



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

Minutes
 Alwoodley Parish Council Meeting Minutes
 Monday 5th January at 7:30pm

Present

Cllr Hainsworth
 Cllr Townes
 Cllr Jordan
 Cllr Pritchard
 Cllr Dickinson
 Cllr Jennings
 Cllr Wright
 Cllr White (Chair)

Signed as a true and accurate record by

Keith White

on 5/01/2026

Mark Illingworth as Ranger

Apologies

Cllr Buckland

2526/9 6	Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting The Chair reminded those present of the Council's expectations regarding the audio or visual recording of the meeting, in accordance with the Council's policy and standing orders.
2526/9 7	1. To receive apologies for absence and record these in the minutes Apologies for absence were received from: Peter Buckland.
	2. To consider the approval of reasons for absence given by councillors RESOLVED that the reasons for absence be approved.
2526/9 8	1. To receive, consider and decide upon any applications for dispensation No applications for dispensation were received. 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 3. Councillors were invited to declare any interests not already declared under the Council's Code of Conduct or Register of Disclosable Pecuniary Interests. No additional declarations were made.
2526/9 9	To confirm the minutes of the Parish Council Meeting held on 3rd November 2025 as a true and correct record

	<p>RESOLVED that the minutes be approved as a true and correct record and signed by the Chair.</p>
2526/100	<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 January 2026:</p> <ol style="list-style-type: none"> 1. To consider and approve the following policy updates: <ol style="list-style-type: none"> a. Standing Orders <ol style="list-style-type: none"> i. To consider and approve draft Standing Orders that align with the 2025 NALC Model Standing Orders <p>RESOLVED: That the Standing Orders be approved.</p> b. Code of Conduct <ol style="list-style-type: none"> i. To consider and approve an updated Code of Conduct that aligns with NALC model and has more specific local complaints procedure. <p>RESOLVED: That the Rules for Public Participation be approved</p> c. Draft Rules for Public Participation <ol style="list-style-type: none"> i. To consider and approve draft Rules for Public Participation <p>RESOLVED: That the Rules for Public Participation be approved</p> <p>To inform the Council that the Transparency and Accountability page has been updated with the policies that were approved at the November 2025 meeting. Old policies have been moved to an Archive folder and current policies are in the Current Policies Folder on the website.</p> <p>NOTED.</p>
2526/101	<p>Electoral and Committee Matters:</p> <ol style="list-style-type: none"> 1. To inform Council that no one has expressed interest in being Co-Opted as of 17 December 2025. <p>NOTED with a verbal update from the Clerk that one person has now expressed interest.</p>
2526/102	<p>Financial Matters</p> <p>102(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 - £41,232.58 2. Lloyds Deposit Account – £89,175.35 (Latest statement 1st April) <p>Total: £130,407.93</p> <p>NOTED</p> <p>102(2) To receive and note bank reconciliation, cashbook, and monitoring report for:</p> <ol style="list-style-type: none"> 1. November 2025 2. December 2025 <p>NOTED</p> <p>102(3) To approve recommendations from Staffing Panel for the following arrangements to support the Clerk in completing the Certificate in Local Council Administration (CiLCA), in the interests of maintaining a qualified and professionally supported Proper Officer:</p> <ol style="list-style-type: none"> 1. That the Clerk’s contracted hours be temporarily increased from 50 hours to 67 hours per month for a 12-month period from January 2026, for the purpose of completing the CiLCA qualification, after which hours will revert to the current level unless otherwise resolved by Council. 2. That the Council approves payment of £1,015 (£495 CiLCA course fee and £520

- mentoring support via the Yorkshire and Humber Regional Training Partnership).
3. Budget Provision
That the above costs, including the temporary increase in hours, be met through reallocation of funds from the Community Grants budget (2025/26) and spread across the 2025/26 and 2026/27 financial years, with detailed salary calculations managed administratively and excluded from the public minutes.

RESOLVED:

1. That the Clerk's contracted hours be temporarily increased from 50 hours to 67 hours per month for a 12-month period from January 2026, after which hours will revert unless otherwise resolved by Council.
2. That payment of £1,015 be approved (£495 CiLCA course fee and £520 mentoring support via the Yorkshire and Humber Regional Training Partnership).
3. That these costs, including the temporary increase in hours, be met through reallocation of funds from the Community Grants budget (2025/26) and spread across the 2025/26 and 2026/27 financial years, with detailed salary calculations managed administratively and excluded from the public minutes.

Resolved to purchase of laptop for £500, extender £50, Microsoft office £55.

102(4) To note that the last three years of allotment rent have not been paid totalling £1,350.

NOTED.

