



**Alwoodley Parish Council**  
**Clerk: Jennifer Walper Roberts**  
**Alwoodley Community Centre**  
**60 The Avenue**  
**Leeds LS17 7NZ**

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**Minutes of Alwoodley Parish Council Meeting**  
**2<sup>nd</sup> February 2026**

**Present**

- Cllr Jordan
- Cllr Buckland
- Cllr Pritchard
- Cllr Dickinson
- Cllr Wright
- Cllr Towns (Chair)

Signed as a true and accurate record by:

on 22/03/2026

**Apologies**

- Cllr Hainsworth
- Cllr White
- Cllr Jennings

Mrs J A W Roberts (CLERK)

*A public session was held prior to the meeting for 15 minutes, at 7pm, followed by the Parish Council Meeting. Members of the public were instructed to adhere to [the rules](#) set by the council for this session*

*The meeting started at 7:05pm*

2526/1 10	Reminder by the Chair of the Council's <a href="#">policy</a> for the audio or visual recording of this meeting
2526/1 11	1. To receive apologies for absence and record these in the minutes  <b>Apologies from Cllr Hainsworth, Cllr White, and Cllr Jennings were received.</b>
	2. To consider the approval of reasons for absence given by councillors  <b>Resolved that the Council approves the reasons for absence</b>
2526/1 12	1. To receive, consider and decide upon any applications for dispensation. 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  <b>No applications for dispensation were received. No declarations of interest were received.</b>

2526/1 13	<p>To confirm the <a href="#">minutes</a> of the Parish Council Meeting held on 5<sup>th</sup> January as a true and correct record</p> <p><b>Resolved to approve minutes with amendments noted during the meeting.</b></p>
2526/1 14	<p>To inform Council of progress on recommendations from the Internal Audit and approve policies recommended by that audit scheduled to be reviewed and approved by the end of February 2026:</p> <ol style="list-style-type: none"> <li>1. To consider and approve the following policy updates: <ol style="list-style-type: none"> <li>a. Adoption of Model Publication Scheme <ol style="list-style-type: none"> <li>i. To consider and approve adoption of the <a href="#">NALC Model Publication Scheme</a></li> </ol> <p style="text-align: center;"><b>Approved</b></p> <li>ii. To consider and approve updated <a href="#">Information Available from Alwoodley Parish Council</a> Under the Freedom of Information Act</li> </li></ol> <p style="text-align: center;"><b>Approved</b></p> </li> <li>b. Civility and Respect Pledge <p>To pass a resolution to sign up to the <a href="#">Civility and Respect Pledge</a></p> <p style="text-align: center;"><b>All items on the pledge, and whole pledge were approved.</b></p> <ol style="list-style-type: none"> <li>i. To instruct the Clerk to <a href="#">sign up</a> the Council to be listed alongside other Councils who have taken the pledge, and to receive certificate.</li> </ol> <p style="text-align: center;"><b>Approved</b></p> </li> <li>c. <a href="#">Disciplinary Policy</a></li> </ol> <p style="text-align: center;"><b>Approved.</b></p> <ol style="list-style-type: none"> <li>d. <a href="#">Health and Safety Policy</a></li> </ol> <p style="text-align: center;"><b>Approved.</b></p> <p><b>Further discussion about ensuring the Council supports alignment with this policy including first aid kit, log book, and required poster. Clerk to print off H&amp;S poster, purchase First Aid kit and incident logbook.</b></p> <li>2. To inform the Council that the Rules for Participation, Code of Conduct and Standing Orders, approved at the January meeting, have been uploaded to the <a href="#">website</a>. The search bar has been fixed, and previously approved policies that were not showing up in the current policies area now are.</li> <p style="text-align: center;"><b>Noted.</b></p>
2526/1 15	<p>Electoral and Committee Matters:</p> <ol style="list-style-type: none"> <li>1. To consider applications for co-option to fill the casual vacancy on Alwoodley Parish Council.</li> <li>2. To discuss further action to attract candidates.</li> </ol> <p style="text-align: center;"><b>Resolved that Council will coordinate with Clerk to arrange conversations with</b></p>

