**APPENDIX A**

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

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

Village Clerk Diane Brown

3 members of the public were in attendance

**Agenda**

**19.93 Apologies**

Were received from Cllrs Coleman, Donson and Carriss- Wright.

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

None received.

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

There were none

**19.96 To approve the minutes of the Council Meeting of the 1st of October 2019.**

**It was resolved to approve the minutes of the 1st of October 2019.**

**19.97 To receive reports from**

**a) Local Community Policing Team**

A report was received and PCSO Hurley and colleague attended and explained the crime figures in detail. The Chair thanked them for their attendance. The crime figures are now on the Council website.

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

The Chair read out the rights of way report for October which was positive with no problems being identified.

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

Cllr Williams gave an update as to his weekly checks on the playground. There had been a problem with one of the litter bins which Cllr Williams has attended to.

**d) Allotments Representative**

Cllr Donson was not at the meeting.

There has been a longstanding issue with noxious fires being left unattended at the Lane site only. **It was resolved to put a blanket ban on all fires at the Lane Site. The Clerk will amend the Allotment Rules and inform the allotment holders.** Cllr Williams abstained and did not vote on the matter.

**e) Swillington Education Charity Representative**

The Chair gave an update on the meeting that was held on the 22nd of October. A grant has been awarded to Great Preston Primary School for £27,020 for the purchase of a minibus. A grant was also approved for £20,000 to Swillington School for the building of a Multi-Use Games Area. The next meeting will be on the 5th of December. It is hoped that all monies will be allocated to qualifying applications by Spring of next year allowing the charity to be closed.

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

The Chair stated that it was appreciated that the car park lights had been left on for the Council meeting. She said that she would contact the Brigshaw Trust to thank them. It was also noted that the wooden internal doors had been removed for health and safety reasons.

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

Cllr Coleman was not at the meeting but had emailed the October speeding statistics to all councillors for their information.

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

This report was discussed and noted.

**i) October Delegated Expenditure**

There was one item, the purchase of increased security soft-ware for the lap-top of the Clerk costing £59.99. **It was resolved that this was appropriate expenditure.**

**19.98 General advice on handling intimidation for Councillors- To consider and decide**

This advice note was discussed, and it was agreed that such information was useful for councillors. A digital library will be maintained for councillors with information such as this, other identified items will be added in the future. Councillors requiring hard copies of this documentation should ask the Clerk for them. A hard copy of this information was given to Cllr Williams at the meeting.

**19.99 Budget 2020/21 To consider and decide**

This is the beginning of the budget process for the forthcoming year which will determine the size of the Village Council’s Precept in 2020/21. It is good practice to start this discussion in November. The Chair asked councillors to consider the priorities for the next year to facilitate continued discussion.

**19.100 Keep Britain Tidy- Dog Fouling Prevention Campaign- To consider and decide**

Councillors did not think this an issue and it was decided not to take part in this campaign.

**19.101 Nominations to the NALC Smaller Councils Committee- To consider and decide.**

It was discussed and agreed that Swillington Village Council would not put forward a nomination for this committee. The Chair stated that this was something that the Council could do at a future date.

**19.102 Village Hall Refurbishment- To consider and decide**

To ensure compliance with the Standing Orders of the Council, quotations had been obtained for the works to be carried out at the Village Hall. The quotations were discussed, and the preferred contractors chosen**. It was resolved to accept the quote from Titan Northern Ltd for the lowering of the ceiling and AM Electrical for the improved lighting.** It was also agreed to investigate the costs of decorating the hall once these works have been completed.

**19.103 HS2 -Further round of public consultations – For information**

This information was discussed and noted.  
**19.104 To receive any information on the following on going issues and decide further action where necessary**

**a) Parking on Hill Crest.**

This work is still on-going.

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

Planning are to visit the site on or after the 3rd of November. The Clerk will ask for a progress report for the next meeting.

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

The matter is currently in the hands of the Council’s solicitor.

**d) Enforcement Notification 19/00336/UOPS3**

The Chair asked the Clerk to make further enquiries.

**e) Steps at Scott Close**

LCC have indicated that work is to start on the steps late November, this will continue to be an agenda item until the longstanding works are completed.

**f) Capital Projects**

The Chair asked councillors to consider what projects could be completed in the future. This item will be covered under the budget for 2020/21 in future.

**(g) Banking Mandate Change**

This is the final element to be completed for the change of title of the Council. The Clerk will contact the bank for an update.

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

The Clerk updated the meeting regarding the latest developments regarding this issue.

**(i) Climate change including the 20-point Friends of The Earth Guide. Leeds Local Plan**

The Chair asked councillors to look at all 20 points to ensure that the Council was doing as much as possible to reduce its carbon footprint.

*At this point the Chair asked for permission to continue the meeting after 9.00pm. Permission was granted.*

**(j) Christmas 2019**

Arrangements for the Christmas Eve event at the Village Hall was discussed and agreed. The Chair suggested that from the Christmas 2019 budget that new decorations were purchased as the current ones need replacing.

**(h) Local Plan**

This was discussed and noted with a request to councillors to complete the survey included with the information from Leeds CC.

**19.105 To receive and consider any current planning proposals.   
(a) Planning applications 19/05185/LI/E and 1905184/FUE/E**

There were no new applications, but further information had been received in between meeting regarding this application discussed at the last meeting. The information received from Planning was satisfactory and the Council does not have any objections to this application.

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

**a) October 2019 accounting statements have been reconciled to the village council bank statements and presented to the Council.**

The payments totalling £2414.00 were agreed and initialled by all Cllrs present and then authorised by the Chair.

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| --- | --- | --- | --- |
| Date | Payee | Reason for the expenditure | Amount |
| 01/10/2019 | Cllr Jacqui Smith | Expenses | £35.04 |
| 07/10/2019 | Village Hall | Hire of hall | £18.75 |
| 22/10/2019 | A. Fox Services | Footpath clearance | £880.00 |
| 25/10/2019 | Salaries | 3 members of staff | £1,340.13 |
| 29/10/2019 | Diane Brown | Clerk expenses | £140.08 |

**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.** It was further agreed that there will be an in-house finance training course to take place at 6.30 prior to the February 2020 meeting.

**19.107 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**There is to be a Spring training day hosted by the YLCA, the Chair encouraged other councillors to attend.

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

The next meeting of the Village Council will be on Tuesday the 3rd of December

This part of the meeting ended at 9.10 pm.

**Public Participation**

Items discussed included;

The meeting closed at 9.15 pm.

* The lack of Christmas lights in Swillington when other villages have better festive displays. The Chair explained that the other villages have all received increased funding which has paid for the Christmas lights. The extra funding concerned is Community Infrastructure Levies which is paid to councils when new properties are built. There has been very little building in Swillington therefore it has not qualified for payment of these funds.
* Cameras to prevent fly tipping

The meeting closed at 9.25 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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