**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 5th of May 2020 at 7.30 pm.**

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

**Councillors in attendance** Cllrs Smith (Chairman), Crossley-Rudd, Coleman, Carris-Wright Young, Woodhead, Dunkerley and Donson.

There were no members of the public in attendance but there had been an open invite for anyone wishing to attend.

Village Clerk Diane Brown

**Agenda**

**20.15** 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 which was scanned and sent to the Clerk for her signature. *\* 1 Footnote*

**20.16 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 which was scanned and sent to the Clerk for her signature. *\* 2 Footnote*

**20.17 Apologies**

None received.

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

None received**.**

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

There were none

**20.20 To approve the minutes of the Council Meeting of the 7th of April 2020**

**It was resolved to approve the minutes of the 7th of April 2020. \****3 Footnote*

**20.21 To review the Committee Structures and to appoint 3 members to the staffing Committee.**

**It was resolved to appoint Cllrs Smith, Crossley-Rudd and Dunkerley to the Staffing Committee.** *\*4 Footnote*

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

**It was resolved to appoint Cllr Crossley- Rudd as the representative to the Village Hall Committee. Cllr Woodhead was appointed as the representative for the Swillington Educational Charity. It was also resolved to appoint Cllr Donson as the Allotments representative.** *\*5 Footnote*

**20.23 To receive reports from**

**a) Local Community Policing Team**

No communication received from the Team.

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

The Footpath Report was discussed and the matters arising will be reported to Leeds CC for action.

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

The Children’s Playground is currently closed.

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

**d) Allotments Representative**

Cllr Donson updated the meeting regarding issues from both sites. The Clerk was asked to contact a tenant who has moved his plot perimeter on the Lane Site. On the Crescent site one plot needs remeasuring which Cllr Donson will attend to. There was also a report of a car driving too fast on the track leading to the Crescent Site Allotment which the Clerk will deal with.

**e) Swillington Educational Charity Representative**

Cllr Woodhead updated the meeting.

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

The Village Hall is currently closed with no meetings planned.

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

Cllr Coleman shared his report, traffic has decreased owing to the lockdown but unfortunately many people are taking the opportunity to speed on the quieter roads. There have been no developments regarding the purchase of another SID, Cllr Coleman will progress once the lockdown has ended.

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

This report was noted and accepted.

**i) April Delegated Expenditure**

There was none.

**20.24 Standing Orders Addendum for Remote Meetings- To consider and decide**

**It was resolved to adopt the addendum for the Standing Orders***. \*6 Footnote.*

**20.25 Project to increase IT engagement for Councillors- To consider and decide.**

This project was discussed, and it was agreed not to proceed further with it.

**20.26 Requirement for the Clerk to work increased hours during the Coronavirus Pandemic- To consider and decide**

Councillors stated that they were aware and supportive of the extra hours that the Clerk has had to work. She was thanked for her efforts and it was **resolved to pay the Clerk for extra hours worked during the crisis.** *\*7 Footnote.*

**20.27 Proposal for a Cycle Path on the A63- To consider and decide**

Cllr Dunkerley outlined the need for a cycle path, there have been some near misses with cyclists driving on the pavement. It was agreed that the Village Council would take this further contacting Ward Councillor Dobson, Leeds CC Highways and Cycling UK for their views and hopefully a site meeting.

**20.28 Implications of the Coronavirus- To consider and decide.**

The Village Council is in receipt of detailed information from Leeds CC which was discussed and noted. One of the implications for the Village Council is the closure of the Village Hall and the subsequent loss of revenue.

**20.29 New Kitchen for the Village Hall- To consider and decide**

**In accordance with Standing Orders the Council contacted at least 3 suppliers for quotes. Six firms were contacted but only two gave quotes for the work required. It was resolved to accept the cheaper quote.** *\* 8 Footnote*. The Chair stated that she had applied to Awards for All for a grant for this work. Currently applications from organisations requiring aid owing to COVID-19 are being given preference. The Chair suggested that the work is paid for by council funds and to be completed whilst the Village Hall is closed. This was agreed by all Cllrs present.

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

**It was resolved to accept the Report from the Internal Auditor which had been carried out remotely.** \* *9 Footnote***.** The Clerk has completed all pages of the Annual Governance and Accountability Return (AGAR), and this has been shared with all councillors however they cannot be signed off by the Village Council until there is a physical meeting.

**20.31 Delegated Powers to the Clerk To consider and decide**

**It was resolved to empower the Clerk to complete any tasks expedient and necessary to ensure the continuous business of the Village Council, and to deal with mandatory undertakings in order to prevent the authority from incurring liability during the period that the delegation is applicable.** \**10 Footnote***.**

**20.32 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 wording for the sign has now been agreed. Once the sign is erected steps will be taken to remove the illegally parked vehicle. Once lockdown has ended the Council will be able to resume the landscaping of this area.

**(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) The Big Lunch**

Cllr Crossley-Rudd stated that she would contact the Tesco Champion and thank her for her kind offer of support. The event is now cancelled but it is hoped to do it next year.

**20.33 To receive and consider any current planning proposals.   
(a) Planning application 20/02116/FU 8 The Drive**

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

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

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

The payments totalling £2,557.27, were agreed by all Cllrs.

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| Date | Payee | Reason for expenditure | Amount |
| 01/04/2020 | YLCA | Annual Subscription | £750 |
| 07/04/2020 | Vision ICT | Gov.UK Domain | £66 |
| 07/04/2020 | Shield Insurance | Public Liability Allotments | £81.96 |
| 14/04/2020 | HMRC | Month 12 tax | £239.52 |
| 21/04/2020 | Village Clerk | Expenses | £14.39 |
| 21/04/2020 | Margaret Best | Internal Audit | £50 |
| 24/04/2020 | Staff | Salaries | £1,355.40 |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****11 Footnote.*

**20.35 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**Ward Councillor Mark Dobson had sent a two- part report to the meeting which was shared with all councillors. The second part included an email from Leeds CC Head of Strategic Planning regarding, “The Templars “at Newsome Green. This information was discussed and noted.

**20.36 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 June.

As no public was in attendance there was no public participation.

The meeting closed at 8.35 pm.

*Footnotes 1-11 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 ………………………...