



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 the Alwoodley Parish Council Meeting on Monday 2nd March 2026

Present

- Cllr Hainsworth
- Cllr Jennings
- Cllr Jordan (Chair)
- Cllr Buckland
- Cllr Pritchard
- Cllr Dickinson
- Cllr Downes (Co-Opted at this meeting)

Signed as a true and accurate record by

Chair: *Daniel Jordan*

Date: 27/04/2026

Ward Councillors Lyn Buckley and Neil Buckley were also present.

Apologies

- Cllr White
- Cllr Townes
- Cllr Wright

Period of public participation commenced at 7:00pm. No one from the public presented. The Parish Council Meeting then commenced by the Clerk at 7:00pm.

2526/ 124	<p>(1) Election of Chairman for the Meeting It was noted by the Clerk that both the Chair and Vice-Chair had submitted apologies for the meeting. In accordance with the Council's Standing Orders and the Local Government Act 1972, the Clerk called for nominations for a Chairman for the duration of the meeting.</p> <p>Proposed by Cllr Pritchard, seconded by Cllr Dickinson, it was RESOLVED that Cllr Jordan be elected to chair the meeting. (Vote: Unanimous-6)</p> <p>Reminder by the Chair of the Council's policy for the audio or visual recording of this meeting.</p> <p>The Chair reminded the meeting of the Council's policy regarding the audio and visual recording of proceedings.</p>
2526/ 125	<p>1. To receive apologies for absence and record these in the minutes NOTED that apologies were received.</p> <p>2. To consider the approval of reasons for absence given by councillors RESOLVED to approve apologies.</p>
2526/ 126	<p>1. To receive, consider and decide upon any applications for dispensation. No applications for dispensation were received.</p> <p>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 declarations were made.</p>

	<p>3. To remind Councillors to review their current register of interests and submit any updates directly to Debbie.Oldham@leeds.gov.uk from Committee Services, Leeds City Council, cc'ing the.clerk@alwoodleyparishcouncil.gov.uk, before the Annual Meeting (11th May).</p> <p>Noted.</p> <p>4. To request that Councillors complete this Dispensation Request form in relation to any item discussed in the determining the 2026/2027 budget (retroactively) and for budgeting decisions between now and setting the 2027/2028 budget.</p> <p>Noted.</p>
2526/127	<p>To confirm the minutes of the Parish Council Meeting held on 2nd February as a true and correct record</p> <p>The minutes were confirmed as a true and correct record, pending change about surname.</p>
2526/128	<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 March 2026.</p> <ol style="list-style-type: none"> 1. To consider and approve the following policy updates: <ol style="list-style-type: none"> a. IT and Equipment Policy b. Complaints Procedure c. Recording Meetings Policy d. Staffing Panel Terms of Reference e. Planning Committee Terms of Reference f. General Working Party Terms of Reference g. Appeals Committee Terms of Reference h. Grant Awarding Policy i. Dignity at Work Policy, <p>RESOLVED to approve the above policies.</p> <ol style="list-style-type: none"> 2. To inform the Council that the updated and newly approved policies from February's meeting are on the website: Health and Safety Policy, Publication Scheme, List of Information Available from Alwoodley Parish Council Under the Freedom of Information Act, Disciplinary Policy, Environmental, Sustainability and Biodiversity Working Party Terms of Reference <p>Noted</p> <ol style="list-style-type: none"> 3. To inform the Council that the Clerk signed up on behalf of the Council to be listed alongside other Councils who have taken the Civility and Respect pledge, and the Council has received this certificate, now published on the website. <p>Noted</p> <ol style="list-style-type: none"> 4. To receive and approve updated register of assets and to note that internal audit highlighted need for Council to approve this each year. <p>Resolved to approve updated register of assets</p> <ol style="list-style-type: none"> 5. To consider and approve asset inspection log template and request Parish Ranger to complete inspection of assets by 15th May. <p>Resolved to approve asset inspection log template and approve request for inspection for Parish Ranger.</p> <ol style="list-style-type: none"> 6. To note that Clerk has run website accessibility scan, score 49.88%, and instructed IT provider to make changes to bring website into better compliance, per Audit recommendation. <p>Noted that IT provider has brought contrast into compliance, that Clerk has set up a better and more compliant eNewsletter signup and software, ...</p> <ol style="list-style-type: none"> 7. To note that Clerk has printed off required Health & Safety Poster and posted it and, and purchased First Aid Kit, and incident log, to comply with Health and Safety policy and legal requirements. <p>Noted.</p>
2526/129	<p>Electoral and Committee Matters:</p> <ol style="list-style-type: none"> 1. To consider applications from candidates for co-option to the Parish Council.

- a. **To receive** presentations or statements from candidates expressing interest in the vacancy.

Geoffrey Downes presented his motivation and ways he'd like to contribute.

- b. **To vote** on the co-option of a candidate to the Council.

Councillors asked questions regarding community engagement, financial trade-offs, and politically

- c. **To resolve** that the successful candidate be co-opted as a member of Alwoodley Parish Council, subject to the signing of the [Declaration of Acceptance of Office](#).

- d.

Resolved that the Geoffrey Downes was co-opted, by unanimous vote, as a member of the Parish Council and that he signed the Declaration of Acceptance in front of the Council, signed by the Clerk and the Chairman.

