**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 3rd of September 2019 at 7.30 pm at the Village Hall.**

**Present** Cllrs Smith, Williams, Coleman, Carriss-Wright and Young,

Village Clerk Diane Brown

3 members of the public were in attendance

**Agenda**

**19.58 Apologies**

Were received from Cllrs Dunkerley, Crossley- Rudd, Woodhead and Donson.

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

None received.

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

There were none

**19.61 To approve the minutes of the Council Meeting of the 2nd of July 2019.**

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

**19.62 To receive reports from**

**a) Local Community Policing Team**

PCSO Andy Hurley explained the latest crime figures affecting the village. The Chair thanked the Policing Team for their attendance. After PCSO left a resident mentioned a long-standing problem regarding the yellow lines on the road outside her home. The Clerk was asked to contact Highways on this matter.

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

The Chair updated the meeting regarding the communication from Leeds Local Access Forum. There is to be a cut-off date for the historic rights of way in 2026. It was recommended by the Forum that the Village Council check with Leeds CC that all known paths in Swillington are on the definitive path. This will be an on-going agenda item and councillors were requested to pass on any information received to ensure that all paths are properly recorded.

The Chair read out the September Public Rights of Way Report noting that some paths were not visible as they had been cultivated, The Chair said that she would ask LCC PROW to contact the farmers involved.

The Clerk stated that the second cut of the footpaths for this year would commence in September.

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

Cllr Williams gave an update as to his weekly checks on the playground.

The Litter Picker had sent in her timesheet and any issues she finds is promptly reported to the Chair for action.

**d) Allotments Representative**

Cllr Donson was not at the meeting but had sent in his report by text which was read out by the Clerk.

**e) Swillington Education Charity Representative**

Cllr Judith Woodhead was not at the meeting and the Chair gave an update on the recent actions of the Charity. At the meeting held on the 6th of August, 5 funding applications were approved totalling £28,940.93. The Charity will meet again on the 22nd of October. It is hoped that all monies will be allocated to qualifying applications by the end of the current year, allowing the charity to be closed.

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

Cllr Judith Woodhead was not at the meeting and her report was read out by the Chair.

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

Cllr Coleman updated the meeting regarding the August speeding statistics. Apparently during the Summer there was a speeding check carried out by the Police with no feedback given to the Council. The Chair said that she would contact PCSO Hurley for information.

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

This report was discussed and noted.

**i) July/August Delegated Expenditure**

There was none.

**19.63 Improving our Community/ Capital Projects - To consider and decide**

At the last meeting councillors were asked to consider projects to further enhance the village. The Chair suggested improvements to the Village Hall and has started the process of obtaining quotes. Cllrs said that they would help the Chair source contractors in order to obtain further quotes.

**19.64 Cut-off date for claiming historic rights of way - To consider and decide**

This item was discussed under item 19.62 (b)

**19.65 Financial Regulations Update – To consider and decide.**

**It was resolved to adopt the revised Financial Regulations.**

**19.66 West Yorkshire Combined Authority Bus Information Strategy 2019-24- For information.**

This was discussed and noted.

**19.67 Education Admissions Leeds City Council For information**

This was discussed and noted.
**19.68 Parking Woodland Drive – For information**
The Chair updated the meeting regarding the need to improve the parking outside the business premises on Woodland Drive. This will continue to be a future agenda item.
**19.69 Data Protection Renewal – for information**

The Clerk explained that this was an agenda item as the payment to the Information Commission is by direct debit. This is the only direct debit that the Village Council has and will be taken out of the council’s bank account on the 4th of September and is for £35.

**19.70 NALC- Elections Survey- For information**

This was a survey sent out by NALC during the summer requesting information from councillors regarding their election experience to determine improved practices.

**19.71 Conclusion of the External Audit OF Swillington Village Accounts- For information**

The 2018/19 external audit of the accounts of the council have been satisfactorily concluded. The accounts are available for inspection and the Annual Report is on the Council’s website.

**19.72 Invitation from the Growing Zone Charity visit from the Princess Royal- For information**

Swillington Village Council is a proud supporter of the Growing Zone Charity and the Chair and Cllr Crossley – Rudd have been invited to meet the Princess Royal when she makes her visit. The Chair Cllr Jacqui Smith has the added honour of being presented to the Princess Royal during the visit.

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

**a) Parking on Hill Crest.**

Leeds CC has almost completed the work to repair the damaged areas caused by the illegal parking, other unrelated resurfacing work has been carried out.

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

This is still ongoing with no sign of any positive resolution.

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

This matter is on-going, and the Clerk was asked to contact the Land Registry for an update. She was also asked to write to the resident who has erected a fence and parked a vehicle in this area asking that he removes both.

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

This matter is on-going.

**e) Steps at Scott Close**

Work is to finally start on the steps, and this will continue to be an agenda item until the longstanding works are completed.

**f)** **The need for a crossing on the A63 Selby Road**.

Swillington Village Council has continued to lobby for a pedestrian crossing on Selby Road. Leeds CC has since the last meeting informed the Council that realistically a crossing is not considered a priority at this time.This is disappointing but the Village Council has requested that the matter is kept in their programme of works and reviewed in the future.

**(g) Banking Mandate Change**

The Chair updated the meeting regarding this matter.

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

None received in time for discussion at this meeting.

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

The payments totalling £7,003.57 were agreed and initialled by all Cllrs present and then authorised by the Chair.

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| --- | --- | --- | --- |
| **Date** | **Payee** | **Reason for Expenditure** | **Amount** |
| **03/07/2019** | **A. Fox Services** | **Footpath cutting** | **£880.00** |
| **03/07/2019** | **Swillington in Bloom** | **Grant** | **£1,000.00** |
| **22/07/2019** | **Martin Gaffney Solicitors** | **Adverse possession costs** | **£900.00** |
| **26/07/2019** | **3 members of staff** | **July salaries** | **£1,335.36** |
| **05/08/2019** | **PKFLittlejohn** | **External Audit Fee** | **£240.00** |
| **06/08/2019** | **HMRC** | **Tax**  | **£413.30** |
| **06/08/2019** | **Leeds CC** | **Hanging baskets** | **£600.00** |
| **12/08/2019** | **HAGS** | **Playground swing repair** | **£13.20** |
| **27/08/2019** | **Diane Brown** | **Clerk expenses** | **£124.70** |
| **30/08/2019** | **3 members of staff** | **August Salaries** | **£1,497.01** |

**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.**

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

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

The next meeting of the Village Council will be on Tuesday the 1st of October.

This part of the meeting ended at 9.00 pm.

**Public Participation**

Items discussed included;

* A resident praised the council for the implementation of the speed cameras. They have made a difference but there is unfortunately a small percentage of drivers flouting the law. This matter was discussed and measures to prevent speeding will continue to be a priority for the Council.

The meeting closed at 9.10 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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