**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 5th of March 2019 at 7.30 pm at the Village Hall.**

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

Parish Clerk Diane Brown

4 members of the public were in attendance

**Agenda**

**18.159 Apologies**

Were received from Cllrs Woodward, Blakeley and Crossley-Rudd.

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

None received.

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

There were none

**18.162 To approve the minutes of the Council Meeting of the 5th of February 2019.**

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

**18.163 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.

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

The Chair read out the footpath report which has been forwarded to Leeds CC for action.

**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 will organise the annual allotment holders meeting. All rent demands have now been sent out to allotment holders and should be paid on the 1st of April.

**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 Village Hall Committee is currently looking at differing activities to boost revenue and there will be a craft fair and table top sale this year.

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

This report was discussed and noted.

**h) February Delegated Expenditure**

There was none.

**18.164 HS2 Renewal of EAA License- To consider and decide.**

This item was discussed, and **it was resolved to renew the license.**

**18.165 Year End Closure 2018/19.**

The Clerk updated the meeting regarding the requirements for the closure of the financial year end.

**a) Appointment of Internal Auditor.**

**It was resolved to appoint Margaret Best as the Internal Auditor.
b) Internal Controls Document**The Internal Controls Document lists the financial controls that Swillington Village Council has put in place to ensure that all financial transactions are properly completed. It was discussed, agreed and was **resolved that it was a robust document which correctly listed those in place**. It was signed by the Chair and will form part of the year end audit file for both internal and external audit purposes.

**c) Asset Register**

**This document was discussed, and it was resolved to be an accurate record of the assets held by Swillington Village Council.** It will be placed in the audit file.

**d) Annual Return**

The previous year had many changes for the requirements of external audit for the year end closure process. This year will be the same as last year as there have been no notifications of changes.
**e) Reserve Policy**

A revised reserve policy which reflects the needs of the council going forward for 2019/20 was discussed and agreed. **It was resolved that this policy reflected the needs of the council in the forthcoming year.**

**18.166 May 2019 Elections – For information**

The Chair reiterated the information which the Clerk had sent all councillors from Leeds CC Electoral Services. It is up to each councillor to ensure that their nomination forms are sent as per the directive.

**18.167 The need for a crossing on the A63 Selby Road – For information**The Village Council has highlighted this problem previously, unfortunately there was not the budget for a review at the last request and it is being raised again prior to the start of the next financial year in the hope that it is put on the review list. This will be a future agenda item.

**18.168 Dedication of Mining Memorial – For information**

 The Chair updated the meeting regarding the dedication ceremony for the Mining Memorial remembering all those who worked in the mine in Swillington. It is in the form of a mining tub and has been paid for by Mr and Mrs W. Heszelgrave. The ceremony will take place on the Green on the 23rd March at 11.00 am.

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

**a) Parking on Hill Crest.**As there was no progress made with Leeds CC Officers the Village Council enlisted the help of Cllr Mark Dobson who has put the council in touch with the relevant officer. Hopefully progress can be made on this longstanding issue.

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

No update has been received on this matter.

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

The Village Council has appointed a new solicitor for this matter and is awaiting further developments.

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

Cllr Coleman updated the meeting as to the lack of progress from Leeds CC on this matter.

**e) Steps at Scott Close**

 Leeds CC have re-iterated that this matter will be actioned before the end of the financial year.

**f)** **Village Hall Car Parking Project**

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

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

**It was resolved to spend £120 to pay for the change of email addresses owing to the change of title.**

**h) Bus Shelter Astley Lane**The Village Council has been in contact with both Leeds CC and the West Yorkshire Transport Authority to lobby for a bus shelter in this location. A petition was handed in during the meeting of residents in support of a bus shelter. Copies will be sent to both parties in the hope that the necessary action will be taken.

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

**a)** No applications were received.

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

**a) February 2018 accounting statements reconciled to the parish council bank statements.**

The payments totalling £2,915.48 were agreed and initialled by all Cllrs present and then authorised by the Chair.

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| --- | --- | --- | --- |
| **Payee** | **Item** | **Date** | **Amount** |
| **Royal Legion** | **Poppy Wreath** | **08/02/2019** | **£15.00** |
| **Staff member** | **Mileage** | **11/02/2019** | **£7.80** |
| **Parish on line** | **Subscription** | **11/02/2019** | **£72.00** |
| **Vision Ict** | **Web site hosting** | **11/02/2019** | **£186.00** |
| **HMRC** | **Tax month 9** | **11/02/2019** | **£244.04** |
| **Allotment Holder** | **Lock purchase** | **11/02/2019** | **£8.42** |
| **YLCA** | **Training** | **11/02/2019** | **£80.00** |
| **Vision ICT** | **Operation London Bridge** | **18/02/2019** | **£42.00** |
| **Vision Ict** | **SSL Certificate** | **18/02/2019** | **£150.00** |
| **Village Hall** | **Increased external lighting** | **18/02/2019** | **£195.00** |
| **4 Members of staff** | **Salaries** | **22/02/2019** | **£1,637.88** |
| **HMRC** | **Tax month 10** | **25/02/2019** | **£244.04** |
| **Chair** | **Expenses** | **26/02/2019** | **£24.20** |
| **Staff member** | **Mileage** | **28/02/2019** | **£9.10** |

**b) Budget 2018/19**

The yearend budget for 2018/19 was discussed **and it was resolved that this was an accurate forecast of the coming year.**

**c) Year end budget 2018/19 and 2019/20.**

Both updated budgets were discussed and agreed**.**

**18.172To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**There was none.
**18.173 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be held on Tuesday the 2nd of April 2019 at 7.30 pm. This will be preceded by the Annual Village Meeting which will start at 7pm. All welcome and refreshments will be available. This part of the meeting ended at 20.17 pm.

**Public Participation**

Items discussed included;

* The problem of speeding cars on Astley Lane.

 Two residents who live on Astley Lane gave an impassioned speech about the problems of speeding drivers. 400 residents had signed a petition asking for speed calming measures, but this has unfortunately been lost. Ward Councillor Mark Dobson had requested help from the Village Council to try to retrieve it but unfortunately it has not been located. It was agreed that the Clerk should write to Alex Shelbrooke MP and the Police Commissioner requesting action.

 The meeting closed at 20.45 pm.

**Diane Brown**

Parish Clerk and Responsible Financial Officer Swillington Parish Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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