



## Minutes of the Annual Meeting of the Parish Council held on Monday 9<sup>th</sup> May 2022

Commenced: 7.30pm

Concluded: 8.40pm

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

Clerk: Rebecca Crabtree

**2223/001 To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office**  
**Resolved** to elect Cllr L. Buckley as Chairman and the Declaration of Acceptance was signed.

**2223/002 To elect the Vice Chairman and to receive the Vice Chairman's Declaration of Acceptance of Office.**  
**Resolved** to elect Cllr Williams as Vice Chairman and the Declaration of Acceptance was signed.

**2223/003 Introduction from the Chairman**  
Cllr L. Buckley welcomed all to the meeting.

**2223/004 Public Participation**  
Two members of public were present interested in council proceedings.

**2223/005 To receive any apologies and approve reasons for absence**  
Apologies were received from Cllr Towns, Cllr White and Cllr Smith and reasons were approved.

### **2223/006 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.

**2223/007 To confirm the minutes of the full council meeting held on Monday 4<sup>th</sup> April 2022 as a true and accurate record.**

**Resolved** to approve the minutes of the Parish Council meeting held on 4<sup>th</sup> April 2022 as a true and accurate record.

### **2223/008 Financial matters**

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

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

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

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



**c) To note that the Parish Council has received the Precept for 2022/2023**

Noted.

**d) To approve the Asset Register**

**Resolved** to approve the Asset register.

**e) To note the Annual Internal Audit Report for 2021/2022 included at page 3 of the Annual Governance and Accountability Return 2021/2022**

The Internal Audit was noted.

**f) To approve Section 1 - Annual Governance Statement 2021/2022 for Alwoodley Parish Council on page 4 of the Annual Governance and Accountability Return 2021/2022**

**Resolved** to approve Section 1 - Annual Governance Statement 2021/2022 on page 4 of the Annual Governance and Accountability Return 2021/2022

**g) To approve Section 2 - Accounting Statements 2021/2022 for Alwoodley Parish Council on page 5 of the Annual Governance and Accountability Return 2021/2022**

**Resolved** to approve Section 2 - Accounting Statements 2021/2022 on page 5 of the Annual Governance and Accountability Return 2021/2022

**h) 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:**

- Annual Internal Audit Report 2021/2022
- Section 1 – Annual Governance Statement 2021/2022
- Section 2 – Accounting Statements 2021/2022
- Analysis of variances (Appendix 6)
- Bank Reconciliation to 31 March 2022
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

**Resolved** to approve the publication of the documents stated above.

**2223/009 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:**

**a) To receive an update about the Five Lane Ends Fingerpost**

The Clerk reported that she has submitted the insurance claim and is waiting for a response. Cllr Hainsworth has obtained a quote from the original supplier.

**Resolved** to agree the quote from the original supplier as it is a bespoke item and place the order. The Clerk will contact the insurance provider.

**b) To consider and agree to plant trees to celebrate the Queens Platinum Jubilee**

**Resolved** to agree to plant a tree on the Village Green next to the playground and install a tree seat. A plaque will be placed to state that it was planted to celebrate the Queens Platinum Jubilee.

**2223/010 Matters requested by councillors/Clerk**

**a) To note the resignation of Cllr Fryer and receive an update about the Councillor vacancy (Clerk)**

Cllr Fryers resignation was noted. It was confirmed that the required number of electors have requested an election for the vacancy and it will be held on 23<sup>rd</sup> June 2022. The closing date for nominations is 25<sup>th</sup> May 2022. The Clerk will contact LCC to find out further information on the election process.

**b) To approve the festive and Tommy light quote for 2022 (LB)**

**Resolved** to defer to the next meeting.

**c) To consider buying supplies to combat dog fouling issues in the village (SS)**

**Resolved** to purchase 4 antifouling sprays and 2 stencils to combat the dog fouling issue at a cost of £150.00.

**d) To agree to have printed a flyer advertising both the band concerts plus paid delivery of these up to a total cost of £650 (LB)**

**Resolved** to agree the cost of £650 to print the flyers and paid delivery.



**2223/011 To receive updates from the Parish Council's working parties and agree any necessary action including the following:**

**a) Playground**

Cllr Williams reported that the contractor has not begun repainting the play equipment. She made Cllrs aware that a piece of the new play equipment was broken and the supplier has repaired it.

**b) Grassed area maintenance**

**Resolved** to defer to the next meeting.

**c) Platinum Jubilee Garden**

Cllr Williams reported that LCC have obtained four quotes that ranged from £1945.00-£10,464.00 to clear the path and put the chippings along the pathway of the Rhododendron Walk. It was **resolved** to agree the quote of £2112 as suggested by LCC.

They are trying to set up a 'Friends of' group so that LCC will allow planting along the walk.

**d) Jubilee Event**

It was noted that the Jubilee Event is unable to go ahead due to unforeseen circumstances. The PC have agreed to plant a tree to celebrate. Cllr L. Buckley made all aware that Cllr Smith has suggested painting one of the service boxes in the Parish and this is being investigated. It will be included on the next agenda.