REQUEST Clerk to send lease to councillors

102(5). To consider and approve the following payments

Voucher Number	Date	Net	VAT	Total	Description	Supplier	Power Used for Spending
113	19.01.2026	£30,000.00	£0.00	£30,000.00	Playground Installation	Leeds City Council	Community centres - Government (Miscellaneous Provisions) Act 1976
114	19.01.2026	£495.00	£0.00	£495.00	Payment to the SLCC for their verifier to formally	Society of Local Council Clerks	Local Government Act s.111
107	06.01.2026	£520.00	£0.00	£520.00	Tutoring and support of CiLCA qualification by the YHRTP for	Yorkshire Local Councils Associations (YLCA)	Administration of the Local Government Act 112 (1)
110	06.01.2026	£450.00	£0.00	£450.00	Allotment Rent	Leeds City Council - City Development Income Team	Commons and Communities - Small Holdings and Act 1908, s.34
111	06.01.2026	£450.00	£0.00	£450.00	Allotment Rent	Leeds City Council - City Development Income Team	Allotments - Smallholdings Allotments Act 1908,
112	06.01.2026	£450.00	£0.00	£450.00	Allotment Rent	Leeds City Council - City Development Income Team	Allotments - Smallholdings Allotments Act 1908,

RESOLVED: That the payments be approved.

102(6) To note that the Clerk has filed a VAT return totalling £4,217.45 for April – November 2025. To further note that the Council has not claimed back VAT since 2022 and the Clerk will attempt to do this.

NOTED.

	<p>102(7) To receive update from Chair on status of banking transition (reserves account). UPDATE RECEIVED. Action to work with past Councillors to use a paper check to transfer funds in deposit account</p> <p>102 (8) To consider and approve the appointment of Louise Baudet, Town & Parish Council Audit Services, to conduct the internal audit, £300 for audit, inclusive 2 zoom meetings. £75 additional meeting in advance of audit to check in on progress on plan from last year's audit.</p> <p>RESOLVED: That the appointment be approved.</p> <p>102(9) To consider and approve 2026/2027 Budget and precept demand. The Council considered the draft budget and precept demand for the 2026/27 financial year. RESOLVED: That the 2026/27 budget of £64,641 be approved. RESOLVED to set reserves at £75,016 (£42K general operating, £8K elections earmark, £10K footpaths earmark, £15K biodiversity earmark). RESOLVED to set the precept demand at £64,496.00</p>
2526/ 103	<p>To receive information on the following ongoing issues and decide further action where necessary.</p> <ol style="list-style-type: none"> To inform the Council that the playground installations have been completed. <p>NOTED</p> <ol style="list-style-type: none"> To inform the Council that the Clerk has enquired about process for ordering and improving festive lights. <p>NOTED</p> <ol style="list-style-type: none"> To consider and decide whether to hand over ownership/management of adult exercise equipment to Leeds City Council. <p>RESOLVED to hand over ownership management of adult exercise equipment to Leeds City Council, and to communicate this decision on PC communications.</p> <ol style="list-style-type: none"> To inform the Council that the dates for 2026 meetings are updated on the website and posted to the noticeboards. <p>NOTED</p>
2526/ 104	<p>Matters requested by councillors</p> <ol style="list-style-type: none"> Cllr Dickinson requested the formation of a Working Group for Festive Lights. This will be on the agenda for discussion in April, ahead of the Annual Meeting. <p>Resolved that Cllrs Dickinson, Jordan, and Cllr Wright to look into options ahead of the April meeting.</p>
2526/ 105	<p>To receive and consider for decision any recommendations from the Council's Committees/Working Parties:</p> <ol style="list-style-type: none"> Staffing Panel – See 25/26 102(3) above <p>NOTED</p> <ol style="list-style-type: none"> Planning Committee <ol style="list-style-type: none"> To receive and note planning decisions/information from 5th January meeting. <p>Noted that was that there was one duplicate application and Clerk will enquire as to why.</p> <ol style="list-style-type: none"> Environmental & Biodiversity Working Party None Appeals Committee – None Communications and Engagement Working Party <p>Noted that there was spotty delivery. Resolved to install the notice board near little library £1033 + labour.</p>
2526/ 106	<p>To receive an update from the Ward Councillor on matters of importance to the Parish. 400 Year anniversary of Leeds being incorporated as a city Clerk to forward PACT meetings to councillors Info on signage to reducing large vehicles on narrow part of king lane.</p>
2526/	<p>Correspondence received: None requiring action by the Council.</p>

107	NOTED
2526/ 108	To notify the clerk of matters for inclusion on the agenda of the next meeting. Co-Option,
2526/ 109	To confirm the date of the next meeting is 2 nd February 2026 NOTED

The meeting brought to a close at 8:40pm

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

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