**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 1st of September 2020 at 7.30 pm.**

 **Please note that this meeting was held remotely using Zoom owing to the COVID-19 Pandemic and the resulting restrictions on social distancing.**

**Councillors in attendance** Cllrs Smith (Chairman), Crossley-Rudd, Coleman, Carris-Wright Woodhead, Donson, and Dunkerley. (Cllr Carris-Wright came to the meeting late as she had been experiencing technical problems.)

There were no members of the public in attendance.

Village Clerk Diane Brown

**Agenda**

**20.62 Apologies**

Were received from Cllrs Young and Williams.

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

None received

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

There were none

**20.65 To approve the minutes of the Council Meeting of the 7th of July 2020**

**It was resolved to approve the minutes of the 7th of July 2020. \****1 Footnote*

**20.66 To receive reports from**

**a) Local Community Policing Team**

No report received

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

The Footpath Report was discussed. There are issues with overgrown paths 1,2 and 3. The Clerk will contact the Council’s contractor to ascertain the reasons for this.

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

A report was not received by the litter picker in time for this meeting.

Cllr Williams weekly report was discussed. Cllr Carris-Wrights brother has kindly attended to the goal posts.

**d) Allotments Representative**

Cllr Donson’s report was discussed. The second vandalised tree has been felled but not at the expense of the Village Council. Cllr Donson stated that although the path which was recently discussed at a previous meeting has been cleared of flowers they have been replaced by another variety. The Clerk was asked to contact the allotment holder to instruct him to remove them. Cllr Donson said that he would check to ensure that this had been completed.

**e) Swillington Educational Charity Representative**

The Clerk as the Administrator of the Charity gave an update on recent activity. There will be a meeting of the Trustees on Tuesday the 8th of September.

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

Cllr Crossley-Rudd gave an update, this included details of staffing issues. Owing to the poor take up of the village hall lettings there have had to be changes to the contract of the staff member concerned. Until further notice the village hall will be opened and closed as required by volunteers. The Elderberries have returned, and the Flower Club is to return In September. There are no plans for any of the uniformed groups to return.

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

Cllr Coleman shared his report. The alternative site for one of the current SID’s was discussed and Cllr Coleman will discuss this with Leeds CC.

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

This report was noted and accepted.

**i) July/August Delegated Expenditure**

There was none.

**20.67 Government email addresses for all Councillors- to consider and decide.**

 It was agreed that this would be a good idea and the clerk will investigate this further and report back to the October meeting.

**20.68 Changes to the Planning System- To consider and decide**

The Government has issued a short consultation process with regards to radical changes to the planning system. All Councillors at the meeting voiced their concern as to how this will be managed and the adverse effect it will have on communities. The Clerk and the Chair will attend the webinars planned by the Campaign to Protect Rural England and will report back with their findings.

**20.69 Support to parish Councils, Early day Motion- to Consider and decide.**

The Village Council has lobbied the MP Alec Shelbrooke to support a motion in the house of Commons in support of Parish councils and the financial difficulties that councils have encountered owing to COVID-19. He stated that he was unable to support the motion but would raise the issue with the appropriate department.

**20 .70 External Audit Conclusion 2019/20- For information**

PKFLittlejohn the Government appointed external auditors have completed the external audit of the accounts of Swillington Village Council. The accounts were found to be satisfactory and are available for public inspection. Any resident wishing to inspect the accounts should apply to the Clerk or the Chair. Inspection is welcomed and there is no charge.

**20.71 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 Village Council is now able to start further work on the site, unfortunately we continue to have problems with illegally parked cars. The removal of these vehicles is costly, currently there are 2 further illegally parked vehicles. It was discussed and agreed that the Clerk and Cllr Young would work together to resolve this issue. The Chair is to meet the Village Council contractor on the 4th of September to discuss further clearance of the site.

**(b) Cycle Path on the A63**

A site meeting was to take place in August; however, the Leeds CC officer concerned is now on holiday but has promised to rearrange a date for September.

**20.71 To receive and consider any current planning proposals.
(a) 20/04359/LI/E Listed building application for handrail St Mary’s Church**

This application was received after the last meeting in July and as there was not a meeting in August it was agreed by Cllrs via email that the Village Council did not have any objections and the Planning Department of Leeds CC was notified accordingly.

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

**a) July/August 2020 accounting statements have been reconciled to the Village Council bank statements and presented to the Council.**

The payments totalling £ 4,981.35 were agreed by all Cllrs.

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| --- | --- | --- |
| **Payee** | **Reason for Expenditure** | **Amount** |
| **CISWO** | **Lease** | **£961.35** |
| **PPRS/PPLS** | **Music license** | **£184.32** |
| **HMRC** | **Tax month 3** | **£208.94** |
| **Diane Brown** | **Clerk expenses** | **£23.77** |
| **Staff** | **Salaries** | **£1,409.65** |
| **PKFLittlejohn** | **External Audit** | **£240** |
| **Cllr J Smith** | **Expenses** | **£235.17** |
| **HMRC** | **Tax month 4** | **£222.23** |
| **Diane Brown** | **Clerk expenses** | **£19.39** |
| **Martin Gaffney solicitor** | **Legal costs** | **£126** |
| **Staff** | **Salaries** | **£1,350.71** |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****2 Footnote.*

*Cllr Carriss-Wright joined the meeting at this point.*

**20.73 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**Cllr Dunkerley and Donson are to attend Allotment training in September. The Chair and the Clerk are to attend a webinar training session on risk assessment on the 3rd of September.

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

The next meeting of the Village Council will be on Tuesday the 6th of October. There was a discussion as to whether the meeting will be a remote one. The Clerk lives in a local lockdown area and could not have attended the last meetings without them being completed remotely. There are advantages and disadvantages of meetings being carried out either remotely or physically. It was agreed that Cllrs should consider this issue in the next few weeks. The invitation to attend the meetings remotely is posted on the Village Council website and in the future will be added to the agendas posted in the noticeboards.

*Footnotes 1-2 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

 This part of the meeting ended at 8.40 pm.

**Public Participation**

There were no members of the public in attendance however Cllr Crossley -Rudd raised the issue of the battered litter bin outside the village hall and wondered if a new one could be obtained. The Chair said that she would raise this with Ward Cllr Dobson

The meeting closed at 8.45.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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