**e) Any other working party**

No updates.

**2223/012 To receive an update from the Ward member**

Cllr N. Buckley reported that he is corresponding with Yorkshire Water regarding Verity's Shaft to see if they have any suggestions for the piece of land.

**2223/013 To receive an update from members representing external bodies**

No update.

**2223/014 To receive an update from the Planning Committee**

It was noted that the Planning Committee meeting was cancelled as it wasn't quorate.

**2223/015 Organisational matters**

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

**Resolved** to defer to the next meeting.

**b) To note the attendance register for 2021/2022**

Noted.

**c) To appoint two councillors to attend the YLCA Branch Meetings**

**Resolved** to appoint Cllr Greenberg and Cllr Hainsworth.

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

**Resolved** to defer to the next meeting.

**2223/016 To consider any correspondence received and agree any necessary arrangements:**

**a) To consider a request regarding installing a memorial bench on the Village Green**

**Resolved** that it was agreed previously not to install further memorial benches on the Village Green. The Cllrs discussed other sites within the Parish along with the request to install new play equipment. It was noted that the resident would need to speak to LCC and Cllr L. Buckley agreed to phone the resident to explain this.

**b) To consider a grant request from Alwoodley Primary School**

**Resolved** that the PC requires further information from the school before a decision is made and the Clerk will contact the school.

**c) To consider a grant request from Alwoodley Allotments Society**

**Resolved** to agree to grant £425 to Alwoodley Allotments Society to replace the water circulation pump.

**d) To consider correspondence received regarding planting a woodland**

**Resolved** to send an invite for the next meeting so it can be discussed further.

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



**2223/017 To notify the clerk of matters for inclusion on the agenda of the next meeting**

Cllr Greenberg requested to include Parish boundary revision.

**2223/018 Chairman's remarks and correspondence**

Cllr L. Buckley asked all to arrive at 7pm for the Annual Parish Meeting.

**2223/019 To confirm the date of the next meeting as 6<sup>th</sup> June 2022 at 7.30pm**

**Resolved** that the next meeting is to be held on 6<sup>th</sup> June 2022 at 7.30pm.

**Appendix 1**

**Schedule of payments to be approved at the Parish Council meeting held on 9<sup>th</sup> May 2022**

Payee	Details	Amount
R. Crabtree	Salary	£599.95
R. Crabtree	Salary	£718.87
HMRC	PAYE & NI	£26.40
R. Crabtree	Expenses	£14.30
Account-Ant	Internal Audit	£180.00
D. M. Hull	Lengthsman	£365.27

**Appendix 2**

**Bank Reconciliation and Budget Comparison**

**Bank Reconciliation**

Financial year 2021/2022

Prepared by: Rebecca Crabtree, Responsible Financial Officer

Date: 31<sup>st</sup> March 2022

Balance as per bank statements as at 31<sup>st</sup> March 2022

<b>BANK STATEMENTS</b>		
<b>Treasurers Account balance as at 31st March 2022</b>	£21,437.92	
<b>Savings account as at 31st March 2022</b>	£87,097.05	
<b>Unpresented cheques</b>		
<b>Total</b>		£108,534.97
<b>CASH BOOK</b>		
<b>Opening balance</b>		£81,393.78
<b>Add receipts</b> (Precept and LCTS - £50209.60, LCC Precept grant £829, HMRC £2038 Allotments £450, interest £4.65)		£53,532.20
<b>Payments to date</b>		£26,391.01

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Closing Balance as at 31st March 2022	£108,534.97
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## Budget Comparison

The table below shows the Parish Council's expenditure to 31<sup>st</sup> March 2022

Expenditure	2021/2022 Budget	Current expenditure	Comments
<b>Regular Admin Costs</b>			
Room Hire	£2,000.00	£720.00	
Stationary	£500.00	£25.20	
Books/Training	£500.00	£62.50	
IT	£1,000.00	£466.70	
Salary and related costs	£9,500.00	£7,382.74	
Lengthsman	£9,000.00	£5,837.74	
Insurance	£1,000.00	£823.19	
Audit Fees	£400.00	£350.00	
Membership/subscriptions/Fees	£1,500.00	£1,664.45	
Newsletters	£1,500.00	£986.00	
Mileage/Taxis	£100.00		
Wi-Fi	£192.24	£192.24	
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	£460.00	
VE Day Event	£0.00		
<b>Other agreed costs/projects</b>			
Mini flowerbeds	£600.00	£384.89	
Wild flowerbeds	£1,750.00	£1750.00	
Garden maintenance	£840.00	£416.00	
Festive lights and Tommy light	£6,500.00		Payment is due for the lights but we are questioning the amount



Little Free Library	£200.00		
Front garden competition	£500.00		
Public Rights of Way and footpath leaflets	£1,000.00		
Defibrillator	£500.00		
Dog waste bags	£500.00		
Misc		£3,363.64	Trees, playground and road markings, verge signs and Telephone kiosk works.
General Reserves	£25445.00		
Earmarked reserves	£5,000.00		
	<b>£75,097.24</b>	<b>£25,335.29</b>	

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