HAREWOOD PARISH COUNCIL

Incorporating
Harewood, Wike, Weardley and Wigton Moor

MINUTES OF A PARISH COUNCIL MEETING
HELD IN HAREWOOD VILLAGE HALL
ON THURSDAY 22 OCTOBER 2026 AT 7.00PM

COUNCILLORS	WARD	HOME PHONE	PRESENT
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 were K. Sedman (Parish Clerk) and P Stephenson (Cemetery Clerk).

THE CHAIR OPENED THE MEETING AT 19.02HRS

1. **APOLOGIES FOR ABSENCE**
   There were no apologies for absence.

2. **COUNCILLORS DECLARATIONS OF INTEREST**
   There were no Councillors declarations of interest.

3. **MINUTES OF MEETING HELD IN WIGTON MOOR URC 3 SEPTEMBER 2026**
   The minutes of the last meeting were accepted as a true record and signed as such by the Chair.

4. **PLANNING MEETING OPENED AT 19.03 HRS**

4.1 Planning Applications Received

26/05055 111 Wigton Lane. Two storey extensions to front, side and rear and first floor extension over existing front single storey element; formation of rear balconies; part conversion of existing garage to habitable room and formation of rooms in roof space; alterations to fenestration and material finishes; removal of vehicular access with associated alterations to boundary treatments and gate; associated hard and soft landscaping.
HPC NO OBJECTION

26/05510 Bramble Cottage, 3 Knap Yard. Part retrospective application for works including new external terrace, footpath and hardstanding to front; new stone dwarf wall with handrails: repairs to existing retaining wall with steps to rear garden; new window to first floor; front door opening enlarged; stainless steel flue serving wood burner; two rooflights to rear; internal reorganisation including new stairs and part first floor removal of existing ceiling joists to form full height living room; c/o/u from dwelling house to short-term holiday let.
HPC NO OBJECTION

26/05677 50 Bondgate. Listed building application for replacement roof slates to existing single storey element with associated repair works.
HPC NO OBJECTION

4.2 Planning Applications Determined

26/00610 Brandon Barn, Brandon Crescent. Retrospective application for creation of a pond, erection of an outbuilding, and associated change of use of land to residential.
REFUSED - the submitted information does not unambiguously describe the development for which planning permission is sought and as such insufficiently clear information has been provided to a low the Local Planning Authority to definitively assess the impact of the development.

26/02678 Bridle Path Stables, Shadwell. Variation of condition 2 to previously approved Planning Application 23/03895/FU.
APPROVED

26/03781 6 Carlton Garth. Demolition of existing rear extension and construction a part two storey, part single storey front/side and rear extension, creation of two parking spaces to front including the installation of an area of hardstanding.
APPROVED

26/03817 55 Bondgate. Listed Building Application to coat the external side wall with masonry protection cream and remove damp affected plaster on two kitchen walls and a small area in the living room, install a damp proof membrane and re plaster with appropriate plaster mix.
REFUSED - The proposed works have not been demonstrated to preserve the special architectural and historic interest of the Grade II listed building and would harm its significance through the introduction of inappropriate modern damp-proofing measures that fail to address the root causes of identified issues.

26/03946/7 Listed building application for dismantling and re-erection of bridge; installation of new concrete pile foundations; reconstruction of ford and river level paving; alteration to bridge deck composition; removal of temporary metal bridge over Stank Beck, South of the Harewood Estate Lake.
APPROVED

26/04121 10 Wigton Grove. Alteration to existing first floor above garage including reconfiguration of roof with dormer window to front and juliet balcony to rear.
APPROVED

26/04145 24 Barfield Crescent. Demolition of existing garage to rear; erection of single storey rear extension, alterations to fenestration including replacement windows to the front and the repositioning of side door to rear, and external alterations comprising the rendering of sections of the existing dwelling.
REFUSED – overdevelopment

26/04520 Manor farmhouse, Forge Lane, Wike. Listed Building Application for the Installation of a stair lift.
APPROVED

26/04635 18 Wigton Lane. Creation of new first floor above existing bungalow and two storey rear extension to form a two storey dwelling with alterations to all windows and doors, exterior finishes and hard/soft landscaping works.
REFUSED - overdevelopment

26/04529 Whingate Farm Bungalow. Demolition of equestrian building and construction of one dwellinghouse; including change of use of land.
REFUSED – inappropriate development in the green belt

4.3 Other Planning Matters

A local Wigton Area resident had raised concerns regarding recent planning approvals for substantial alterations and extensions to bungalows in High Ash Crescent. The Clerk and Chair had previously responded on the matter, but the Full Council discussed the issues. Although sympathetic to many of the concerns raised, the Parish Council is not empowered to change planners' decisions. However, future applications will be considered whilst bearing in mind some of the issues highlighted.

