

Minutes of Swillington Village Council ordinary meeting held on Tuesday 1st September 2026 at 7.30pm.

In attendance: Cllrs Dunkley (Chair), Davies-Attack, A Fox, Lofthouse and Littlejohn, and the Village Clerk Kate Goodare.

Apologies: Cllrs Cummings, C Fox

Seven members of the public were in attendance.

A public session was held prior to the meeting:

- A resident queried his previous report regarding street signage and was informed that the reported sign has been actioned by Leeds City Council Highways. He further recommended that Highways be made aware of signs near the Bridge Farm Hotel which are becoming overgrown and are causing sensor issues for the Speed Indicator Device.
- Plotolders from the Crescent allotments attended to thank the Council for the memorial bench to a late plotholder provided over the summer.
- A resident raised a horsebox parked on Swillington Lane near the junction with Neville Grove which is causing issues with safely entering and exiting Neville Grove. Cllr Dunkley will raise it with the local policing team as part of his discussions around safe parking and traffic speed in the village.

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 Cummings and C Fox.
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 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 received.
3.3 To receive, consider and decide upon any applications for dispensation. - None received.
4. **To confirm the minutes of the meeting held on 7th July 2026 as a true and correct record.** - 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.** - Cllrs noted the following outstanding actions & will aim for completion this month: Cllr Davies-Attack - fundraising video for the clothes bank; Cllr Lofthouse - replacing locks on the new noticeboard.
6. **To receive and to consider actions and decisions to be taken:**
6.1 Reports received from representatives - An allotments report was received from allotments representative Cllr Davies-Attack and it was noted that it would be discussed under item 9.
A report was submitted by Cllr Cummings regarding Christmas lights and this was read out by Cllr Dunkley - all indoor stalls are fully booked at the switch-on event, some outdoor stalls will be available this year and the fairground is being organised for the car

park area. It is once again a joint event with Friends of Swillington Church and the Social Club; the council's areas of responsibility are the fairground, fireworks and lights switch-on. Cllrs were asked to check their diaries to confirm if they were available to help on the day, including at the council stall.

Cllr Dunkley reported on his role as liaison with the local policing team. A telephone meeting with the new sergeant covered antisocial behaviour at the park including ebikes and scooters which are causing damage; parking at Astley Lane and Tesco including at school start and end times; and more regular PCSO patrols including Cosy Cafe visits. Cllr Dunkley also reported that the accident at the end of Whitehouse Lane today has been reported to the police sergeant and Ward Cllr Mark Dobson and the issue has been raised with the Head of Highways.

Cllr Dunkley attended the last Village Hall Committee meeting and a sign is being discussed for the village hall gates directing residents how to access the defibrillator in an emergency.

Cllr Dunkley was asked about the SID data in his role as SID representative and noted he will endeavour to bring this to the next meeting.

6.2 To consider any correspondence received - None was received.

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

7.1 - No planning applications were received.

8. Finance:

8.1 July 2026 and August 2026 spends reconciled to the bank statement - This was approved. The closing balances on 31/08/2026 were:

Current account: £39,481.62

Reserves account: £19,019.94

8.2 To note the payment items - The payments totalling £30,645.51 in July and £6435.12 in August were approved.

Scribe	Subscription fee	£120.00
Three	Clerk's phone contract	£18.00
Google	IT services	£236.00
Swillington Village Hall	Room bookings	£675.00
NEST	Staff pension	£205.67
HMRC	PAYE/NI	£274.78
Team Sport & Play	Playground upgrades	£27,931.96
Virgin Bank	Bank charges	£20.80
Bagnall Morris	Village Hall waste contract	£98.93
Clerk	Expenses	£91.77

DRAFT MINUTES - NOT YET APPROVED

3x staff	Salaries	£3,278.96
YLCA	Cllr training	£116.50
Friends of Swillington Church	Scarecrow trail entry	£10.00
Cllr Ian Dunkley	Travel expenses	£2.20
Crescent allotment plotholder	Weedkiller	£30.00
PKF Littlejohn LLP	External audit fee	£504.00
AM Gardening Services	Footpath cutting	£1560.00
Big Bounce Entertainments (cash withdrawal)	Event bouncy castle	£268.00
Mini Bikers	Event provision	£750
IPI Playground Inspectors	Playground inspection	£130.80
Barnes Associates	Ash dieback review	£198.00
Swillington Saints	Grant	£250
PPLPRS	Village Hall music licence	£309.26

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

8.4 To note the Q1 internal checks and to consider any action necessary - This was noted and no action considered necessary.

8.5 To consider the final external auditor report and any actions necessary - This was noted and no action considered necessary.

8.6 To consider the publication period in the noticeboards for the notice of conclusion of audit - It was resolved to set a publication period of 28 days and that Cllr Dunkley should remove the notice no earlier than 10/09/2026.

9. Allotments:

9.1 To receive an update on the works at the Crescent allotment track - The Clerk updated the meeting. The contractor has requested an on-site meeting with the Council and the landowner before works take place and this is set for 10/09/2026 with the Clerk and Cllr Davies-Attack. It was noted that track improvements would likely take place in the next financial year owing to budget constraints.

9.2 To receive updates on the Untidy Plot and Termination procedures ongoing and to consider any further action necessary - Cllr Davies-Attack updated the meeting. Crescent

Plot 10 has no improvement and should be issued their next letter. Crescent Plot 4b is now vacant and being offered to the waiting list. Cllr Davies-Attack has also identified another plot at the Crescent site which will be discussed with the Clerk.

Swillington Lane Plots 3a and 12 have shown continued improvement. Plot 4 has requested an action plan meeting. Cllr Davies-Attack will work with all three plotholders.

9.3 To consider the rules regarding fires and barbecues at allotment sites - Previous allotment rules permitted fires at the Crescent and did not at Swillington Lane. **It was resolved**, under the recommendation of the allotment representative, that no fires should be permitted at either site and that plotholders should instead be encouraged and assisted to compost.

10. Village and community:

10.1 To consider arrangements and wreath purchase for Remembrance - **It was resolved** to purchase a reusable wreath from the Royal British Legion for £55, which will be retrieved and reused next year. **It was further resolved** that Cllr Littlejohn will attend the service on Remembrance Sunday on behalf of the council.

10.2 To consider the latest playground report and any action necessary - Two minor issues raised have been actioned by councillors, and two further issues have been raised with contractors at HAGS and Team Sport and Play.

10.3 To consider the latest independent tree assessment and to consider any action necessary - The ash dieback report confirmed none of the Council trees are suffering from the disease, however, did raise two trees that need removal due to bark being stripped. The tree surgeon has been contacted for a quote.

10.4 To consider the purchase of a strimmer for use at the playground - Cllr Davies-Attack noted he had a strimmer suitable for the task and would undertake it monthly; **it was resolved** not to purchase the strimmer.

10.5 To consider a grant application from St Mary's Church for £150 towards the start-up costs for Brick Church - Rev'd Sarah Harrison attended the meeting. The church is receiving generous donations of play bricks but is applying for funding towards safe hot drink dispensers and cups for parents and carers. **It was resolved** to approve the grant application in full.

11. Events:

11.1 To receive an update on recent events, including the playground fun day and scarecrow trail, and to consider any actions necessary - Cllrs Dunkley, A Fox and Littlejohn staffed the playground fun day on behalf of the council and updated the meeting. It was well attended with lots of family groups and the bouncy castle, bike track and ice cream van were always in use. **It was agreed** to make this a standing event in the council calendar and to build on it every year including some of the attendees' suggestions. A working group will be set up for the event in January.

Cllrs Littlejohn and Dunkley updated on the scarecrow trail organised by Friends of Swillington Church - it was well received and our entry was placed at the playground. **It was agreed** that the Council would take part in any future scarecrow trail again.

11.2 To receive an update on upcoming events, including the defibrillator training, and to consider any actions necessary - The leaflets have been delivered to all households and businesses in Swillington Common, and it has been advertised on social media and various noticeboards. Cllr Cummings will attend on behalf of the Council.

11.3 To consider dates for the Halloween and Christmas Little Cinema events, to appoint councillors for the events and to agree on a film and budget for each event - It was resolved to set the date for the Halloween Little Cinema as Saturday 31st October, 3pm-5pm, with attendees encouraged to start their trick or treating from the Church's event starting at 5pm. Cllrs Davies-Attack, Dunkley and Lofthouse will prepare for and run the event, and a budget of £35 was set for refreshments. Cllr Davies-Attack already owns the film (Wallace and Gromit: Curse of the Were-Rabbit).

It was further resolved to set the date for the Christmas Little Cinema as Saturday 5th December, 1.30pm-3.30pm. Cllrs Davies-Attack, Dunkley and Lofthouse will prepare for and run the event, and a budget of £35 was set for refreshments. The film is to be decided.

It was discussed to approach former Cllrs Bramma and/or Knox for advice regarding the technical aspects of showing the film.

12. Village Hall

12.1 To consider undertaking necessary improvements to the little libraries and approving the cost - Cllr Dunkley updated the meeting. Following an appeal on social media for local traders, Oakleys Roofing has offered to undertake the work for free. The little libraries will be removed for 2-3 weeks for the work to be undertaken and then reinstated. **It was resolved** to accept the offer and that the Clerk should publicise the temporary closure.

13. Council:

13.1 To consider a Council response to the West Yorkshire Mass Transit Spatial Development Framework consultation - The consultation documents and draft response provided by the Clerk were considered and **it was resolved** to submit the response.

13.2 To consider a Council response to the Thorpe Park rail station consultation - The consultation documents and draft response provided by the Clerk were considered and **it was resolved** to submit the response.

13.3 To consider a draft lease agreed with Swillington Sports and Social Club for lease of the car park - The lease was drafted by Cllr Dunkley in agreement with members of the club and **it was resolved** to accept the lease and arrange for signature. It was noted that this was against the Clerk's advice as this lease is not based on a legal template or arranged through a solicitor.

13.4 To consider the appointment of Bright HR to provide HR and health and safety services - **It was resolved** to appoint Bright HR at a cost of £1000 per annum.

13.5 To consider the Volunteer Policy V1 - The principle of a regular volunteer group to help on an ad-hoc basis on events or projects was agreed upon and **it was resolved** to further refine the draft policy; Cllr Davies-Attack will work with Cllr Dunkley and the policy will be presented to the ordinary meeting in October.

13.6 To receive written applications for the office of councillor and to co-opt a candidate to fill the existing vacancy - The Council received one application for two vacant posts eligible for co-option and **it was resolved** that Janette Dennison be co-opted to the Council as a councillor. Cllr Dennison signed the declaration of acceptance of office.

14. To notify the clerk of matters for inclusion on the agenda of the next meeting - Village Hall gate sign regarding defibrillator access; revised Volunteer Policy; Little Cinema plan

updates; Little Library progress; and any progress by Flood Resilience on unblocking the beck.

- 15. To consider the date and time of the next meeting** - Cllr Dunkley is unavailable for the next meeting on Tuesday 6th October; Cllrs Dennison, A Fox, Littlejohn and Lofthouse confirmed they are available and as such the meeting date was not changed. The staffing committee meeting date is subject to change.

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