**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 3rd of March 2020 at 7.30 pm at the Village Hall.**

**Present** Cllrs Smith (Chairman), Williams, Crossley-Rudd, Coleman and Dunkerley.

Village Clerk Diane Brown

3 members of the public were in attendance

**Agenda**

**19.152 Apologies**

Were received from Cllr Carris- Wright, Woodhead, Young and Donson.

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

None received.

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

There were none

**19.155 To approve the minutes of the Council Meeting of the 4th of February 2020**

**It was resolved to approve the minutes of the 4th of February 2020.**

**19.156To receive reports from**

**a) Local Community Policing Team**

The Chair read out the report received from the Policing Team detailing the crimes in the village in the last month. The report will be put on the Council website.

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

The Public Rights of Way Report had been received and had been sent to Leeds CC for action.

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

Cllr Williams gave an update as to his weekly checks on the playground. There has been a problem with broken glass which he has picked up. It was agreed that Cllr Williams should have the necessary equipment to prevent injury to himself when picking up broken glass.

The report from the Litter Picker was shared by the Clerk.

**d) Allotments Representative**

Cllr Donson was not at the meeting. He had sent in a report which the Clerk read out. There are new tenants at both sites, and both sites are now full. The Annual Allotment Meeting will take place on Wednesday the 15th of April at 7pm in the Village Hall. The Clerk stated that she had informed all allotment holders of the meeting details and rent invoices for 20/21 had been issued.

**e) Swillington Educational Charity Representative**

The Chair updated the meeting regarding the Swillington Educational Charity meeting which had taken place earlier that evening. There is to be another round of funding application which will be launched shortly with a closing date set for applications of the 30th of June. The next meeting of the Charity will take place on the 7th of July 2020.

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

The Chair updated the meeting she is to apply for Awards for All funding to refurbish the kitchen. There is further good news in that bookings for the Village Hall have increased overall. There have been further changes in the calculation of the cost of the Music License, this had been discussed at the last meeting of the Village Hall Committee. The resulting information was passed on to the Clerk so that she can complete the necessary forms. The Chair stated that the Village Hall Committee need to adapt their booking forms for the provision of music use. Hirers need to be aware that having certain kinds of music at some events can result in increased costs. The Chair also stated that the organisation Action with Communities in Rural England, (ACRE) has launched a national village hall census. The deadline for completion is the 31st of March and she will complete.

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

Cllr Coleman updated the meeting regarding the February speeding statistics and the progress for the siting and purchase of another SID in the village

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

This report was discussed and noted.

**i) February Delegated Expenditure**

There was none.

**19.157 Statutory Use of Land Section 124 of the Local Government Act 1972- To consider and decide**

Local councils have broad powers to acquire and hold land under s.124 of the Local Government Act 1972. Further to a recent court judgement Councils were recently reminded by the Yorkshire Local Councils Association that in order to minimise the possibility of council land being successfully registered as village green, councils should be clear as to the statutory purpose for which their land is held (e.g. for recreation or allotment use). This should be evidenced in council minutes and notices placed on the land. It was agreed that signage would help clarify this issue for the land owned by Swillington Village Council. Signs will be purchased stating ownership of the Playground and Allotments and quotes for this work will be sought and brought to the next meeting.

**19.158 Financial Year End 19/20 Internal Auditor – To consider and decide.**

**It was resolved to appoint Mrs Margaret Best as the Internal Auditor to audit the closure of the current financial year.**

**19.159 Increase in the Allotment Rent 2020/22- To consider and decide.**

**It was resolved to increase the allotment rent by one penny per square meter from April 2021.**

**It was further resolved that the reductions in allotment rent for two long standing allotment holders be increased to the same rate as other allotment holders from April 2021.** Further more the rent concession is for gardeners in receipt of state pension.

**19.160 Annual Village Meeting- To consider and decide**

The Annual Village Meeting will take place on the 7th of April at 7pm in the Village Hall. Refreshments will be available and Cllr Crossley -Rudd said that she would bake a cake. The usual Council meeting will start after this meeting at 7.30 pm.

**19.161. Council Responsibilities- For information**

All councillors at the meeting were given files for their council information. At previous meetings the basic information that councillors should be aware of such as the Code of Conduct, Financial Regulations and Standing Orders was discussed. Hard copies of this information were given to those councillors who had requested it. Attendance certificates were also handed to all councillors who had recently attended the finance training. Councillors were also reminded that it is their responsibility to keep their Register of Interests up to date.

**19.162 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**

The illegally parked van has now been removed and the Community Payback Team has started to clear the site. Cllr Crossley-Rudd stated that the recent strong winds had deposited a trampoline on this land from a neighbouring garden and that a van is regularly parking in this area overnight. The Chair asked for additional information so that the Clerk could investigate.

**(b) Steps at Scott Close**

The work on the steps is continuing, the handrails have been delivered but have not yet been fitted.

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

The Clerk has requested further information from the website provider which has not yet been provided. She will continue to chase

**(d) Banking Mandate Change**

The revised banking mandate has not yet been finalised as it has not been previously completed incorrectly. The Chair will liaise with Cllrs Woodhead and Donson to ensure completion before the next meeting.

**(e) The Big Lunch**

Cllr Crossley- Rudd updated the meeting with regards to her efforts re catering for the event. It was agreed that 150 tickets for the event would be generated. This will be a free event and Cllr Crossley- Rudd stated that the Tesco’s Community Champion had agreed to help fund the event. The Big Lunch will be held on Saturday the 6th of June.

**(g) Budget 20/21**

The Clerk had distributed an updated budget for the next financial year to all councillors. It was discussed and agreed that at this time it contained the information necessary for a prudent budget setting for 2020/21.

**19.163 To receive and consider any current planning proposals.   
(a) Planning application 20/00342/FU Carwood Park Selby Road**

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

**(b) Planning Application 20/00599/FU Land Adj to Ivy Cottage Swillington Lane**

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

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

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

The payments totalling £3,215.56, were agreed and initialled by all Cllrs present and then authorised by the Chair.

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| Date | Payee | Reason for Expenditure | Amount |
| 03/02/2020 | Vision ICT | SSL Renewal | £60.00 |
| 03/02/2020 | Vision ICT | Web site hosting | £187.80 |
| 06/02/2020 | Parish on- line | Subscription | £72.00 |
| 06/02/2020 | Growing Zone | Grant | £440.00 |
| 17/02/2020 | Village Hall | Room hire February | £18.75 |
| 17/02/2020 | Diane Brown | Reimbursement for files for councillors | £77.68 |
| 19/02/2020 | HMRC | Tax and NI month 10 | £219.50 |
| 24/02/2020 | Martin Gaffney Solicitors | Solicitor costs | £180.00 |
| 25/02/2020 | HAGS SMP | Playground repairs | £606.63 |
| 28/02/2020 | 3 members of staff | Salaries | £1,334.45 |
| 28/02/2020 | Village Hall | Room hire March | £18.75 |

**b) Budget 2019/20**

The budget for 2019/20 was discussed **and it was resolved that this was an accurate forecast as we approach the year-end.**

**19.165 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**There was none.

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

The next meeting of the Village Council will be on Tuesday the 7th of April 2020.

This part of the meeting ended at 8.50 pm.

**Public Participation**

Items discussed included.

* Speeding violation rates approaching the 40MPH sign.
* Possibility of having an extra road sign stating that drivers are entering a 30MPH zone.
* Drivers making U turns on Selby Road.

The meeting closed at 9.00 pm.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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