

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



29<sup>th</sup> August 2023

You are invited to attend the next meeting of Swillington Village Council, to be held on **TUESDAY 5<sup>th</sup> SEPTEMBER 2023** at 7.30pm in Swillington Village Hall.

A handwritten signature in black ink, appearing to be "Ke", representing Mrs K Goodare.

Mrs K Goodare (Clerk)

*There will be a public session prior to the meeting from 7.15pm. 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 1<sup>st</sup> August 2023 as a true and correct record.
5. To receive information on the following ongoing issues and decide further action where necessary:
  - 5.1 The diseased tree inspection
6. To receive and to consider actions and decisions to be taken:
  - 6.1 Report received from the Chair
  - 6.2 Reports received from representatives
  - 6.3 Committee minutes
  - 6.4 Clerk's Report received
  - 6.5 RSPB meeting minutes received
  - 6.6 Email received from the YLCA regarding Carbon Literacy Training
7. Matters requested by councillors:
  - 7.1 Events Committee
    - 7.1.1 *Cllr Sissons* – to consider and decide on non-Councillor members of the committee

7.1.2 *Cllr Lewin* – to consider and decide on Cllr Lewin’s request to join the Events Committee

7.1.3 *Cllr Bramma* – to consider and decide on an amendment to the committee’s Terms of Reference permitting it to spend within the Events budget for the financial year without full council approval

8. To consider and decide on the dates of meetings up to and including the next annual meeting
  - 8.1 To consider and decide on no full council or committee meetings in January
  - 8.2 To consider and decide on the pattern of committee meetings
  - 8.3 To consider and decide on a date for the Annual Village Meeting
9. To consider and decide upon the following Council staffing policies ahead of the staffing appraisals next month:
  - 9.1 Expenses policy (updated)
  - 9.2 Annual leave policy (new)
  - 9.3 Bereavement policy (new)
  - 9.4 HR data protection policy (new)
  - 9.5 Privacy notice for employees, councillors and role holders (new)
  - 9.6 Grievance Policy (updated)
  - 9.7 Disciplinary Policy (updated)
  - 9.8 Health and Safety Policy (VH staff) (updated)
  - 9.9 Health and Safety Policy (litter picker) (updated)
  - 9.10 Equal Opportunities Policy (updated)
  - 9.11 Dignity at Work Policy (updated)
  - 9.12 Equality and Diversity Policy (updated)
10. To consider and decide on how the Council will mark Remembrance
11. To consider and decide on software options for the Clerk’s laptop
12. To consider and decide upon the following planning applications:
  - 12.1 **Application 23/04922/FU/E** 3 Swillington Lane
  - 12.2 **Application 23/02838/FU, appeal 104747** 2 Swillington Lane
13. To consider and decide on the following grant application matters:
  - 13.1 To consider and decide upon a grant application from Swillington in Bloom (taking note of the Council’s S137 obligations)
  - 13.2 To consider and decide upon a grant application from Swillington Saints Juniors Football Club
  - 13.3 To consider and decide upon the amended Grant Policy and Forms
14. Financial matters:
  - 14.1 To note the result of the external audit & publication of the accounts
  - 14.2 August 2023 spend reconciled to the bank statement
  - 14.3 Agree payment items
  - 14.4 Budget update

14.5 To consider and decide on priorities for the next financial year in order to inform budget-setting & carry-forward calculations

15. To notify the clerk of matters for inclusion on the agenda of the next meeting

16. To confirm the date of the next meeting as Tuesday 3<sup>rd</sup> October 2023

16.1 To note the dates and times of upcoming meetings