to co-opt a new Councillors for the vacancy left open by Cllr Khurshid, and if so, whether to follow the process advised by NALC. (Appendix J) If the Council decides not to co-opt a new councillor, the Council is advised to review this decision at a specified future meeting. To consider whether to co-opt a new Councillors for the vacancy left open by Cllr Black, if 10 electors do not request an election, and if so, whether to follow the process advised by NALC. If the Council decides not to co-opt a new councillor, the Council is advised to review this decision at a specified future meeting. <p>Resolved to hold off Co-option until January, but to publicise vacancies exist and potential applicants can make contact with the Clerk to express interest. In addition note encourage women to apply.</p> <ol style="list-style-type: none"> To receive notice of increase fee for elections. (Appendix K) <p>Resolved to include this line in the budget for 2026/27 accordingly.</p>
2526/64	<p>Financial Matters</p> <ol style="list-style-type: none"> The Clerk noted current bank balances as of September 30th <ol style="list-style-type: none"> Lloyds Current (£52,979.88) as of 30th August (Paper statements only, 1 month lag)

	<p>b. Lloyds Deposit (89175.35)* Note that Clerk does not have these statements.</p> <p>c. Virgin Money (£7323.29) as of Sept 29th.</p> <p>2. <i>The Clerk reported that the Parish Council has received a total of £19,171.07 in Community Infrastructure Levy (CIL) neighbourhood portion funds</i> from Leeds City Council, comprising:</p> <ul style="list-style-type: none"> • £11,704.55 received in November 2022 • £7,466.52 received in September 2025 • <i>It was noted that no CIL expenditure has been reported to the principal authority since 2020.</i> The Clerk confirmed that the CIL funds received in 2022 remain unspent and have therefore been recorded in Scribe within a ringfenced Earmarked Reserve titled "Community Infrastructure Levy (CIL)", in accordance with the Community Infrastructure Levy Regulations 2010 (Reg. 59C & 62A). <p><i>Resolved to establish CIL Reserve per CIL Regulations 2010 (Reg. 59C & 62A).</i></p> <ul style="list-style-type: none"> • The balance of CIL funds held in reserve will be carried forward and reported annually until allocated to eligible infrastructure projects. <p><i>Resolved to allocate £10,000 for bridleway project already paid for in July from this reserve and record it as such in the accounts.</i></p> <ol style="list-style-type: none"> 3. To receive and note cashbook (Appendix L) and Budget Committed Spend Report Appendix M to 30th September. 4. To receive update from Chair on status of banking transition. 5. 2026/2027 Budget Planning <ol style="list-style-type: none"> a. To review budget under and over-spends and consider adjustments to the budget for the second half of the year. (See Budget Committed Spend) b. To review budget requests received from Committees/Working Parties to consider for the budget process to inform the first draft budget for consideration by Council in November. <p><i>Noted that the Environment and Biodiveristy Working Party requested a 26/27 budget lines for footpath improvements along King Lane Meanwood Valley Trail (£10K) and for biodiversity work (£20K)</i></p> <ol style="list-style-type: none"> c. To note and summarise expressions of Interest forms received. (Appendix N) d. Receive and Approve Schedule of Payments (Appendix O) <p><i>Resolved to approve all payments, including voucher 5 (2021 lights), if the Council can confirm that we have not paid. It was noted that the Council cannot confirm this without access to bank statements from 2021 & 2022.</i></p>
2526/65	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <ol style="list-style-type: none"> 1. To inform the Council that Leeds City Council agreed to contribute the additional £4K to enable purchasing the two playground units at £30K budget decided by the Council at the last meeting <p><i>Noted that Council was informed that Leeds City Council agreed to make up the £4K to enable the playground project to proceed.</i></p> <ol style="list-style-type: none"> 2. To receive and consider quote (£3200) for hiring and installation of LED festive lights on four trees (same as previous years). (Appendix P) <p><i>Resolved to approve hiring and installation of LED festive lights from LCC for £3200.</i></p>
2526/66	<p>Planning Committee</p> <p>To receive and note planning decisions/information.</p> <ol style="list-style-type: none"> 1. Updates from Sept 1 meeting

