



## Minutes of the Parish Council meeting held on Monday 4<sup>th</sup> October 2021

Commenced: 7.30pm

Concluded: 8.30pm

**Present:** Cllr L. Buckley (Chairman)  
Cllr N. Buckley  
Cllr Williams  
Cllr Fryer  
Cllr Hainsworth  
Cllr Greenberg  
Cllr White  
Cllr Smith  
Cllr Illingworth

Clerk: Rebecca Crabtree

### **2122/066 Introduction from the Chairman**

Cllr L. Buckley welcomed all to the meeting.

### **2122/067 Public Participation**

Two members of public were present. No matters were raised.

### **2122/068 To receive any apologies and approve reasons for absence**

Apologies were received from Cllr Towns and Cllr Black and reasons were approved

### **2122/069 Declaration of Interests**

**a) To receive any declarations of interest not already declared under the council's code of conduct or members Register of Disclosable Pecuniary Interests**

None declared.

**b) To receive, consider and decide upon any applications for dispensation**

None received.

**2122/070 To confirm the minutes of the Meeting of the council meeting held on 13<sup>th</sup> September 2021 as a true and accurate record.**

**Resolved** to approve the minutes of the Parish Council meeting held on 13<sup>th</sup> September 2021 with amendments.

### **2122/071 Financial matters**

**a) To approve the schedule of payments**

**Resolved** to approve the schedule of payments. See Appendix 1.

**a) To approve the bank reconciliation and budget comparison**

**Resolved** to approve the bank reconciliation and budget comparison. See Appendix 2.

**b) To note the completion of the internal control check**

Noted.

**c) To note the conclusion of the External Audit for the financial year ending 31<sup>st</sup> March 2021**

Noted.

**d) To approve the quote to renew the insurance**



**Resolved** to approve the insurance quote at a cost of £810.37.

**2122/072 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:**

**Resolved** to contact LCC regarding installing the waste bin near the new play equipment on the village green.

**a) To receive an update about the LED speed sign project and consider other highway issues**

It was noted that the Clerk had not received a response and will contact LCC regarding this.

**b) To receive an update about the playground**

Cllr Williams and Cllr Smith are attending meetings shortly about the new play equipment and markings. They asked Cllr N. Buckley if he could request that the swings are returned as they have not been put back since the playground was re-opened after COVID.

The Clerk will continue to obtain quotes for the play equipment repairs.

**c) To receive a communications and IT update**

The Clerk confirmed that the Facebook page is now live. The website was discussed and it was **resolved** to enquire further about the current contract and obtain further quotes.

**d) To consider holding an event for the Queens Platinum Jubilee**

Cllr L. Buckley made Cllrs aware that LCC management team have confirmed that they do not have the capacity or resources in the team to commit to taking on the full management of the event. LCC have confirmed that the lead event organiser named on the event management plan would take full responsibility for the safe operation of the event. This was discussed and it was resolved that Cllr L. Buckley will make further enquires and a final decision will be made at the next meeting.

**e) To receive an update about the wildflowers at the end of the Lane/Avenue**

Cllr Fryer made Cllr's aware that he has contacted Northern Gas Networks with the proposal and he had a positive response. He will provide further information at the next meeting.

**2122/073 To receive updates from the Parish Council's working parties**

**Trees on King Lane:** Cllr L. Buckley is attending a meeting with LCC about replacing the trees as it is coming up to planting season. The costs are to be approved at the next meeting.

**Wildflowers:** Cllr L. Buckley is attending a meeting with LCC about the bulbs on the A61 to agree where the best place is to plant them.

**2122/074 To receive an update from the Ward member**

Cllr N. Buckley made Cllr's aware that he attended the LCC Full Council meeting and enquired about the works on the King Lane footpath. This has been acknowledged by email and he is hoping this matter will now progress.

**2122/075 To receive an update about the recent Planning Committee meeting**

Cllr White gave an update about the planning meeting. Two members of public were present and they had concerns about an application on Sunningdale Avenue and Moortown Golf Club. The Committee resolved to object to these applications on a number of grounds along with an application on Sandmoor Drive and Leeds Golf Centre.

The committee have raised their concerns about the way the applications are currently being publicised.

Two applications were referred to the Plans Panel.

