**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 2nd of April 2019 at 7.30 pm at the Village Hall.**

**Present** Cllrs Smith (Chair), Williams, Coleman, Woodhead, Donson, Crossley- Rudd and Young.

Village Clerk Diane Brown

4 members of the public were in attendance

**Agenda**

**19.01 Apologies**

Were received from Cllr Blakeley.

**19.02 To receive any amended declarations of interest from members**

None received.

**19.03 To identify any items for discussion that may require the exclusion of the press and public**.

There were none

**19.04 To approve the minutes of the Council Meeting of the 5th of March 2019.**

**It was resolved to approve the minutes of the 5th of March 2019.**

**19.05 To receive reports from**

**a) Local Community Policing Team**

The report had not been received in time for the meeting but once received the Chair will put on the website. The report from the team has been received late for some months now and the Chair is to enquire why this is.

**b) Public Rights of Way Footpath Warden**

The Chair read out the footpath report which has been forwarded to Leeds CC for action. There is a problem with fly tipping which the Chair will pursue.

**c) Children’s Playgrounds/ Litter Pickers**

Mr and Mrs Heszelgrave were not at the meeting but had sent in their report which was read out by the Clerk.

**d) Allotments Representative**

Cllr Donson updated the meeting regarding both sites. He has organised the Annual Allotment meeting for the 10th of April at 7 pm in the Village Hall.

**e) Swillington Education Charity Representative**

Cllr Judith Woodhead updated the meeting. The Educational Charity is open to applications for funding for educational needs for Swillington and Great and Little Preston residents aged 25 and under. Anyone interested should contact the Clerk for further information. The deadline for applications is the 30th of June.

**f) Village Hall Reporting – All relevant aspects**

Cllr Judith Woodhead updated the meeting, new outside lights have been purchased and installed. The problems with the fire alarm batteries has now been resolved and the accounts for the Village Hall for the year ending 31st March 2019 have been approved by the Village Clerk.

**g) Report from the Chair- Copy distributed prior to the meeting**

This report was discussed and noted.

**h) March Delegated Expenditure**

There was none.

**19.06 Elderberries – Request for a grant- To consider and decide**

TheElderberries have applied for a grant for £1,000. The application was discussed, **and it was resolved to give a grant to this community group which serves the elderly in the village for a £1,000 as requested**. Cllr Smith declared an interest and did not partake in the discussion.

**19.07 Councillor Training going Forward- To consider and decide.**

Swillington Village Council would like all staff and councillors to have the necessary skills to be effective in their roles and responsibilities. Training is available and the cascading of training has been previously discussed. **It was resolved to update the Statement of Training** **Policy which as first written in 2014**. It was further discussed that each councillor and staff member should have individual training record on which they will note the training they have had and note training they would like to receive in the future. The Clerk will devise a template which will be shared with councillors prior to the next meeting. The Chair had prior to the meeting distributed a resume of the planning training that she and Cllr Williams had attended.

**19.08 Annual Report of the Standards and Conduct Committee- For Information**

This was discussed and noted.

**19.09 Consultation of the New Code of Audit Practice- For information**

This was discussed and it was agreed that the Clerk would respond to the consultation on behalf of the Council.

**19.10 To receive any information on the following on going issues and decide further action where necessary**

**a) Parking on Hill Crest.**

We are still awaiting an update on this matter.

**b) Flexible Planning Church Lane- Illegal Flue**

No update on this longstanding issue has been received. It is very disappointing that Leeds CC is allowing this matter to be unnecessarily prolonged with no sign of it being resolved.

**c) Planning application 30 Church Lane**

Leeds CC has approved this development with conditions.

**d) Land at the rear of Church Crescent Allotments**

The Chair updated the meeting regarding the positive developments in this matter.

**e) Speed Indicator Device (SID) Progress**

The SID is now in operation and the issues highlighted in its first weeks of operation have been sorted.

**e) Year End Closure- Annual Return 2018-19**

**e1)** The year end 2018-19 is now closed. The carry forward is £8,800.44 which includes £2,549.16 of ringfenced monies.

