



Minutes of the Annual Meeting of the Parish Council held on Monday 15th May 2023

Commenced: 7.00pm

Concluded: 8.40pm

Present: Cllr White (Chair)
Cllr Hainsworth
Cllr Black
Cllr Illingworth
Cllr Towns
Cllr Jennings
Cllr Wright

2324/001 To elect the Chair of the Council and to receive the Chair's Declaration of Acceptance of Office
Resolved to elect Cllr K. White as Chair and the Declaration of Acceptance was signed.

2324/002 To elect the Vice Chair and to receive the Vice Chair's Declaration of Acceptance of Office.
Resolved to elect Cllr Towns as Vice Chair and the Declaration of Acceptance was signed.

2324/003 Introduction from the Chairman
Cllr White welcomed all to the meeting.

2324/004 Public Participation
There were no members of the public present at the meeting.

2324/005 To receive any apologies and approve reasons for absence
Apologies were received from Cllr Black and reasons were approved.

2324/006 To welcome new Councillors to the meeting
New Councillors Louise Jennings and Stephen Wright were welcomed to the meeting and paperwork was signed.

2324/007 Appointment of Planning Committee
It was noted this is the main sub-committee of the Parish Council. The Planning Committee is also responsible for the Neighbourhood Plan and managing the process.
It was resolved Footpaths would no longer have a separate working party and will now fall within the planning committee.
Councillors appointed on the Planning Committee are Cllrs Black, Illingworth, Towns, White and Hainsworth.
It was resolved to appoint a Chair at the next meeting in June.

2324/008 Appointment of Council Sub-Committees and Working Parties

It was resolved to have the below Panel members:

Staffing Panel – Cllrs White, Towns and Wright.

Appeals Panel – Cllrs Illingworth, Hainsworth and Jennings

Environmental Sub Committee – Cllrs Hainsworth, Jennings, Wright

It was noted that the Environmental Committee will have under their remit the Allotments, Alwoodley in Bloom, Front garden appeal, mini flowers, Wild flower trees and the grassed area.

Festive Lights (seasonal agenda item)

To be diarised for discussion in September, October and November Council meetings.



LFL, telephone box and playground – it was resolved these will no longer have a working party. It was agreed that the Lengthsman will look after and report any maintenance issues back to the PC on the condition of these. Cllr Illingworth to liaise with the Lengthsman on a regular basis.

2324/006 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.

2324/007 To confirm the minutes of the full council meeting held on Monday 3rd April 2023 as a true and accurate record.

Resolved to approve the minutes of the Parish Council meeting held on 3rd April 2023 as a true and accurate record.

2324/008 Financial matters

a) To approve the schedule of payments

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

2324/009 To receive information on the following ongoing issues, the Decision List and decide further action where necessary:

a) To receive an update re new tree to replace the tree down on King Lane (KW)

It was agreed to delegate this item to the new Environment Committee

b) To receive an update re the service box

It was noted the artist will complete this in June.

c) To receive an update re Summer Bands 2023

It was noted arrangements are in place and the Lengthsman will collect and deliver the chairs for the events.

d) To consider the quotation for Alwoodley PC lights

It was resolved to agree the quotation and liaise with LCC to ensure they adhere to the dates as agreed

e) To receive an update re meeting with LCC and the planting project (DT)

It was noted this meeting has been rearranged, Cllr Towns to provide a further update at the next meeting

f) To receive an update from the working party on employing an outside contractor to deal with the verge creep within the parish

It was agreed to delegate this item to the new Environment Committee

g) To receive an update on providing street lighting to the public footpath that links Moss Valley to Sunningdale Green. A second project would be to do the same on the section from Moss Valley to The Avenue

An update was provided to the council. This item is now awaiting the commissioned environmental report and a full report on the Parish Council finances from the Parish Clerk. To be revisited when both reports are available.

2324/010 To agree matters requested by Councillors and agree any necessary action

a) To consider King Lane request for accident statistics (RH)

RH to write to highways and the police to request statistics.

To consider grant request

Deferred to next month's meeting when all councillors should have received and had time to review the application detail (to be re-circulated with the agenda for the June meeting).

b) To consider villager correspondence re tree planting, grassed area and PC spend

When a full finance report has been prepared and provided by the Parish Clerk a response will be provided and a summary included in an Autumn Parish Newsletter. Deadline – June's Meeting.



c) To consider bank signatories

To be revisited when the Parish Clerk has confirmed access to the Bank Account and has the paperwork to remove and add signatories to the account. To be confirmed in time for June's meeting.

d) To consider PC working parties

It was **resolved** to create working parties as noted in 2324/008 as above.

2324/011 To receive updates from the Parish Council's working parties and agree any necessary action including the following:

a) Any other working party

No updates

2324/012 To receive an update from the Ward member

None present. It was agreed to send an open invitation to all three LCC councillors to attend future meetings.

2324/013 To receive an update from members representing external bodies

No update.

2324/014 To receive an update from the Planning Committee

A verbal update was provided from the Planning Committee

2324/017 To notify the clerk of matters for inclusion on the agenda of the next meeting

For future agendas the following items should be included:

- Matters arising from Minutes of last meeting (not covered elsewhere)
- Finance Report
- Any Urgent Business (reasons for urgency to be provided)

To be agreed at the next meeting of the Council:

- Terms of Reference for the Environment Committee

2324/018 Chair's remarks and correspondence

Chair made a few closing remarks and closed the meeting at 8:27pm

2324/019 To confirm the date of the next meeting as 5th June 2023 at 7.30pm

Resolved that the next meeting is to be held on 5th June 2023 at 7.30pm.

Appendix 1

Schedule of payments to be approved at the Parish Council meeting held on 15th May 2023

Payee	Details	Amount
Yorkshire Local Councils Association	Annual membership	£1,116.00
D.M Hull	Lengthsman	£TBC
Bradford Community payroll	Monthly payroll services	£36.00
E. Martin	Salary	£502.35
HMRC	PAYE & NI	£125.40
ELEMENTOR	WEBSITE	49USD (£ AMOUNT TBC)