	<b>candidate.</b>																					
2526/1 16	<p><b>Financial Matters</b></p> <p>116(1) To receive and note current bank balances as of 17th December (Date when this agenda was finalised).</p> <ol style="list-style-type: none"> <li>1. Virgin Current Account - £6017.09</li> <li>2. Lloyds Deposit Account – £89,175.35 (Latest statement 1<sup>st</sup> April) Total: £95,192.44</li> </ol> <p><b>Received and noted. Clerk noted sum total of accounts recorded on agenda were incorrect, and have been corrected in these minutes (£95,192.44, not £130,407.93)</b></p> <p><b>Bank reconciliations and cashbook amounts are correct.</b></p> <p>116(2) To receive and note <a href="#">bank reconciliation</a>, <a href="#">cashbook</a>, and <a href="#">monitoring report</a> for January 2026.</p> <p><b>Received and noted that Clerk will bring revised reports in February with requested changes to scribe entries from Cllr Wright. Noted that balances and reconciliation are correct.</b></p> <p>1116(3). To consider and approve the following payments:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Net</th> <th>VAT</th> <th>Total</th> <th>Description</th> <th>Supplier</th> <th>Invoice/Order No</th> </tr> </thead> <tbody> <tr> <td>10.02.2026</td> <td>£27.40</td> <td>£0.00</td> <td>£27.40</td> <td>An Introduction to the Basic Planning System Webinar</td> <td>Yorkshire Local Councils Associations (YLCA)</td> <td>INV-5032</td> </tr> <tr> <td>10.02.2026</td> <td>£54.80</td> <td>£0.00</td> <td>£54.80</td> <td>Public Rights of Way (PROW) Webinar</td> <td>Yorkshire Local Councils Associations (YLCA)</td> <td>INV-5064</td> </tr> </tbody> </table> <p><b>Payments approved.</b></p> <p>116(7) To receive update from Chair on status of banking transition (reserves account).</p> <p><b>Noted that transfer is imminent.</b></p>	Date	Net	VAT	Total	Description	Supplier	Invoice/Order No	10.02.2026	£27.40	£0.00	£27.40	An Introduction to the Basic Planning System Webinar	Yorkshire Local Councils Associations (YLCA)	INV-5032	10.02.2026	£54.80	£0.00	£54.80	Public Rights of Way (PROW) Webinar	Yorkshire Local Councils Associations (YLCA)	INV-5064
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2526/1 17	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <ol style="list-style-type: none"> <li>1. To inform the Council that brass bands are scheduled to play at the village green on 21 June and 27 Sept.</li> </ol> <p><b>Noted</b></p> <ol style="list-style-type: none"> <li>2. To consider and discuss whether to highlight either of these band dates to include Leeds 400 celebration.</li> </ol> <p><b>The Council approves idea of June 21<sup>st</sup> June being part of Leeds 400 Celebration and Engagement Working Party to create a plan for this for the March meeting.</b></p> <ol style="list-style-type: none"> <li>3. To request some support from Councillors to plan and prepare for upcoming 17<sup>th</sup> March Annual Parish Meeting, 6pm-7:30pm.</li> </ol> <p><b>Noted that the Clerk to share who has been invited.</b> <b>Suggestions from councillors Cllr Buckley suggested Jane from Leeds 400</b></p>																					

	<p><b>officer.</b>  <b>Mark to organise refreshments.</b>  <b>Cllr Towns, Cllr Pritchard and Cllr Dickinson agreed to meet with Clerk to plan.</b>  <b>Clerk to invite representative from Leeds 400 &amp; Tree Officer to speak.</b></p> <p>4. To inform the Council that the PACT meeting dates are posted on the Council's <a href="#">website</a></p> <p><b>Noted.</b></p> <p>5. To hear updates from Cllrs Dickinson, Cllr Jordon and Cllr Wright on festive lights suggestions for next year (note-full brief scheduled for April meeting)</p> <p><b>No updates</b></p>
2526/1 18	<p>Matters requested by councillors</p> <p><b>1. None</b></p>
2526/1 19	<p>To receive and consider for decision any recommendations from the Council's Committees/Working Parties:</p> <p>1. Staffing Panel – None</p> <p><b>Noted to check contract about annual review for Clerk and to make arrangements for it.</b></p> <p>2. Planning Committee</p> <p>a. To receive and note planning decisions/information from 2<sup>nd</sup> February meeting.</p> <p><i>26/00009/FU To note concern about 1. change of character and 2. of the in an area that is already busy and has issues with on-street parking due to a prior development. To note concern about 1. change of character and 2. of the in an area that is already busy and has issues with on-street parking due to a prior development.</i></p> <p><b>Resolved that the Council approves this comment to be submitted.</b></p> <p>3. Proposed Environmental &amp; Biodiversity Working Party</p> <p>a. To consider and approve updated <a href="#">Terms of Reference</a></p> <p><b>Resolved that the council approves Environmental and Biodiversity Working Party Terms of Reference.</b></p> <p>4. Appeals Committee – None</p> <p>5. Communications and Engagement Working Party -To receive notice board update</p> <p><b>Resolved that the Clerk to ask Cllr Hainsworth to update on notice board at New Inn at Eccup.</b></p>
2526/1 20	<p>To receive an update from the Ward Councillor on matters of importance to the Parish.</p> <p>Cllr Neil Buckley spoke.</p> <ul style="list-style-type: none"> <li>• <b>Town and Parish Meeting in Wetherby. Theme is crime-stoppers.26th February at 5:30pm</b></li> <li>• <b>Jane Wohl Leeds 400 Keen to support.</b></li> <li>• <b>Suggestion to produce a newsletter advertising the Annual Parish Meeting.</b></li> </ul>
2526/1 21	<p>Correspondence received:</p> <p><b>-None requiring action by the Council.</b></p>

2526/1 22	To notify the clerk of matters for inclusion on the agenda of the next meeting  - <b><i>Resolved that Cllr Pritchard and the Clerk will arrange a meeting with the Allotments leadership and bring an update to the next meeting.</i></b>
2526/1 23	To confirm the <u>date</u> of the next meeting is 2 <sup>nd</sup> March 2026  <b><i>The date was confirmed</i></b>

**Meeting concluded at 8:30pm**

\*Note the agenda and all papers listed above can be found here:

<https://www.alwoodleyparishcouncil.gov.uk/document-category/parish-council-meeting-agendas/2026/february-2026/>