**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 2nd of February 2021 at 7.30 pm.**

**Please note that this meeting was held remotely using Zoom owing to the COVID-19 Pandemic and the resulting restrictions on social distancing.**

**Councillors in attendance** Cllrs Smith (Chairman), Crossley-Rudd, Young, Williams and Dunkerley.

There was one member of the public in attendance.

Village Clerk Diane Brown

**Agenda**

**20.135 Apologies**

None received.

**20.136 To receive any amended declarations of interest from members.**

None received.

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

There were none.

**20.138 To approve the minutes of the Council Meeting of the 5th of January 2021.**

**It was resolved to approve the minutes of the 5th of January 2021.** **\****1 Footnote*

**20.139 To receive reports from**

**a) Local Community Policing Team**

The report was not received in time for the meeting but when received it will be placed on the Council website.

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

The Footpath Report was discussed and has been sent to Leeds CC for action.

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

Cllr Williams provided his playground report which was discussed. The contractor has completed the works required for the safety matting.

**d) Allotments Representative**

Cllr Donson was not at the meeting and he had not provided a report.

**e) Swillington Educational Charity Representative**

In the absence of a Councillor representative for the Charity the Chair updated the meeting stating that there was nothing to report.

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

In the absence of a Councillor representative for the Village Hall the Chair updated the meeting. She stated that the refurbishment of the VH toilets would take place in April/May and that she was meeting a representative from Swillington School regarding problems with the vegetation on the School grounds which was affecting the Village Hall.

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

Cllr Coleman shared his report which was discussed.

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

This report was noted and accepted.

**i) January Delegated Expenditure**

There was none.

**20.140** **Co-option of a Councillor- To consider and decide.**

A suitably qualified Swillington resident had put himself forward for the Council vacancy. It was unanimously agreed and **resolved that Jake Knox be co-opted to the Council.** The Chair welcomed Cllr Knox to the Council and the Clerk outlined the documentation which Cllr Knox is required to complete. **\****2 Footnote*

At this point of the meeting the Chair stated that Cllr Donson had contacted her stating that he was resigning with immediate effect. The Clerk will contact Leeds CC Electoral services to inform them of the vacancy.

*Cllr Young joined the meeting at this time as he had been experiencing technical difficulties.*

**20.141 Precept 2021/22 – To consider and decide.**

Owing to the financial pressures caused by COVID 19 there has been a decrease in the base rate calculation, an increase in persons claiming council tax support and a decrease in Council Tax collection rates. This has resulted in the unusual situation of an increase to Council Tax demands to residents should the Precept remain the same. With prudent budgeting and the receipt of a one-off grant, Swillington Village Council agreed to reduce the Precept for 2021/22. **It was resolved that the Precept for the coming year would be £30,500. \****3 Footnote*

**20.142 Local Plan shared occupancy Consultation- to consider and decide.**

This item was discussed, and the Clerk will respond to the consultation with the views stated by Councillors.

**20.143 Supporting the National Census 21st March 2021- To consider and decide.**

This item was discussed, and Councillors felt that in Swillington there was not the hard-to-reach persons as outlined in the request for help from the National census Office. The Chair stated that she would contact them to explain.

**20.144 Insurance renewal 2021/22 - to Consider and decide.**

The insurance renewal was agreed.

**20.145 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**

Following on from the advice from Cllr Young the Clerk had written to both the tenant and landlord at the address concerned. No reply had been received from either party and it was agreed that the Clerk should write again in a few weeks’ time and sending the letters by recorded delivery.

**(b) The Mint Festival**

There have not been any updates received on this matter. It is felt that owing to the current situation this event will not go ahead in 2021. It was agreed that this would be added to the Risk Register and in the short term this item dropped from the agenda.

(**c) Government email addresses**

All Swillington Village councillors have their own government email addresses and the Chair reminded Councillors that they should always use them for Council business.

**(d) Banking Mandate**

The Chair stated that she had actioned all the necessary forms for the banking mandate and was awaiting confirmation from the bank.

**20.146 To receive and consider any current planning proposals.   
(a) 20/08629/FU Hollinholme Swillington Lane**

**(b) 20/08630/FU Hollinholme Swillington Lane**

Both applications were discussed. Both applications have been made retrospectively and the development in question is subject to an enforcement order for non-compliance of Planning Legislation. In the light of this Swillington Village Council supports Leeds CC in this matter and objects to both applications being granted.

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

**a) January 2021 accounting statements have been reconciled to the Village Council bank statements and presented to the Council.**

**The payments totalling £ 2,775.93 were agreed by all Cllrs.**

|  |  |  |
| --- | --- | --- |
| **Payee** | **Reason for expenditure** | **Amount** |
| **Village Hall** | **Business grant expenditure** | **£143.61** |
| **Vision ICT** | **Domain fee** | **£66.00** |
| **HMRC** | **Tax and NI** | **£226.89** |
| **Diane Brown** | **Clerk expenses** | **£35.87** |
| **AM Electrical** | **Consumer unit in the Village Hall** | **£894.00** |
| **YLCA** | **Training courses** | **£30.00** |
| **SLCC** | **Subscription** | **£166.00** |
| **Salaries** | **3 members of staff** | **£1,213.56** |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****4 Footnote.*

**20.148 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**

Cllr Young said that as he joined the meeting, he had heard that Cllr Donson had resigned and that he would be willing to become the Allotment Representative. Cllr Dunkerley said that he would support Cllr Young in this. Cllr Dunkerley also asked that the issue of parking within the lane allotments was investigated as it was causing some ill feeling. It was agreed that the Clerk would remind the lane allotment holders of the rules applying to this when she sends out the rent demands this month.

Cllr Knox also asked if there were other representative vacancies as he was happy to help. This will be a March agenda item.

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

The next meeting of the Village Council will be on Tuesday the 2nd of March 2021.

*Footnotes 1-4 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

**Public Participation** There were no members of the public in attendance.

The meeting closed at 8.15 pm.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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