



Alwoodley Parish Council
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Minutes of Alwoodley Parish Council Meeting
2nd February 2026

Present

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

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 policy for the audio or visual recording of this meeting
2526/1 11	1. To receive apologies for absence and record these in the minutes Apologies from Cllr Hainsworth, Cllr White, and Cllr Jennings were received.
	2. To consider the approval of reasons for absence given by councillors Resolved that the Council approves the reasons for absence
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 No applications for dispensation were received. No declarations of interest were received.

2526/1 13	<p>To confirm the minutes of the Parish Council Meeting held on 5th January as a true and correct record</p> <p>Resolved to approve minutes with amendments noted during the meeting.</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"> 1. To consider and approve the following policy updates: <ol style="list-style-type: none"> a. Adoption of Model Publication Scheme <ol style="list-style-type: none"> i. To consider and approve adoption of the NALC Model Publication Scheme <p style="text-align: center;">Approved</p> ii. To consider and approve updated Information Available from Alwoodley Parish Council Under the Freedom of Information Act <p style="text-align: center;">Approved</p> b. Civility and Respect Pledge <p>To pass a resolution to sign up to the Civility and Respect Pledge</p> <p style="text-align: center;">All items on the pledge, and whole pledge were approved.</p> <ol style="list-style-type: none"> i. To instruct the Clerk to sign up the Council to be listed alongside other Councils who have taken the pledge, and to receive certificate. <p style="text-align: center;">Approved</p> c. Disciplinary Policy <p style="text-align: center;">Approved.</p> d. Health and Safety Policy <p style="text-align: center;">Approved.</p> <p>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&S poster, purchase First Aid kit and incident logbook.</p> 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 website. The search bar has been fixed, and previously approved policies that were not showing up in the current policies area now are. <p style="text-align: center;">Noted.</p>
2526/1 15	<p>Electoral and Committee Matters:</p> <ol style="list-style-type: none"> 1. To consider applications for co-option to fill the casual vacancy on Alwoodley Parish Council. 2. To discuss further action to attract candidates. <p style="text-align: center;">Resolved that Council will coordinate with Clerk to arrange conversations with</p>

	candidate.																					
2526/1 16	<p>Financial Matters</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"> 1. Virgin Current Account - £6017.09 2. Lloyds Deposit Account – £89,175.35 (Latest statement 1st April) Total: £95,192.44 <p>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)</p> <p>Bank reconciliations and cashbook amounts are correct.</p> <p>116(2) To receive and note bank reconciliation, cashbook, and monitoring report for January 2026.</p> <p>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.</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>Payments approved.</p> <p>116(7) To receive update from Chair on status of banking transition (reserves account).</p> <p>Noted that transfer is imminent.</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"> 1. To inform the Council that brass bands are scheduled to play at the village green on 21 June and 27 Sept. <p>Noted</p> <ol style="list-style-type: none"> 2. To consider and discuss whether to highlight either of these band dates to include Leeds 400 celebration. <p>The Council approves idea of June 21st June being part of Leeds 400 Celebration and Engagement Working Party to create a plan for this for the March meeting.</p> <ol style="list-style-type: none"> 3. To request some support from Councillors to plan and prepare for upcoming 17th March Annual Parish Meeting, 6pm-7:30pm. <p>Noted that the Clerk to share who has been invited. Suggestions from councillors Cllr Buckley suggested Jane from Leeds 400</p>																					

	<p>officer. Mark to organise refreshments. Cllr Towns, Cllr Pritchard and Cllr Dickinson agreed to meet with Clerk to plan. Clerk to invite representative from Leeds 400 & Tree Officer to speak.</p> <p>4. To inform the Council that the PACT meeting dates are posted on the Council's website</p> <p>Noted.</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>No updates</p>
2526/1 18	<p>Matters requested by councillors</p> <p>1. None</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>Noted to check contract about annual review for Clerk and to make arrangements for it.</p> <p>2. Planning Committee</p> <p>a. To receive and note planning decisions/information from 2nd 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>Resolved that the Council approves this comment to be submitted.</p> <p>3. Proposed Environmental & Biodiversity Working Party</p> <p>a. To consider and approve updated Terms of Reference</p> <p>Resolved that the council approves Environmental and Biodiversity Working Party Terms of Reference.</p> <p>4. Appeals Committee – None</p> <p>5. Communications and Engagement Working Party -To receive notice board update</p> <p>Resolved that the Clerk to ask Cllr Hainsworth to update on notice board at New Inn at Eccup.</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"> • Town and Parish Meeting in Wetherby. Theme is crime-stoppers.26th February at 5:30pm • Jane Wohl Leeds 400 Keen to support. • Suggestion to produce a newsletter advertising the Annual Parish Meeting.
2526/1 21	<p>Correspondence received:</p> <p>-None requiring action by the Council.</p>

2526/1 22	To notify the clerk of matters for inclusion on the agenda of the next meeting - <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>
2526/1 23	To confirm the <u>date</u> of the next meeting is 2 nd March 2026 <i>The date was confirmed</i>

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/>