

APPROVED AT THE ORDINARY COUNCIL MEETING 03/03/2026

Minutes of Swillington Village Council ordinary meeting held on Tuesday 3rd February 2026 at 7.30pm

In attendance: Cllrs Young (Chair), Cummings, Davies-Atack, Dunkley, A Fox and C Fox, and the Clerk Kate Goodare.

Apologies: Cllr Lofthouse

There were 6 members of the public in attendance.



A public session was held prior to the meeting.

- A resident raised the issue of Virgin Media connectivity on Springwell Avenue and was advised to raise the issue with the company and/or re-contact Ward Cllr Mark Dobson.

- 1. Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting**
- 2. 2.1 To receive apologies.** – Received from Cllr Lofthouse.
2.2. To approve reasons for absence given by councillors. – These were approved.
- 3. 3.1 To receive declarations of interest from councillors on items on the agenda.** – None were received.
3.2 To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests. – None were received.
3.3 To receive, consider and decide upon any applications for dispensation. – None were received.
- 4. To confirm the minutes of the meeting held on 6th January 2026 as a true and correct record –** These were approved with an amendment to the date of the Little Cinema from 10th April to 11th April 2026.
- 5. To receive information on the following ongoing issues and decide further action where necessary:**
 - 5.1 The installation of a new defibrillator in the phone kiosk at Swillington Common and the provision of defibrillator training** – Cllr Cummings updated the meeting. The defibrillator at Swillington Sports and Social Club has been moved at their request to facilitate access to the disabled parking bay and they have confirmed they are happy with the work. Confirmation was received today from the contractor that the work to install the cabinet has also been completed at the phone kiosk in Swillington Common. Cllr Cummings will place the CPAD in the cabinet this week. **It was resolved** that the Clerk should order the kiosk signage and that Cllr Cummings should pursue community defibrillator training via the Yorkshire Ambulance Service.
 - 5.2 The tipping of materials on land bordering the track alongside the play area field and car park** – Cllr C Fox updated the meeting. It was noted that some limited tipping has been removed and/or tidied but that a significant amount still remains. Speaking to the landowner has not yet been actioned.
 - 5.3 Speeding and parking enforcement on Astley Lane and Church Lane** – Cllr Young updated the meeting. He has been in touch with the police sergeant. Some speeding tickets were given on Astley Lane last week and ad-hoc parking enforcement has been requested at peak times. Cllr Dunkley noted that according to the SID data 54% of every vehicle on Astley Lane is travelling above 30mph. Cllr Young will remain in touch with the police and Highways regarding the speeding and parking.
 - 5.4 Placement of the clothes banks in the village** – The Clerk updated the meeting. The bra banks will be posted to the Village Hall and the local business for placement. The clothes bank

APPROVED AT THE ORDINARY COUNCIL MEETING 03/03/2026

can be placed in the car park at the Swillington Sports and Social Club; the Clerk will attend the Club to confirm specific placement and then order delivery of the bank.

5.5 Installation of the portrait of HM The King & the leaflet holders in the Village Hall

entryway – Cllr C Fox updated the meeting. The leaflet holders arrived at his address today and the work to install the portrait and holders will take place as one job.

6. To receive and to consider actions and decisions to be taken:

6.1 Reports received from representatives – Representatives briefly updated the meeting.

Cllr Cummings, defibrillator representative, noted the battery on the Hall defibrillator was down to one bar. The Clerk has been having trouble using the Council procurement card on the British Heart Foundation website and it was noted the Clerk would use her personal card to purchase and reimburse immediately due to the expense rather than as part of the monthly salary & expenses process.

Cllr Young, allotments representative, noted that there are currently no issues with untidy plots at the allotments and that all swaps and new tenants are in place for April 2026.

6.2 To consider any correspondence received – Comments on a social media post regarding a road closure highlighted unrelated difficulties using the Whitehouse Lane/Goody Cross Lane junction and suggested a mirror; the Clerk forwarded these comments to the Flood Resilience team who were undertaking the work and they have confirmed they have forwarded to the appropriate department in LCC. Cllrs also discussed the need to replace the mirror at the junction of Hall Road and Goody Cross Lane; the Clerk will enquire about this one also when an LCC response is received.

7. Planning:

7.1 To consider and decide upon the following planning applications:

7.1.1 [26/00398/FU](#)– 32 Preston View Swillington -Single storey side/rear extension; new patio area to rear and ramped access to front elevation – No objections were raised.

8. Finance:

8.1 January 2026 spend reconciled to the bank statement – This was approved. The closing balances on 31/01/2026 were:

Current Account: £40,032.44

Reserve Account: £19,019.94

8.2 To note the payment items – The payments totalling £3692.73 in January were approved.

Scribe	Subscription fees	£120.00
CISWO	Rental income	£1000
Three	Clerk's phone contract	£8.40
Google	IT services	£100.00
Swillington Village Hall	Hall bookings	£270.00
Nest	Clerk's pension	£90.51
Post Office	Postage	£3.48
AM Electrical Engineering	PAT testing (Village Hall)	£108.00
IPI Playground Inspectors	Playground inspection	£126.00

APPROVED AT THE ORDINARY COUNCIL MEETING 03/03/2026

Virgin Bank	Bank charges	£12.50
Bagnall & Morris waste	Village Hall waste collection	£105.96
YLCA	Cllr training	£36.50
3x staff	Salaries	£1673.71
Clerk	Homeworking allowance & expenses	£37.67

8.3 To consider approving the revised 2025/26 budget including budget virements – It was resolved to approve the updated budget.