RESOLVED: Following a vote, it was resolved by an absolute majority that Geoffrey Downes be co-opted as a member of Alwoodley Parish Council. The Declaration of Acceptance of Office was signed and witnessed by the Clerk, and Cllr Jordan, after which, Cllr Downes joined the meeting.

To request that Councillors consider what committees and roles they'd like to be nominated for from May, and send requests to the Clerk by using [this form](#) by 30th April. This is to prepare the agenda for the Annual Meeting on Monday, 11 May 2026, at 7:00 PM.

Noted. Clerk fixed form so that Councillors can sign up for more than one committee.

2526/
130

Financial Matters

130(1) To receive and note current bank balances as of 24th February (Date when this agenda was finalised).

1. Virgin Current Account - £8,089.15
 2. Lloyds Deposit Account – £89,175.35 (Latest statement 10/3/2025)
- Total: £97,264.50

Noted

Resolved for Clerk to work with Cllr Downes to draft a letter of complaint to Lloyds.

130(2) To receive and note bank reconciliation, cashbook, and monitoring report for February 2026.

Noted.

130(3) To note that the Clerk successfully reclaimed £6,669.72 in VAT for as far back as allowable (13/02/2023 – 31/12/2025) and that is now in the bank account.

Noted.

130(4). To consider and approve the following payments:

#	Date	Net	VAT	Total	Description	Supplier
135	03.03.2026	£861.13	£172.23	£1,033.36	Notice Board	Greenbarnes Ltd

Noted that The Clerk introduced Appendix A with additional payments for approval, shown here:

Voucher No	Date	Net	VAT	Total	Description

144	03.03.2026	£105.00	£0.00	£105.00	YLCA Training Day Delegate - Cl Dickinson
143	03.03.2026	£65.99	£0.00	£65.99	Health and Safety Items and annual meeting supplies
142	28.03.2026	£101.54	£0.00	£101.54	pension
141	21.03.2026	£1,070.13	£0.00	£1,070.13	Clerk's Salary
140	15.03.2026	£37.00	£7.40	£44.40	Membership Subscription 1 Apr 2025 to 31 March 2026
139	21.03.2026	£318.98	£0.00	£318.98	PAYE and NI contributions
138	03.03.2026	£175.00	£0.00	£175.00	Parish Council Room Hire
135	03.03.2026	£861.13	£172.23	£1,033.36	Notice Board
127	31.03.2026	£0.00	£0.00	£0.00	Payroll Administration

RESOLVED to approve all payments.

130(4) To receive update from Chair on status of banking transition (reserves account).

No update received.

130(5) To view and approve the [Rota for Monthly Financial Oversight](#) and Monthly Oversight Checklist for Councillors

Resolved to accept the [Rota for Monthly Financial Oversight](#) and Monthly Oversight Checklist, and for Councillors to be responsible for the dates they are assigned. Agreed to swap dates among each other and let Clerk know should conflicts arise.

2526/
131

To receive information on the following ongoing issues and decide further action where necessary

1. To update the Council about how the Brass Band Concert on 21st June can be part of Leeds 400 and determine next steps.

Clerk provided information on theme and received ideas, commitments from Councillors, including Cllr Downes, Cllr Dickinson, Cllr Jordan, Cllr Pritchard. Cllr Downes will convene the meeting.

2526/
132

Matters requested by councillors

No matters requested by the Councillors.

2526/
133

To receive and consider for decision any recommendations from the Council's Committees/Working Parties:

1. Staffing Panel
 - a. Date set for Clerk's annual appraisal
2. Planning Committee
 - a. To receive and note planning decisions/information from 2nd March Planning

	<p>Committee Meeting.</p> <p>No comments to be submitted to the Planning Committee of Leeds City Council.</p> <p>3. Proposed Environmental & Biodiversity Working Party</p> <p>No decisions or recommendations.</p> <p>4. Appeals Committee</p> <p>5. Communications and Engagement Working Party</p> <p>a. To receive notice board update</p> <p>Noted that permissions received from Vicky Nunns at LCC to go ahead and Cllr Wright, Cllr Dickinson and Mark Illingworth, Ranger, will install.</p> <p>b. To receive update on draft Annual Parish Meeting agenda</p> <p>Members reviewed the agenda.</p> <p>Engagement working group to meet again to finalise plans.</p> <p>To consider approach to invitation distribution</p> <p>It was noted that all invitations had now been distributed.</p> <p>c. To consider and approve the draft agenda for the Annual Parish Meeting.</p> <p>Resolved to approve agenda for Annual Parish Meeting with the following Amendments.</p> <p>Clerk to send jpg to Cllrs to put on Whatsapp</p>
2526/134	<p>To receive an update from the Ward Councillor on matters of importance to the Parish.</p> <p>Cllr L Buckley noted that playground at the bottom of Cranmer Bank newly installed and has been graffitied; Prevented funding for dementia facility at MaeCare Yew Tree Ct from being withdrawn for the next year;</p>
2526/135	<p>Correspondence received.</p> <p>Noted that none require action by the Council.</p>
2526/136	<p>To notify the clerk of matters for inclusion on the agenda of the next meeting</p> <p>None raised.</p>
2526/137	<p>To confirm the date of the next meeting is 13th April at 7pm.</p> <p>Confirmed</p>

Chairman closed the meeting at 8:08pm.

*Note this agenda all papers listed above can be found here:

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