

Minutes of Swillington Village Council ordinary meeting held on Tuesday 7th July 2026 at 7.30pm

In attendance: Cllrs Dunkley (Chair), Cummings, A Fox, C Fox and Littlejohn

Apologies: Cllrs Davies-Atack, Lofthouse

Four members of the public were in attendance.

A public session was held prior to the meeting:

- A resident queried the reopening date for the children's playground and was informed it would be reopened the following day following completion of the works.
- A resident reported a fallen footpath sign; Cllr Dunkley will identify the specific location for the Clerk to report to Leeds City Council.

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 Cllrs Davies-Atack and 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 following meetings as a true and correct record:

4.1 The annual council meeting held on 5th May 2026 – These were approved.

4.2 The ordinary council meeting held on 2nd June 2026 – These were approved.

5. To receive updates from the councillors responsible for each outstanding action on the Councillor Action list, review progress against each action and consider any further action required – Cllr Cummings noted that the village Christmas tree is scheduled to be planted between November 2026 and February 2027, and that the memorial stone to former Cllr Moakes will be moved next to the new tree. Cllr Cummings further noted that all defibrillator kiosk signage is now installed.

Cllr Dunkley noted that he had held a meeting with representatives from the social club to discuss the lease renewal for the car park, and that he will bring a resolution suggestion to the ordinary meeting in September. Cllr Dunkley also wishes to progress the installation of a village council CCTV camera at the club to cover the newly refurbished playground.

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

6.1 Reports received from representatives - Reports were received from Cllr Dunkley in his role as YLCA representative and from Cllr Davies-Atack in his role as allotments representative. The YLCA report was noted and the allotments report noted to be discussed and referred to throughout item 9.

6.2 To note the latest committee meeting minutes – None received.

6.3 To consider any correspondence received

6.3.1 Garforth & Swillington road maintenance programme – Leeds City Council Highways team provided a schedule of works for the forthcoming years with a request for the village council to review priorities. **It was resolved** that the Clerk should request the team to increase the priority on Woodland Drive and on Church Lane on its first section where it meets Wakefield Road.

7. To consider and decide upon the following planning applications:

7.1 [26/03173/FU/E](#) - 10 Church Lane - Part two storey, part single storey hip to gable end loft extension to side and porch to front – No objections were raised

8. Finance:

8.1 June 2026 spend reconciled to the bank statement – This was approved. The closing balances on 30/06/2026 were:

Current Account: £74,346.78

Reserves Account: £19,019.94

8.2 To note the payment items – The payments totalling £2912.75 in June were approved.

Scribe	Subscription fee	£60.00
Swillington Village Hall	Hall bookings	£300.00
Three	Clerk's phone contract	£9.00
Google	IT services	£118.00
Nest	Clerk's pension	£109.79
CISWO	Rent share	£625.00
Cllr Dunkley	Travel expenses	£12.20
Virgin Bank	Bank charges	£12.50
Clerk	WFH payment & expenses	£53.80
3x staff	Salaries	£1583.27
Instantprint	Defibrillator leaflets	£29.59

8.3 To note the updated 2026/27 budget – This was approved.

9. Allotments:

9.1 To consider the proposed drainage solution for the Crescent allotment track – It **was resolved** to approve the swale for drainage on the neighbouring land at a cost of up to £1000. The amount should be vired from the hanging baskets budget and the Clerk should liaise with the contractor and landowner to facilitate.

9.2 To consider beginning the procedure outlined in the council's Untidy Plot and Termination Policy in respect of identified plots – Councillors reviewed plot photos supplied by Cllr Davies-Attack and **it was resolved** to begin the process as outlined in the Council's Untidy Plots and Termination Policy in respect of plots 4b and 10 at the Crescent allotments.

9.3 To consider the application for a council-funded memorial bench at the Crescent allotments – **It was resolved** to approve a spend of £200 on a bench at the Crescent allotments for a communal area in memory of a late long-time plotholder. Plotholders will pay for and install the commemorative plaque.

