**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 7th of April 2020 at 7.30 pm.**

 **Please note that this meeting was held remotely owing to the Coronavirus Pandemic and the resulting restrictions on social distancing.**

**Those Councillors taking part** Cllrs Smith (Chairman), Williams, Crossley-Rudd, Coleman, Carris-Wright Young, Woodhead and Donson. At times during the meeting some councillors experienced technical difficulties, and these have been noted in the transcript and supporting documentation of the Council Minutes.

Village Clerk Diane Brown

**Agenda**

**20.01 Apologies**

None received.

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

As part of the proceedings the Chair asked if anyone had any interests to declare and none were declared.

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

This was not applicable

**20.04 To approve the minutes of the Council Meeting of the 3rd of March 2020**

**It was resolved to approve the minutes of the 3rd of March 2020. \****1 see footnote*

**20.05 To receive reports from**

**a) Local Community Policing Team**

The Chair distributed the report to all Councillors which had been received from the Policing Team detailing the crimes in the village in the last month. The report has been put on the Council website.

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

The Footpath Warden was unable due to the Coronavirus Pandemic complete her usual footpath walking but had issued an email stating the paths she had been able to walk. There were no problems reported.

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

Cllr Williams gave an update as to his weekly checks on the playground.

The report from the Litter Picker was shared by the Clerk to all Councillors.

**d) Allotments Representative**

Cllr Donson distributed his report to all Councillors. The April Allotment Meeting has been cancelled. All plots are now taken and a waiting list for those wishing to have a plot has been created.

**e) Swillington Educational Charity Representative**

Cllr Woodhead shared her report regarding the Charity which was accepted.

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

Cllr Woodhead shared her report which was accepted. The Chair is currently trying to get quotes to refurbish the Kitchen area of the Hall and will keep Councillors updated with her progress.

**g) Speed Indicator Updates (SID’s)**

Cllr Coleman shared his report which was accepted.

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

This report was noted and accepted.

**i) March Delegated Expenditure**

There was none.

**20.06 Financial Year end 2019/20- To consider and decide.**

The financial year has now closed, **it was resolved to**

* Accept the year end accounts the carry forward figure being £9,625.09. *\* 2 see footnote.*
* Accept the Year End Internal Controls Document. \**3 see footnote*
* Accept the Year End Asset Register. *\* 4 see footnote.*

Owing to the Annual Governance and Accountability not being received yet because of the Coronavirus Pandemic it has been suggested by the Yorkshire Local Councils Association to complete the Internal Audits as soon as possible. The Internal Audit will need to be completed remotely.

**20.07 The Budget for 20/21 To consider and decide**

 **It was resolved to accept the Budget for 20/21 which the Clerk had distributed to all Councillors.**

**20.08 Implications of the Coronavirus pandemic- To consider and decide**

Councillors agreed that if the May meeting which will also, be the Annual Council Meeting is also held remotely then the mode of operation requires improvement. The use of Skype Zoom or WhatsApp will be investigated.

**20.09. Mint Festival – To consider and decide**

This was discussed and a vote was taken as to whether the Council should object to it taking place. It was agreed though not unanimously that the Council would not have any objections.

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

**(a) Land at the rear of Church Crescent Allotments**

Work has started to improve this site, unfortunately there is another illegally parked car which requires moving. The Council would like to thank a resident for his help in tidying this area. The Chair had distributed the wording for signage indicating that the land is private. The signage was agreed, and the Chair will investigate the costings.

**(b) Steps at Scott Close**

No update on this has been received.

**(c) Website and mobile application implications**.

No update on this has been received.

**(d) Banking Mandate Change**

The revised banking mandate has been completed correctly and has been sent to the bank.

**(e) The Big Lunch**

Cllr Crossley-Rudd advised the meeting that owing to the current circumstances that this event is on hold.

**20.11 To receive and consider any current planning proposals.
(a) Planning application 20/01426/FU/E Single storey extension Aysgarth Selby Road**

This application was discussed, and the Village Council does not have any objections to it.

**(b) Planning Application 20/01822/FU/E Change of use 3-5 Astley Lane**

This application was discussed, and the Village Council does not have any objections to it.

**20.12 Financial information to receive and consider the financial accounts**.

**a) March 2020 accounting statements have been reconciled to the village council bank statements and presented to the Council.**

The payments totalling £2,559.41, were agreed by all Cllrs.

|  |  |  |  |
| --- | --- | --- | --- |
| Date  | Payee | Reason for Expenditure | Amount |
| 04/03/2020 | Cllr Jacqui Smith | Expenses | £10.99 |
| 05/03/2020 | Royal Legion | Wreath | £15.00 |
| 16/03/2020 | Clerk  | Reimbursements | £143.44 |
| 16/03/2020 | HMRC | Tax  | £219.50 |
| 27/03/2020 | Salaries | 3 members of staff | £1,363.93 |
| 30/03/2020 | PPR /PPL | Music licenses | £806.55 |

**b) Budget 2019/20**

The budget for 2019/20 was discussed **and resolved.**

**20.13To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**The Chair stated that she had taken part in a useful on-line Councillor Forum.

**20.14 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be on Tuesday the 5th of May. This will also be the Annual Council Meeting.

This may also be a remote meeting.

Owing to the Coronavirus Pandemic this was a remote meeting and consequently there was not Public Participation.

The meeting closed at 8.50 pm.

*Footnotes 1-5 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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