**e2)** The accounts for 2018-19 have been audited and the Internal Auditor did not find any discrepancy in the accounts. The Internal Audit was discussed, and the audit programme was put on file for public examination. Mrs Margaret Best the Internal Auditor had positively signed the Internal Audit page of the Annual Return.

**e3**) The Governance Statement Section 1 within the Annual Return for 2018-19 was read out by the Clerk so that councillors were fully aware of all its requirements prior to it being signed by the Chair.

**e4**) The Accounting Statements for 2018/19 which is Section 2 of the Annual Return was completed by the Clerk and RFO and signed by the Chair. The Chair stated that the accounts would be available for inspection after the next council meeting.

**f) May 2019 Elections**

The Chair reminded all councillors that they should have completed their nomination forms and have handed them in to Electoral Services of Leeds CC. It is not known at this time if our next meeting owing to electoral requirements will be on the usual Tuesday which is the 7th of May or the following day.

**g) Steps at Scott Close**

Despite assurances by Leeds CC that the necessary works would be completed before March 2019 there has disappointingly been no action. The Clerk will continue to pursue.

**h)** **Village Hall Car Parking Project**

Leeds CC has stated that it will investigate the matter again.

**i) Change of name of Parish Council.**

This matter is still ongoing.

**j) Bus Shelter Astley Lane**The petition that was handed in to the Village Council has been scanned and sent to Leeds CC and West Yorkshire Transport Authority. The Clerk has contacted a neighbouring parish council who have installed a bus shelter themselves. It was not an easy process and funding to pay for it was raised via grants. Cllr Williams is to take the lead on this, and the Chair instructed him as to the first steps to be taken. Authority to have a bus shelter must be obtained first and then the funding issues addressed after permission has been granted.  
**k)** **The need for a crossing on the A63 Selby Road**.

The Village Council continues to pursue this matter, but Leeds CC has stated that it will review the situation but has not taken any action yet. After the last meeting the Village Council wrote to both the Police and MP Alec Shelbrooke highlighting residents concerns.

**19.11 To receive and consider any current planning proposals.**

**a**) **19/01308/FU/E the Old School House**

This application was discussed, and the Village Council has no objection to it. Cllr Crossley-Rudd declared an interest and took no part in the discussion.

**19.12 Financial Information to receive and consider the financial accounts.**

**a) March 2019 accounting statements reconciled to the parish council bank statements.**

The payments totalling £3,493.73 were agreed and initialled by all Cllrs present and then authorised by the Chair.

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Item Purchased** | **Amount** | **Date** |
| **Geoxphere** | **Parish on line** | **£72.00** | **04/03/2019** |
| **Kippax Fund raising Group** | **Donation** | **£120.00** | **05/03/2019** |
| **Came and Co** | **Insurance renewal** | **£1,267.57** | **05/03/2019** |
| **Mogo Direct** | **Village Hall tables** | **£117.48** | **08/03/2019** |
| **Cllr Jacqui Smith** | **Expenses** | **£25.58** | **27/03/2019** |
| **Clerk** | **Expenses** | **£99.78** | **27/03/2019** |
| **4 members of staff** | **Salaries** | **£1,778.32** | **29/03/2019** |
| **W. Heszelgrave** | **Mileage** | **£13.00** | **31/03/2019** |

**b) Budget 2019/20**

The budget for 2019/20 was discussed **and it was resolved that this was an accurate forecast of the coming year.**

**19.12 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**Cllr Williams share the hand out from his recent playground training with the Clerk and fellow councillors.  
**19.13 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be the Annual Village Council meeting and will take place depending on the electoral circumstances on either Tuesday the 7th of Wednesday the 8th of May at 7.30 in the Village Hall.

This part of the meeting ended at 8.40 pm.

**Public Participation**

Items discussed included;

* A resident raised the issue of the hedge around the sub station this has been raised before and the Electricity Board has reduced the size of the hedge but for security reasons will not reduce it further.
* Fly tipping around the sub station
* Allotments Meeting 10th of April at 7 in the Village Hall.
* Could thanks be given to Mr and Mrs Heszelgrave or their generosity regarding the Miners Memorial.

The meeting closed at 8.50 pm.

**Diane Brown**

Parish Clerk and Responsible Financial Officer Swillington Parish Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

……………………………………………………….. Date ………………………...