9.4 To consider the request for pesticide to manage horsetail at the Crescent allotments – The recommendation of the allotments representative was considered along with the Council's commitment to consider biodiversity; **it was resolved** to allow the use of pesticide to manage the spread of horsetail directly affecting the use of allotment plots as an exceptional circumstance. A budget of £30 was allocated to the spend.

9.5 To consider the costs for replacing a water barrel at the Crescent allotments – Costs had not been provided to the meeting and this item will be considered at the ordinary meeting in September.

10. Village and community:

10.1 To consider the footpath quotes received and to appoint a contractor – Three quotes had been obtained and were considered. **It was resolved** to appoint AM Gardening Services and furthermore to approach them directly for the following two years to avoid any future footpath cutting delays. This will be subject to a price review each year by Council and the Council may decide to obtain further quotes at that time.

10.2 To note the booking of the community defibrillator training and to consider the delivery of the defibrillator training leaflets to Swillington Common households and distribution elsewhere of leaflets and posters – Yorkshire Ambulance Service are providing a free defibrillator session at the social club on Saturday 5th September. **It was resolved** the leaflets will be delivered to all households and businesses in Swillington Common by Cllr Dunkley.

10.3 To consider the purchase and installation of dog poo bag dispensers – **It was resolved** not to install the dispensers due to the risk of the bags being littered and the cost of maintaining.

10.4 To receive an update on the playground works – Cllr Dunkley updated the meeting – he will meet the contractor on site tomorrow when the safety fencing will be removed. The skip will remain on site for a further few days due to the earliest collection date available from the skip company. He asked the Clerk to make a social media post to make residents aware the playground could now be used again.

11. Events:

11.1 To consider actions required for the playground community fun day - It was resolved to book the temporary bike track and a bouncy castle, and to market the event as a low-cost 'Park, Play and Picnic'. An ice-cream van has been contacted and is willing to attend. Cllr Dunkley will provide a gazebo for a Council stall; Cllrs Dunkley and Littlejohn will attend the event on behalf of the Council and Cllr Dunkley will also enquire with Cllr Davies-Attack. The Clerk will seek to have a flyer distributed by the school prior to the summer holidays.

11.2 To receive an update on the provision of first aid and fire marshal training and to consider any actions necessary – Cllr Dunkley updated the meeting. There was no one date on which a sufficient amount of councillors were available for the courses; Cllr Dunkley has contacted some councillors directly to see if there can be any flexibility for any other dates. Cllr Dunkley will also contact the provider to see if the sessions can be combined into one.

11.3 To consider a Council entry into the Friends of Swillington Church scarecrow trail – It was resolved to enter the scarecrow trail and the entry fee of £10 was approved under S137 of the Local Government Act 1972. Cllr Littlejohn will create the scarecrow.

11.4 To consider a Council stall at the Christmas Lights switch-on event for the purpose of raising funds for next year's Christmas lights – Cllr Cummings updated the meeting – the Friends of Swillington Church would arrange the stall and a Cllr would be required to run it. **It was resolved** to hold the stall and that a Cllr or volunteer would be identified closer to the time.

12. Council:

12.1 To note the updated Expenses Policy (V4) and the application of this to expenses claims from 01/04/2026 – This was noted and approved.

12.2 To appoint two councillors to undertake the Q1 internal controls checks – **It was resolved** that Cllr Dunkley would undertake the internal controls checks and would ask Cllr Davies-Attack if he had capacity to assist.

12.3 To note the removal of addresses on published registers of interest under the new Section 32(A) of the Localism Act 2011 and to note that councillors who wish their address to be displayed on published registers of interest must now 'opt in' – This was noted.

12.4 To note the redaction of councillor and staff signatures on published documents (excluding the agenda) for reasons of data protection, allowable under Section 40(2) of the Freedom of Information Act – This was noted.

12.5 To consider a Council response to the Leeds Local Plan scoping consultation – The Clerk's drafted response based on points raised in the Council's previously approved response to the last Local Plan consultation was approved and the Clerk will submit this to the Planning department.

12.6 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 – The installation of the CCTV camera at the club and the Christmas lights fundraising stall.

14. To note the date and time of the next meeting as Tuesday 1st September 2026.