



## Alwoodley Parish Council Full Council Meeting

### Minutes of the Parish Council meeting held on Monday 6<sup>th</sup> July 2020 via remote link using Zoom.

Commenced: 7.05pm

Concluded: 8.35pm

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

Clerk: Rebecca Crabtree

One member of public was present.

**2021/017 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**  
**Resolved** that Cllr L. Buckley be elected as Chairman for 2020-2021.

**2021/018 To elect the Vice Chairman of the Council and to receive the Vice Chairman's Declaration of Acceptance of Office**  
**Resolved** that Cllr Williams be elected as Vice Chairman for 2020-2021.

**2021/019 Introduction from the chairman**  
Cllr L. Buckley welcomed everyone to the meeting.

**2021/020 Public participation**  
None.

**2021/021 To receive apologies and approve reasons for absence**  
Apologies were received by Cllr Greenberg and the reasons were approved.

**2021/022 Declaration of Interests**

**a) To receive any declarations of interest not already declared under the Councils 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.

**2021/023 To confirm the minutes of the full council meeting held on 1<sup>st</sup> June 2020 as a true and accurate record**  
**Resolved** to approve the minutes of the Parish Council meeting held on 1<sup>st</sup> June 2020.

**2021/024 Financial matters**

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

**Resolved** to approve the schedule of payments.

Chq No	Payee	Date	Description	Amount
1251	R. Crabtree	06/07/2020	Zoom Fee	£14.39
SO	R. Crabtree	06/07/2020	Salary (Increase due to overpayment of PAYE/NI)	£796.20
1252	R. Crabtree	06/07/2020	Contribution towards SLCC membership	£40.00
1253	R. Crabtree	06/07/2020	Stamps	£13.68
<b>Total</b>				<b>£864.27</b>

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

**Resolved** to approve the bank reconciliation and budget comparison.

**c) To note the Annual Internal Audit Report for 2019/2020 included at page 3 of the Annual Governance and Accountability Return 2019/2020**

**Resolved** that Annual Internal Audit Report for 2019/20 be noted.

**d) To approve Section 1 - Annual Governance Statement 2019/2020 for Alwoodley Parish Council on page 4 of the Annual Governance and Accountability Return 2019/2020**

**Resolved** that Alwoodley Parish Council approve Section 1 Annual Governance Statement 2019/20 for Alwoodley Parish Council on page 4 of the Annual Governance and Accountability Return 2019/20.

**e) To approve Section 2 - Accounting Statements 2019/2020 for Alwoodley Parish Council on page 5 of the Annual Governance and Accountability Return 2019/2020**

**Resolved** that Alwoodley Parish Council approve Section 2 Section 2 - Accounting Statements 2019/20 for Alwoodley Parish Council on page 5 of the Annual Governance and Accountability Return 2019/2020

**f) To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities. This includes:**

- Annual Internal Audit Report 2019/2020
- Section 1 – Annual Governance Statement 2019/2020
- Section 2 – Accounting Statements 2019/2020
- Analysis of variances
- Bank Reconciliation to 31 March 2020
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**Resolved** that, in accordance with the Accounts and Audit Regulations 2015, the Local Audit (Smaller Authorities) Regulations 2015, SI 2020/404 The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 and the Transparency Code for Smaller Authorities, Alwoodley Parish Council will publish the documents on the Parish Council website

**2021/025 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:**

**a) To receive an update on the King Lane footpath**

The Clerk received an update from C. Procter at LCC Highways Department that included the following:

- White lining in the area is to be renewed and a survey of the double white lines is to be undertaken and altered accordingly
- Additional bend and road narrowing signage will be provided
- Some bollards will be installed in the unofficial layby
- Additional rumble strip markings will be installed on King Lane to alert drivers to slow down as required.
- He is looking into providing some advisory 'Max Speed 30' supplementary plates to the warning signs that will be erected for the bends

**Resolved** that the Clerk will contact C. Procter and request an update on the footpath.

**b) To consider installing LED Speed signs**

It was noted that the Clerk had not received a response from LCC regarding the LED signs and will contact them again.

**c) To receive an update on the Band Concert due to be held in August**

The Clerk confirmed the Band Concert has been cancelled. Cllr Illingworth offered the use of a marquee for future concerts if required due to poor weather conditions and Cllr L. Buckley thanked him.

**d) To consider arrangements for the Alwoodley Adder on the Village Green**

**Resolved** that the Alwoodley Adder will remain as a permanent feature in the current location by cementing the stones and covering with acrylic resin. The Clerk will liaise with the lengthsman. Cllr Illingworth confirmed that a resident had removed the stones for safekeeping and he will make contact. It was agreed to place a notice on the Village Green stating that residents can add a stone if they wish to do so and request that they are dropped off at an agreed location. The Clerk will contact LCC to request permission.

**e) To approve the Annual Report Poster**

**Resolved** to approve the Annual Report.

**2021/026 To receive updates (if any) from the Parish Council's working parties**

Cllr L. Buckley confirmed that the wildflowers have been ordered for 2021.

It was noted that work on the Telephone Kiosk has still not commenced and the Clerk will look into this.

**2021/027 To receive an update from the Ward member**

Cllr N. Buckley made the Councillors aware of a meeting that took place between himself, L. Buckley, and LCC regarding a piece of land in between Sunningdale Avenue and the Birkdales. This land is in a poor state and the Ward Councillors wrote to the residents requesting suggestions to improve the area. It was agreed that they would be unable to replace the tree that was removed a year ago and would tarmac the area instead. LCC are going to look into planting trees, installing flower beds and installing a bench on the grassed area. These improvements will be financed by the Ward Councillors.

**2021/028 To receive the minutes from the Planning Committee and to receive an update about the recent meeting**

Cllr White gave an update. The councillors considered three applications and agreed that they had no objections.

**2021/029 Matters requested by councillors**

**a) To receive a Coronavirus update (NB)**

It was noted that LCC are currently discussing when to begin meetings in person.

**b) To consider installing CCTV on the Village Green (LB)**

**Resolved** not to install CCTV.

**c) To consider a Community Orchard and agree any necessary action (NB)**

It was noted at the last meeting that seven trees had been cut down opposite Tesco's on King Lane. Since then Cllr N. Buckley has been approached about planting an orchard in that area. There is currently a development on King Lane near the Sainsbury's roundabout that was approved with conditions that included planting trees in Alwoodley. Cllr N. Buckley asked Councillors if they would like to share the project with the development and plant the orchard which would decrease the cost for the Parish Council.

**Resolved** that Councillors would be happy to contribute and Cllr N. Buckley will obtain quotes for it to be approved at the next meeting.

**d) To consider and agree to purchase a new mobile for the Clerk (LB)**

**Resolved** to purchase a new mobile phone.

**e) To discuss signage on the Village Green (LB)**

Cllr L. Buckley has been asked if signage could be placed on the Village Green regarding litter and noise. This was discussed.

**Resolved** not to install signage and will look at installing more waste bins.

**f) To agree the cost of the newsletter insert at a cost of £200 (LB)**

**Resolved** to agree the cost of the newsletter insert and Councillors will begin delivering the newsletters in September.

**2021/030 Council organisational matters**

**a) To agree membership of the Parish Council's Planning Committee**

**Resolved** that the current councillors will remain on the Committee.

**b) To agree membership of the Parish Council's working parties**

**Resolved** that the Councillors Areas of Responsibilities for 2020/2021 will be as follows:

Alwoodley Allotment Association Liaison – Cllr Hainsworth

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

Alwoodley in Bloom Liaison – To be supported by the Parish Council and to request that Alwoodley in Bloom request information to Parish if required.

Best kept front garden competition – To be discussed in the future

Communications Working Party – Cllr L. Buckley, Cllr N. Buckley, Cllr Smith, Cllr Williams, Cllr White, and Cllr Hainsworth

Festive Lights – Cllr Smith and Cllr Williams

Leeds City Council Liaison – Cllr N. Buckley

Little Free Library and Telephone Box – Cllr Smith and Cllr Williams

Mini Flowerbeds – Cllr Smith, Cllr Williams and M. Hull

Neighbourhood Development Plan Working Party – Cllr Towns and Cllr White

Playground – Cllr Smith and Cllr Williams

Wildflowers, trees and shrubs – Cllr L. Buckley, Cllr N. Buckley, and Cllr Smith

Footpaths and Open Space – Cllr Hainsworth and Cllr Illingworth

#### Panels Membership

Staffing Panel – Cllr N. Buckley, Cllr Towns and Cllr White

Appeals Panel – Cllr Smith, Cllr Williams and Cllr Hainsworth

#### Committee membership

Planning Committee – Cllr White, Cllr Fryer, Cllr Illingworth, Cllr Black and Cllr Towns

#### **c) To note the attendance register for 2019/2020**

The attendance register was noted.

#### **2021/031 To consider the following correspondence received and decide action where necessary:**

##### **a) To consider the West Yorkshire Devolution Deal**

Cllr N. Buckley attended an online meeting that was held to explain some implications of devolution. He confirmed that the election for the Mayor will take place next May, and he or she will have considerable powers. It was noted that the elected mayor would not be able to set aside any aspects of a Neighbourhood Plan. This was discussed.

##### **b) To consider correspondence from a resident regarding a plan for active travel**

**Resolved** that the Parish Council will support the initiative.

##### **c) To consider a grant of £500 towards the ACAs renovation project**

**Resolved** to grant £500 towards the renovation project.

##### **d) To consider and agree councillor training**

**Resolved** that Cllr White, Cllr Towns and Cllr Fryer will attend training and the Clerk will arrange the courses.

#### **2021/032 To notify the clerk of matters for inclusion on the agenda of the next meeting**

The councillors were asked to notify the Clerk in advance of the next meeting.

#### **2021/033 Chairman's remarks and correspondence**

Cllr L. Buckley requested the Clerk to email the Standing Orders to Councillors and request them to read item 16.

Cllr L. Buckley would like face to face meetings to commence as soon as possible and will wait for further guidance.

#### **2021/034 To confirm the date of the next meeting as Monday 7<sup>th</sup> September 2020 in accordance with the agreed schedule**

**Resolved** that the next meeting will be held on 7<sup>th</sup> September 2020.

***Throughout the meeting, there was disruptive behaviour by a councillor. The Clerk read out the Standing Orders and warned the councillor that if this continued, action would be taken as stated in the Standing Orders.***