**2122/076 To review/adopt/approve the following policies:**

**a) Diversity and Equality Policy**

**Resolved** to adopt the policy.

**2122/077 To notify the clerk of matters for inclusion on the agenda of the next meeting**

- Trees
- Wildflowers
- IT
- Working parties



- Suggestions for budget
- Playground
- Enhancing the village
- Speed signs

**2122/078 Chairman’s remarks and correspondence**

Cllr L. Buckley requested the clerk to obtain quotes for white lining to approve at the next meeting. Cllr’s were requested to send the Clerk suggestions to include in the upcoming budget.

**2122/079 To confirm the date of the next meeting as 1<sup>st</sup> November 2021 at 7.30pm.**

**Resolved** that the next meeting is to be held on 1<sup>st</sup> November 2021 at 7.30pm

**Appendix 1**

**Schedule of payments to be approved at the Parish Council meeting held on 4<sup>th</sup> October 2021**

Payee	Details	Amount
HMRC	PAYE & NI	£4.00
D. M. Hull	Lengthsman	£538.00
R. Crabtree	Salary	£510.00
R. Crabtree	Expenses	49.80
PKF Littlejohn	External Audit	£360.00

**Appendix 2**

**Bank Reconciliation and Budget Comparison**

**Bank Reconciliation**

Financial year 2021/2022

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 28<sup>th</sup> September 2021

Balance as per bank statements as at 28<sup>th</sup> September 2021

<b>BANK STATEMENTS</b>		
<b>Treasurers Account balance as at 28th September 2021</b>	£34,998.95	
<b>Savings account as at 28th September 2021</b>	£87,091.12	
<b>Unpresented cheques</b>		
<b>Total</b>		£122,090.07
<b>CASH BOOK</b>		
<b>Opening balance</b>		£81,392.55
<b>Add receipts</b> (Precept and LCTS - £51038.00, HMRC £2038)		£53,077.50
<b>Payments to date</b>		£12,379.98
<b>Closing Balance as at 28th September 2021</b>		£122,090.07

Copies of the minutes of this meeting will be available on the Parish Council website: [www.alwoodleyparishcouncil.org](http://www.alwoodleyparishcouncil.org).

Copies are also available upon request to the Parish Clerk,

[the.clerk@alwoodleyparishcouncil.org](mailto:the.clerk@alwoodleyparishcouncil.org) 07532011269 Alwoodley Parish Council, 60 The Avenue, Alwoodley LS17 7NZ



## Budget Comparison

The table below shows the Parish Council's expenditure to 28<sup>th</sup> September 2021

Expenditure	2021/2022 Budget	Current expenditure
<b>Regular Admin Costs</b>		
Room Hire	£2,000.00	£360.00
Stationary	£500.00	£10.20
Books/Training	£500.00	
IT	£1,000.00	£399.75
Salary and related costs	£9,500.00	£3638.60
Lengthsman	£9,000.00	£3779.98
Insurance	£1,000.00	
Audit Fees	£400.00	£50.00
Membership/subscriptions	£1,500.00	£1146.95
Newsletters	£1,500.00	£986.00
Mileage/Taxis	£100.00	
Wi-Fi	£192.24	£96.12
Fitness Equipment	£1,000.00	
Elections	£500.00	
Allotments	£450.00	£450.00
<b>Grants</b>		
Grants	£2,000.00	
S137		
<b>Events</b>		
Band Concerts x 2	£1,120.00	£60.00
VE Day Event	£0.00	
<b>Other agreed costs/projects</b>		
Mini flowerbeds	£600.00	£143.06
Wild flowerbeds	£1,750.00	
Garden maintenance	£840.00	£213.50
Festive lights and Tommy light	£6,500.00	
Little Free Library	£200.00	
Play equipment	£0.00	
Front garden competition	£500.00	
Public Rights of Way and footpath leaflets	£1,000.00	
Cold Calling Zone		
Tree budget		
Defibrillator	£500.00	
Speed signs		
Dog waste bags	£500.00	
Misc.		£709.97
General Reserves	£25445.00	



Earmarked reserves	£5,000.00	
	<b>£75,097.24</b>	<b>£12,044.13</b>

Please note: The total amount is different to bank reconciliation due to VAT amount not on comparison.