**APPENDIX A**

**Minutes of Swillington Village Annual Council meeting held on Tuesday the 7th of May 2019 at 7.30 pm at the Village Hall.**

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

Village Clerk Diane Brown

4 members of the public were in attendance

**Agenda**

**19.14 Election of the Chairman**

It was unanimously agreed and subsequently **resolved to elect Cllr Jacqui Smith as Chairman of Swillington Village Council.** Cllr Smith signed the declaration of the acceptance of office.

**19.15 Election of the Vice- Chairman**It was unanimously agreed and subsequently **resolved to elect Cllr Pete Young as Vice- Chairman.** Cllr Young signed the declaration of the acceptance of office.

**19.16 Apologies**

Were received from Cllr Blakeley. (Carris-Wright)

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

None received.

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

There were none

**19.19 To approve the minutes of the Council Meeting of the 2nd of April 2019.**

**It was resolved to approve the minutes of the 2nd of April 2019.**

**19.20 To review the Committee Structures and to appoint members to the staffing Committee.**

It was agreed that the current staffing structure is fit for purpose and it was **resolved to appoint Cllrs Smith and Crossley-Rudd to the Staffing Committee.**

**19.21 To appoint representatives on the undermentioned bodies as required.**

**It was resolved to appoint Cllr Woodhead as the representative to the Village Hall Committee and Swillington Educational Charity. It was also resolved to appoint Cllr Donson as the Allotments representative.**

**19.22 To receive reports from**

**a) Local Community Policing Team**

 The Council has not received a report from the Local Community Policing Team for some months now and the Clerk 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 overgrown bushes on paths 1 and 2 which the Chair will pursue.

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

Mr and Mrs Heszelgrave were not at the meeting and owing to ill health a report had not been received.

**d) Allotments Representative**

Cllr Donson updated the meeting regarding both sites. He gave an update regarding the Allotments Meeting which was held on the 10th of April. It was agreed that weed killer could be purchased for the Crescent Site. At this point a member of the public was given permission to speak on this item. She had concerns regarding blocked paths at the Lane Site. The paths do not form part of the plots and should not be cultivated. The Clerk will write to the allotment holders who are doing this giving them 2 weeks to restore them.

**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 said there was nothing to report as there had not been a meeting in April.

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

This report was discussed and noted.

**h) April Delegated Expenditure**

There was none.

**19.23 Youth Activity Day use of Council Land -To consider and decide**

It was agreed that Leeds CC could use Village Council land for the Youth Activity Day.

**19.24 Charity FDM – Application for a grant-To consider and decide.**

**It was resolved that Swillington Village Council would give this charity £400.** Cllr Donson stated that he personally would contribute a further £100.

**19.25 Review of Standing Orders and Financial Regulations – To consider and decide.**

**It was resolved to accept the reviewed documents.**

**19.26 Enforcement Notification 19/00336/UOPS3 – For information**

This matter was discussed and noted.

**19.27 Elections 2019 including the Councillor Vacancy.**

**a) Elections 2019**

At the recent elections Swillington Village Council filled 8 of the 9 councillor posts. All elected councillors were asked to sign their acceptance of office forms and to review their current Disclosure of Pecuniary Interest Forms to ensure that they were up to date.
**b) Councillor Vacancy**As the elections had been held and there was one vacancy electoral law allows that the vacancy could be co-opted. There was one notice of interest for the vacancy and it **was resolved that Mr Philip Dunkerley be co-opted to the Village Council.
c) Power of Competence**As a result of the recent elections the Village Council continues to qualify for the Power of Competence**. This matter was also resolved.**

**19.28 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. The Clerk will request an update from Leeds CC Planning Department.

**c) Land at the rear of Church Crescent Allotments**The Council has not had a recent update on this, and the Clerk was asked to pursue with the solicitor.

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

Both SIDs are now in operation and in future this matter will be discussed under the reports section.

**e) 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.

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

Leeds CC has stated that the Council will not be allowed a drop kerb and so this project cannot go any further. The Chair asked the Clerk to inform the Brigshaw Trust of this and to bring to the attention of the Trust the shrubs in the fenced off area of land including a silver beech tree that needs attention.

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

This matter is still ongoing.

**h) Bus Shelter Astley Lane**

It was agreed that the Council would contact the affected home- owners to ensure that they do not object to a bus shelter being erected outside their properties. **i)** **The need for a crossing on the A63 Selby Road**.

The Village Council continues to pursue this matter.

**j) Speeding on Astley Lane**

The Council has contacted both the Police and MP Alex Shelbrooke asking for action on this matter.

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

**a**) **19/02188/FU/E Field Cottage Newsam Green Road**

This application was discussed, and the Village Council has no objections to it.

**b) 19/01798/FU/E Beechtrees, Swillington Lane**

This application was discussed, and the Village Council has no objections to it.

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

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

The payments totalling £5,660.08 were agreed and initialled by all Cllrs present and then authorised by the Chair.

|  |  |  |  |
| --- | --- | --- | --- |
| **Payee** | **Item Purchased** | **Amount** | **Date** |
| **M. Best** | **Internal audit** | **£50.00** | **10/04/2019** |
| **CISWO** | **Ground rent** | **£89.07** | **10/04/2019** |
| **Vision ICT** | **Change of title** | **£144.00** | **10/04/2019** |
| **YLCA** | **Subscriptions** | **£745.00** | **10/04/2019** |
| **HAGS SMP** | **Playground repairs** | **£1,414.20** | **23/04/2019** |
| **Elderberries** | **Grant** | **£1,000.00** | **23/04/2019** |
| **HMRC** | **Tax** | **£516.96** | **24/04/2019** |
| **4 Employees** | **Salaries** | **£1,682.04** | **26/04/2019** |
| **Diane Brown** | **Clerk Expenses** | **£18.81** | **29/04/2019** |

**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.**

**19.30 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**The Clerk stated that on the day of the meeting she had received an email from CISWO regarding land that is currently leased and in which the Council has an interest. This will be an agenda item for the June meeting. The Clerk was asked to gather further information about the impact of this on the Village Council.

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

The next meeting of the Village Council will be on Tuesday the 4th of June.

This part of the meeting ended at 9.00pm.

**Public Participation**

Items discussed included;

* Problems with councillor emails on the Village Council Website.

The meeting closed at 9.05 pm.

**Diane Brown**

Parish Clerk and Responsible Financial Officer Swillington Parish Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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