

# HAREWOOD PARISH COUNCIL

Incorporating  
Harewood, Wike, Weardley and Wigton Moor



## MINUTES OF AN ANNUAL PARISH COUNCIL MEETING HELD IN HAREWOOD VILLAGE HALL ON THURSDAY 14 MAY 2026 AT 8.00PM

<u>COUNCILLORS</u>	<u>WARD</u>	<u>HOME PHONE</u>	<u>PRESENT</u>
Kate HILL (Chair)	HAREWOOD/WIKE	0113 2886495	Y
Richard D MASTERTON	HAREWOOD/WIKE	0113 2886444	Y
Mike PAWSON	WIGTON		Y
Howard FOREMAN	WIGTON		Y
Angela LAWTON	WIGTON		Y
Bob HILL	WIGTON		Y

Also in attendance was Mr K Sedman (Parish Clerk).

The Chair opened the meeting at 8.00 pm.

### 1. APPOINTMENT OF CHAIR AND VICE-CHAIR

Councillor Masterton proposed and Councillor Pawson seconded that Councillor Kate Hill be re-elected Chairperson for the forthcoming year. There being no further nominations Councillor Hill was unanimously elected.

Councillor Hill proposed and Councillor Foreman seconded that Councillor Masterton be re-elected Vice-Chair. There being no further nominations Councillor Masterton was unanimously elected.

### 2. APPOINTMENT OF RESPONSIBLE FINANCE OFFICER AND PROPER OFFICER

The Clerk was unanimously re-appointed to the above roles.

### 3. CHAIR'S DECLARATION OF ACCEPTANCE OF OFFICE

Councillor Hill signed the Declaration of Acceptance of Office which was witnessed and counter-signed by the Proper Officer of the Council.

### 4. APPOINTMENT OF COUNCILLORS TO PLANNING AND FINANCE COMMITTEES

It was agreed that the above committees will comprise Councillors with online access.

### 5. COUNCILLORS DECLARATIONS OF INTEREST

There were no declarations of interest.

### 6. MINUTES OF THE MEETING HELD IN HAREWOOD VILLAGE HALL 26 MARCH 2026

The minutes of the last meeting were accepted as a true record and signed as such by the Chair.

## **7. APOLOGIES FOR ABSENCE**

Apologies were received from Mr P Stephenson (Cemetery Clerk).

## **8. PLANNING MEETING OPENED 8.08PM**

### **8.1 Planning Applications Received**

- 26/01534 Whingate Farm Bungalow, Wike Ridge Lane. Demolition of existing equestrian building; construction of one dwelling.  
HPC OBJECTION – creation of a residential dwelling in the Green Belt.
- 26/01722 Thehovels, Weardley Lane. Variation of conditions 2 (approved plans), 8, 10 and 12 to previously approved Planning Application 18/07108/FU to remove the PV panels from the development and enable works as built regarding cycle parking, external materials and soft landscaping.  
HPC NO OBJECTION
- 26/01868 2 Crescent Cottages, The Avenue. Replacement windows and front door.  
HPC NO OBJECTION
- 26/01997 Gateways School. Removal of condition 21 (BREEAM) to previously approved Planning Application 23/01584/FU (Construction of two-storey extension to existing Preparatory School building with associated playgrounds and landscaping).  
HPC NO OBJECTION
- 26/02165 Highwood, Millfield Farm, Harrogate Road. Removal of existing septic tank to relocate and instal bio-disc water treatment plant; associated works including new manhole.  
HPC NO OBJECTION
- 26/02373 16 The Avenue, Harewood. Listed building application for internal alterations associated with new and removed door openings, new and removed stud walls and partitions and encapsulation of secondary staircase; alterations to flooring, joists and utilities including new openings for ventilation flue; external alterations including removal of a porch, works to stonework and replacements and refurbishments of windows and doors to existing openings.  
HPC OBJECTION – ambiguity and inaccuracies in accompanying document.