	<p>2. To consider and approve that Mark Illingworth, a resident of Alwoodley Parish, be appointed as a non-voting advisory member of the Planning Committee under s.102(3) Local Government Act 1972, in a volunteer capacity and not as part of his contracted duties as Parish Ranger.</p> <p>Resolved appoint Mark Illingworth to be appointed as non-voting member, not as a part of his contracted duties as Ranger.</p>
2526/67	<p>Matters requested by councillors –</p> <p>None received.</p>
2526/68	<p>To receive and consider for decision any recommendations from the Council's Committees/Working Parties:</p>
2526/69	<p>1. Staffing Panel</p> <p>a. To inform Council that the Clerk has drafted a freelance contract for the Ranger, retroactive to April 1, aligned with approved budget and duties in the Job Description, and confirmed the Ranger has appropriate insurance. The Staffing Panel will review and approve this contract before the Ranger and Clerk sign it and it can be adapted/renewed for the next budget year.</p> <p>Noted that Contract has been approved by staffing panel and Ranger and Clerk have signed the contract, and it is now active, and that it will be reviewed for the upcoming budget year.</p>
2526/70	<p>2. Proposed Environmental & Biodiversity Working Party</p> <p>a. To consider and approve Terms of Reference for the Environmental and Biodiversity Working Party</p> <p>Resolved that the Clerk will draft Terms of Reference for a for Committee to send to the Environment and Biodiveristy working party to consider which they would like to propose to the full council.</p> <p>b. To consider and adopt biodiversity action plan</p> <p>Noted that this was part of Terms of Reference- may or may not be part of the workplan depending on whether the group becomes a committee or working party.</p>
2526/71	<p>3. Appeals Committee – None</p>
2526/72	<p>4. Proposed Communications and Engagement Working Party</p> <p>a. To consider and approve Terms of Reference for the Communications and Engagement Working Party</p> <p>Resolved that the Clerk will draft Terms of Reference for a for Committee to send to the Communication and Engagement working party to consider which they would like to propose to the full council.</p> <p>b. To consider and approve a communications policy for digital communications</p> <p>Resolved to amend policy to include the word “mysoginistic” to the 1st sub-bullet</p> <p>c. To consider and approve a Facebook sub-policy of digital communications policy</p> <p>Resolved to approve policy with amendment that the Clerk and two Councillors will have access and manage the Facebook page.</p> <p>Resolved that communications group will develop plan for creating and printing newsletter and that this plan will include an agreed approach of printing 5000 copies by Royal mail, and remaining 1200 deliver to remaining addresses by volunteers (Buckstones, eccup), staying within the budget of £1500.</p>

2526/73	<p>5. Proposed Internal Audit Implementation Working Party</p> <p>a. To consider and approve Terms of Reference for the Internal Audit Implementation Working Party</p> <p><i>Resolved to defer until next meeting.</i></p>
2526/74	<p>To receive an update on works completed by the Parish Ranger</p> <p><i>Ranger shared updates, including cutting back invasive weeds in Adel woods, clearing footpaths, pruning trees that overhang footpaths, planting and maintaining flowerbeds, litter picking, creating log piles/habitat from pruned branches. Painted phone box little library and more.</i></p>
2526/75	<p>To receive an update from the Ward Councillor on matters of importance to the Parish.</p> <p><i>Cllr Buckley updated the Parish Council on status of Streets for All, local plan progress and potential impact on parish, info on new internet company about to begin project in this area. Fielded questions about trucks on King Lane construction.</i></p>
2526/76	Correspondence received: None requiring action by the Council.
2526/77	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <p><i>No additional items noted.</i></p>
2526/78	Employment matters: None
2526/79	To confirm the date of the next meeting 3 rd November 2025

Meeting end 9:10 pm