ALWOODLEY
PARISH COUNCIL

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

Monday 11 May at 7:30pm following the Annual Meeting at 7:45 AT the Alwoodley Community Hall, The Avenue, LS17 7NZ.

Mrs J A W Roberts (CLERK)

PRESENT:
Cllr Jordan (Chairman)
Cllr Pritchard
Cllr Hainsworth
Cllr Dickinson
Cllr Duxbury
Cllr Jennings
Cllr Downes
Cllr Wright

Signed as a true and accurate record by
Name/Role: Dan Jordan Chair
Signature: Daniel Jordan 03/11/2026

APOLOGIES:
Cllr Towns

In attendance:
Jennife Roberts, clerk
Note that the Ward Councillors gave apologies in advance

During the period of public participation Julia from MaeCare and Naomi from Alwoodley Repair Café presented about the grant proposals considered during the meeting.

A G E N D A

2627/33	The Chair reminded all in attednace of policy for the audio or visual recording of this meeting
2627/34	1. To receive apologies for absence and record these in the minutes 2. To consider the approval of reasons for absence given by councillors **Apologies were received and approved.**
2627/35	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 ***Cllr Dickinson's interest in the Repair Café – Grant Application was noted and he will not vote on that item.***
2627/36	To confirm the minutes of the Parish Council Meeting held on 13th April as a true and correct record. **Resolved to approve the minutes of the 13th April meeting.**
2627/37	To receive update from the Ward Member – **No Ward members present.**
2627/38	**Noted that Internal Audit was not received and all the items in related, listed below, will be included in the June agenda:**

	2025/2026 Year End Finance and Audit 1. To receive the Internal Auditor's Report for the 2025/26 financial year. 2. AGAR Section 1: To approve the Annual Governance Statement 2025/26. 3. AGAR Section 2: To approve the Accounting Statements 2025/26. 4. To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, and the Transparency Code for Smaller Authorities. This includes: a. Annual Internal Audit Report 2025/2026 b. Section 1 – Annual Governance Statement 2025/2026 c. Section 2 – Accounting Statements 2025/2026 d. Analysis of variances e. Bank Reconciliation to 31 March 2026 f. Notice of the period for the exercise of public rights and other information required by Regulation 15(2), Accounts and Audit Regulations 2015.
2627/39	**Financial Matters** 1. The Council received and noted bank balances as of 30th April. a. Virgin Current Account £62215.62 b. Lloyds Deposit Account £89175.35 (Latest statement 10/3/2025) 2. The Council received and noted bank reconciliation, cashbook, and monitoring report for March 2026. i. Bank Reconciliation, with invoices, signed and approved ii. Cashbook iii. Transaction Report – April 2026 iv. Monitoring Report **3.** To consider and approve Schedule of Payments and corresponding invoices. **RESOLVED to approve payments.** **RESOLVED to ask Ranger to create to create a map of assets and items funded by the Parish Council.** **Requested that Clerk look into ownership status of phone box.** 4. To receive update from Chair on status of banking transition (reserves account). 5. The Council considered the following grants. a. RESOLVED to approved £1000 for MaeCare grant and advise Clerk to approve. b. RESOLVED to approve grant of £480 Alwoodley Repair Café (Project of Alwoodley 2030)
2627/40	The Council Received update on following. 1. Adult Exercise Equipment. It was noted that the handover back to Leeds City Council was still not completed and that the inspection was overdue. Clerk to chase urgently as the inspection for it is due. 2. Received update on individual plans received and requested more to finalise and approve Training and Development Plan at the June meeting. 3. RESOLVED to approve Digital Communications Policy
2627/41	Matters requested by councillors None requested
2627/42	The Council received and considered recommendations from the Council's Committees/Working Parties: 1. Staffing Panel 2. Planning Committee

	a. No that no comments on applications will be submitted from 11 May Planning Committee Meeting. 3. Environment, Sustainability and Biodiversity Working Party - no report 4. Appeals Committee – no report 5. Communications and Engagement Working Party a. Clerk to ask Parks if PC may hang a banner (size 2M x 60 cm) b. Cllr Wright noted that signage under .6 m2 displayed for a short period is allowable. c. RESOLVED to approve Sponsorship Policy
2627/43	1. Receoved updates from the Parish Ranger about recent path clearing, bin advocacy. Ranger nominated bin Nursery Lane near Allerton HS and end of Far Moss by golf course to collect poo bags. 2. Noted that accessible path to the picnic table has deteriorated. Ranger will look into options together with Clerk. 3. Cllr Wright provided update on noticeboard. 4. Council discussed issuing a short term contract to Mark so that new rates can be aligned with budget planning.  5. To ranger noted activies to improve biodiversity that the Parish Ranger has untertaken and and possible future projects.
2627/44	To receive correspondence from electors and consider appropriate responses/actions. - Requests for signs to prevent verge parking - Emmerdale update - Clerk noted
2627/45	Members notified the clerk of the following matters for inclusion on the agenda of the next meeting - Clerk to investigate whether there is a working from home policy and lone working policy and bring to next meeting. - Bonfire night discussion to reduce traffic, including invitation to Ward Councillors to update/advise, and permission.
2627/46	The Chair confirmed date of the next meeting is Monday 1st June at 7pm.

The chair closed the meeting at 9:04pm

*Note this agenda all papers listed above can be found here:
https://www.alwoodleyparishcouncil.gov.uk