### **8.2 Planning Applications Determined**

- 26/00360 22 Wigton Chase. Retrospective application for extended roof canopy to side with balustrade.  
APPROVED
- 26/00946 140 Wigton Lane. First floor front and rear extensions, insertion of first floor window to side.  
APPROVED
- 26/01185 106 Plantation Gardens. Part two storey, part first floor rear extension.  
APPROVED

## **PLANNING MEETING CLOSED AT 8.08PM AND COUNCIL MEETING RESUMED**

## **9. OTHER AGENDA ITEMS**

### **9.1 Cemetery Report**

The Clerk has contacted a Harewood Ward Member who will pursue the lack of response from LCC regarding the request to install a cemetery sign on the A659.

#### Interments

Audrey Cooper, 27 March 2026                      plotU139

#### Memorials

John Mullarkey  
Stefan and Pauline Binduga

#### Memorial Inscription

Margaret Hazell

### **9.2 Harewood Recreational Area**

Councillor R Hill has repaired the tennis court lock which had been vandalised.

A quotation of £709+vat has been received from Harewood Bridge Sawmill to remove and re-erect fencing around the recreation area. The quotation was approved.

### **9.3 Summer Band Concert**

Councillor Foreman will make enquiries regarding provision of portable toilet facilities.

Councillor Masterton will provide a table and gazebo.

It was agreed that personalised name badges be provided for the Councillors and Clerk.

### **9.4 Police and Communities Together (PACT)**

Councillor Lawton attended the latest Alwoodley PACT meeting where electric bikes continue to be an issue for local residents. Shop-lifting was reported to be on the increase.

## **10. FINANCE MATTERS**

### **10.1 General Finance**

The bank balances as at 14 May 2026 were confirmed by the Chair.

### **10.2 Annual Governance Statement 2025/26**

It was resolved that Councillors accepted and approved the Annual Governance Statement 2025/26 which was signed by the Chair and Clerk.

### **10.3 Annual Accounting Statement 2025/26**

It was resolved that Councillors accepted and approved the Annual Accounting Statement 2025/26, previously prepared and signed by the Responsible Finance Officer (Clerk). The statement was then signed by the Chair.

### **10.4 Period for the Exercise of Public Rights**

The Clerk confirmed that the dates for the period of the exercise of Public Rights (to inspect the Council's accounts) are from Wednesday 3 June to Tuesday 14 July 2026.

### **10.5 Income Received**

Leeds CC	2026/27 Precept	22,278.00
Leeds CC	2026/27 LCTS payment (Council Tax Support)	22.00
TSB	May interest on Instant Access account	50.63
TSB	April interest on Instant Access account	73.55
Thomasons	Inter fee – Cooper	1,225.00
Forever Thoughts	Memorial fee – Mullarkey	72.00
Abbotts Memorials	Inscription fee – Hazell	152.00
A M Jones	Memorial fee – Binduga	72.00

### **10.6 Payments made and approved**

TSB	Business account service fee 1 Apr 2026	7.60
TSB	Business account service fee 1 May 2026	10.85
Talk Mobile	Mobile phone – April 2026	12.50
GGG Groundcare	Remove waste from Cemetery 25 March 2026	36.00
GGG Groundcare	Garden maintenance contract – April 2026	1,008.00
Wigton Moor URC	Grant towards cost of weekly fitness sessions	220.00
YLCA	Annual membership renewal	936.00
L Tugwell	Internal audit fee 2025/26	150.00
B&M	Waste removal – March 2026	99.08
Zurich Insurance	Annual insurance renewal	632.00
P Grkinic	Burial plot refund	800.00
Harewood School		
PTA	Contribution towards annual summer fare	500.00

### **11. COMPLAINTS RECEIVED BY COUNCILLORS**

The Chair has received complaints regarding the litter on the A61 and A659. The possibility of forming a litter-picking group will be explored.

### **12. DATES OF NEXT MEETINGS – WIGTON MOOR URC**

18 June 2026 7pm – Wigton Moor URC  
23 July 2026 7pm – Harewood Village Hall  
3 September 2026 7pm – Wigton Moor URC  
15 October 2026 7pm – Harewood Village Hall  
26 November 2026 7pm – Wigton Moor URC

**The Chair closed the meeting closed at 9.08pm.**

**CLERK TO THE  
PARISH COUNCIL**

**K Sedman. Telephone 07587 202613  
E-mail: [contact@harewoodparishcouncil.gov.uk](mailto:contact@harewoodparishcouncil.gov.uk)**

**CEMETERY CLERK P Stephenson. Telephone 07407 711187**