8.4 To review the completed Q2 Internal Controls Checklist and to consider any action necessary – This was not provided to the meeting. Cllrs Young and C Fox will provide it to the March meeting. Cllr Dunkley will assist.

8.5 To appoint two Cllrs to complete the Q3 Internal Controls Checklist – It was resolved to appoint Cllrs Dunkley, C Fox and Young to complete the checklist.

9. Allotments:

9.1 To receive an update from the Clerk on the allotment track flooding and ownership and to consider any actions necessary - The Clerk updated the meeting. The Clerk and Cllrs Davies-Atack and Young met with a representative from Leeds City Council's Flood Resilience team. Various alternatives to manage the water were discussed and ultimately it was recommended that the water was redirected to the beck in the neighbouring field via a dug ditch. A similar ditch and drain system would be dug alongside the track to prevent the water flowing across the surface of the track and eroding it. The Clerk wrote to the landowner and they approve of the plan in principle. Further, Cllr Davies-Atack found documentation showing that the boundaries of the neighbouring houses once included the track. **It was resolved** that the Clerk should contact a solicitor regarding the drafting of a legal agreement for the landowner regarding access, liability for upkeep, cost and so on; and to query the liability of the homeowners bordering the track for the cost and work to upkeep the track.

9.2 To note the Clerk's instruction to Ison Harrison solicitors to upgrade the Council's possessory title of Swillington Lane allotments to an absolute title – The possessory title at Swillington Lane allotments was registered 12 years ago and is now eligible for upgrade to Title Absolute. Ison Harrison will undertake this at no cost and the Clerk has instructed them to do so.

10. Village and community:

10.1 To receive an update on the P3 agreement and footpath survey project and consider any action necessary – A response has been received from Leeds City Council. A condition survey report on the 10 paths we are requesting funding for needs to be received by Leeds City Council PROW team by the end of March alongside an annual report and the grant funding application. **It was resolved** that the Councillors will divide the 10 paths between them and that these will be returned to the Clerk by mid-March in order to allow the completion of the report and application by the deadline.

11. Events:

11.1 To consider the appointment of three or more Councillors to the Easter Little Cinema working party and to consider a budget for the event – **It was resolved** to appoint Cllrs Cummings, A Fox and C Fox to the working party for the event and to allow a budget of £50 for

APPROVED AT THE ORDINARY COUNCIL MEETING 03/03/2026

the film and refreshments. Cllr Cummings will contact former Cllr Knox for technical support and will advertise the event.

11.2 To consider suggestions for future events and consider actions and decisions to be taken

– A suggestion to set up a working party to collaborate on a programme of events for the year with Swillington Sports and Social Club was discussed. This item and a suggested working party terms of reference will be placed on the March agenda.

12. Council:

12.1 To note the change in date for the April ordinary council meeting from Tuesday 7th April to Thursday 2nd April – This was noted. The Clerk will update the information on the Council website.

12.2 To consider approval of the meeting dates for the 2026/27 financial year – These were approved with no amendments. The Clerk will publish these on the Council website.

12.3 To note the Clerk's attendance at the YLCA Annual Meeting and the report provided by the Clerk from the meeting – This was noted.

12.4 To consider the extension of the car park lease for Swillington Sports & Social Club and the transference of a portion of land to the Club – Two representatives from the Club were in attendance.

Firstly, the transference of the land to the Club - the representatives explained that it was to allow widening of the track to allow a passing place from the sports field to the exit, as currently cars are having to reverse back along the track and there are concerns of child safety as this is mostly during entry and exit to sports matches. **It was resolved** to retain the land in Village Council possession but to grant the Club permission to undertake the work necessary with the stipulation that the metal bollards that prevent vehicular access to the playing fields are moved or replaced rather than removed.

Secondly, the extension of the car park lease. Neither the Council nor the Club can locate a current, signed lease and it is believed the process was started to renew the lease in 2022 but possibly unfinished. The Club had paid five years' rent to last until January 2026. **It was resolved** the Clerk should contact a solicitor regarding the drafting of a new lease with terms of solicitor fee cost bearing, lease length and rent amount to be discussed and finalised between both parties.

12.5 To consider the constitution and financial management of the Council's warm hub (the 'Cosy Cafe') – The status of the Cosy Cafe was discussed and Councillors felt that the warm hub is a provision for the community by the Council, and not an external club to which the Council is providing funding. **It was resolved** that the Clerk should contact the lead volunteer to discuss some light-touch policies and procedures, including logging and oversight of finances, that will ensure the hub is compliant for the Council's liabilities but without proving too onerous for the volunteers. The Clerk will draft these in collaboration with the Cosy Cafe volunteers and present them to Council for resolution.

12.6 To consider the purchase of gate fobs for Councillors to access the Village Hall car park – **It was resolved** that Cllr Lofthouse should purchase a small number of generic key fobs to determine whether they can be successfully programmed for use with the gate.

12.7 To receive written applications for the office of councillor and to co-opt a candidate to fill the existing vacancy – None were received.

13. To notify the clerk of matters for inclusion on the agenda of the next meeting – Cllr Cummings requested the discussion of this year's Christmas lights plan and costings at the March meeting, and the completed Community Emergency Plan at the April meeting.

APPROVED AT THE ORDINARY COUNCIL MEETING 03/03/2026

14. To note the date and time of the next meeting - The next ordinary meeting of the Council will be held on Tuesday 3rd March at 7.30pm.

Chair:

Signed:

Date: