

Swillington Village Council
Clerk: Mrs K Goodare
Swillington Village Hall, Church Lane, Swillington, LS26 8DX
Email: clerk@swillingtonvillagecouncil.gov.uk

27th August 2025

You are invited to attend the next meeting of Swillington Village Council, to be held on **TUESDAY 2ND SEPTEMBER 2025** at 7.30pm in Swillington Village Hall.



Mrs K Goodare (Clerk)

There will be a public session prior to the meeting. Members of the public are welcome to attend the meeting.

AGENDA

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.
 - 2.2. To approve reasons for absence given by councillors.
3.
 - 3.1 To receive declarations of interest from councillors on items on the agenda.
 - 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.
 - 3.3 To receive, consider and decide upon any applications for dispensation.
4. To confirm the minutes of the meeting held on 30th June 2025 as a true and correct record
5. To receive information on the following ongoing issues and decide further action where necessary:
 - 5.1 The replacement of the noticeboard at the junction of Wakefield Road and Swillington Lane
 - 5.2 The adoption of the BT phone kiosk and defibrillator funding applications
6. To receive and to consider actions and decisions to be taken:
 - 6.1 Reports received from representatives – Defibrillators, Christmas lights
 - 6.1.1 Defibrillators – To consider the request of the Swillington Miners Welfare Club to move the defibrillator due to disabled parking access
 - 6.1.2 Defibrillators – To consider a sign for the defibrillator kiosk to meet contractual requirements and to note the cost of the commemorative plaque
 - 6.1.3 Defibrillator – To consider the cost of cleaning materials for the new defibrillator kiosk
 - 6.2 To consider any correspondence received
 - 6.2.1 RSPB meeting minutes
 - 6.2.2 Fundraise & Recycle Ltd – partnership opportunity
 - 6.2.3 Oulton Medical Centre closure & potential pharmacy partnership

7. Planning:
 - 8.1 To consider and decide upon the following planning applications:
 - 8.1.1 [25/04190/FU/E](#) – 51 Swillington Lane – Part two storey and part single storey to the front and side
 - 8.2 To receive and note the following planning decisions/information:
 - 8.2.1 [25/03846/COND](#) - Unit 6 Astley lane Industrial Estate – Consent agreement or approval of condition 3, 4 & 5 of planning application [25/01507/FU](#) – decided 15/08/25 (*split decision*)
 - 8.2.2 [25/03771/FU](#) – 94 Wakefield Road – Part two storey and part single storey side and rear extension – decided 20/08/25 (REFUSED)
 - 8.3 To consider the Council's response to Leeds City Council's Local Plan consultation
8. Matters requested by councillors:
 - 8.1 To consider the appointment of a Councillor to manage the noticeboards and to consider a new method of displaying Council and community notices (*Cllr Knox*)
9. Finance:
 - 9.1 June 2025, July 2025 and August 2025 spends reconciled to the bank statement
 - 9.2 Agree payment items
 - 9.3 To approve the revised 2025/26 budget
10. Allotments:
 - 10.1 To consider commencement of the formal warning and termination process for Allotment Plot 4a at The Crescent site
 - 10.2 To receive an update on the warning procedure for Allotment Plot 3 at the Crescent site
 - 10.3 To consider the Allotment Plot Allocation Policy (V1)
 - 10.4 To consider the alteration of boundaries for plots 7 and 8 at the Crescent site and restructuring of plot ownerships as requested by plot tenants, and to receive an update on currently available plots
11. Village and community:
 - 11.1 To consider the latest independent playground inspection report and to consider actions to be taken
 - 11.2 To receive an update on the funding applications for playground resurfacing and to consider a scheme of playground refurbishment
 - 11.3 To consider quotes received for replacement of the playground bin
 - 11.4 To receive an update on footpath cutting
 - 11.5 To consider a footpath inspection rota as per the LCC update regarding the Parish Paths Partnership Scheme
12. Events:
 - 12.1 To consider a new date for the 27th September Little Cinema due to a clash with a YLCA meeting
 - 12.2 To consider suggestions for future events and consider actions and decisions to be taken
13. To consider and decide on the following purchases:
 - 13.1 To consider the purchase of a leaflet display board for the Village Hall

14. Council:
 - 14.1 To consider the Scheme of Delegation (V1)
 - 14.2 To consider the Policy for Managing Clerk Absences (V1)
 - 14.3 To consider the Internal Controls Policy (V1)
 - 14.4 To consider the Audit Plan 2025/26 and (a) the appointment of the internal auditor for the 2025/26 financial year and (b) the appointment of two councillors to complete the Internal Controls Checklist for Q1 and Q2 of 2025/26
 - 14.5 To consider quotes received for accounting software as per recommendations in the internal auditor report
 - 14.6 To consider the appointment of a second Councillor to the Village Hall Management Committee
 - 14.7 To consider the appointment of a Councillor to the Staffing Committee
 - 14.8 To consider the appointment of a Councillor as Playground representative
 - 14.9 To receive written applications for the office of councillor and to co-opt a candidate to fill the existing vacancy
15. Employment matters:
 - 15.1 To note the application of the NJC national pay award for 2025/26, as applicable to the Clerk's salary
 - 15.2 To consider excluding the press and public under the Public Bodies (Admissions to Meetings) Act 1960 due to the confidential nature of the business to be transacted during discussion of the items under 20.2 and 20.3
 - 15.3 To receive an update on advice received from an HR consultancy and to consider any appropriate next steps
 - 15.4 To consider quotes received for HR and Payroll services
16. To notify the clerk of matters for inclusion on the agenda of the next meeting
17. To note the date and time of the next meeting