PLANNING MEETING CLOSED 19.10 HRS: PARISH COUNCIL MEETING RESUMED

5. CEMETERY REPORT

The Cemetery Clerk presented his report which identified the need to provide additional waste facilities at the Cemetery.

Memorials
B Henson
M&H Brown

6. OTHER AGENDA ITEMS

6.1 Harewood Recreational Area

The annual RoSPA play equipment inspection has been completed, the report identifying minor issues that will be attended to.

Councillor Bob Hill and a local volunteer had installed additional fencing to both ends of tennis court which had been damaged by footballs and cricket balls. It was unanimously approved to purchase further fencing for the remainder of the court – the quoted cost being £1,101.53.

6.2 Highways Issues, including Parking

Complaints have been received by the Chair regarding parking in Harewood, particularly at weekends.

Councillor Foreman advised that Leeds Older People's Forum (LOPF) and Leeds City Council Taxi Licensing have been working in partnership to develop a new 20-minute eLearning module for hackney carriage and private hire drivers, focusing on accessibility and inclusion by raising awareness of Age, Dementia and Disability.

6.3 Police and Communities Together (PACT)

Councillor Masterton provided feedback from the Harewood PACT. It was noted that West Yorkshire Police intend to disband the 'off-road' motorcycle team.

Members of the public are encouraged to report all crimes they become aware of.

7. CORRESPONDENCE RECEIVED

7.1 Councillors and the Clerk had attended the Outer North East Town and Parish Council Conference. The Council's Standing Orders and Financial Regulations will be reviewed and updated as necessary by the Chair and Clerk respectively.

7.2 The 2026 Remembrance Service will be held on the Memorial Garden in Harewood on Sunday 8 November, 10.45am.

7.3 A quotation of £6946 (+VAT) from Leeds CC has been received. It was unanimously approved to accept the quotation and request that the lights at all locations in the Parish are turned on at 4pm Friday 27 November.

8. FINANCE MATTERS

8.1 General Finance

The bank balances as at 22 October 2026 were confirmed by the Chair.

The External Audit report has been received - "On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met". Relevant documents have been displayed on the Parish Council website in accordance with statutory requirements.

A request from Shadwell Runners (several of whom live in Harewood Parish) for a grant of £325 to help fund one member to train as an England Athletics qualified Coach in Running Fitness was received and unanimously approved.

8.2 Income Received

Hartley & Son	Memorial fee – Henson	299.00
Brown	Memorial fee – Brown	299.00
TSB Instant Access	Account – interest, September 2026	76.38
TSB Instant Access	Account – interest, October 2026	74.01

8.3 Payments made and approved

TSB	Business account service fee 1 Oct 2026	5.65
Talk Mobile	Mobile phone – Sept 2026	12.50
GGS Groundcare	Garden maintenance contract – Sept 2026	1,008.00
GGS Groundcare	Garden maintenance contract – Oct 202	1,008.00
B&M	Waste removal – August 2026	65.56
K Sedman	2nd qtr salary	****
P Stephenson	2nd qtr salary	****
C Dale	2nd qtr salary	****
HMRC	Tax & NI – 2nd qtr	****
British Legion	Poppy wreath	27.50
A A Fencing	New fencing for tennis court	655.14
A A Fencing	Clips for above fencing	33.36
Stratford Building	40% deposit for work on cemetery building to form a shelter	2,880.00
Wigton Moor)	Reimbursement for broken drain cover damaged	
Primary School)	at Summer Band Event	660.00
Leeds CC	Funding of Summer Band Event	360.00
PKF Littlejohn	External audit fee	378.00
Play Safety	Annual playground inspection	118.80
C Dale	Fitness sessions – July/Aug/Sept	660.00
P Stephenson	Expenses	39.22
Shadwell Runners	Grant	325.00

**** Minute Book and Councillors copy only

9. COMPLAINTS RECEIVED BY COUNCILLORS

A query had been received asking why the Union Flags at the Harewood Arms and Village Hall were both being flown upside down. The Chair contacted the relevant parties and both flags were soon flying correctly.

The Chair reported the bus lay-by opposite the Harewood Arms was in need of re-surfacing and the yellow lines repainting.

10. DATES OF NEXT MEETINGS

26 November 2026 – Wigton Moor URC 7pm

2027 Meeting dates to be arranged.

THE CHAIR CLOSED THE MEETING AT 20.42HRS

CLERK TO THE PARISH COUNCIL **K Sedman Telephone 07587 202613**
E-mail: contact@harewoodparishcouncil.gov.uk

CEMETERY CLERK P Stephenson Telephone 07407 711187