**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 6th of October 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 and Dunkerley. (Cllr Carris-Wright came to the meeting at 7.45 pm)

There were no members of the public in attendance.

Village Clerk Diane Brown

**Agenda**

**20.75 Apologies**

Were received from Cllrs Young, Williams and Donson.

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

None received

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

There were none

**20.78 To approve the minutes of the Council Meeting of the 1st of September 2020**

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

**20.79 To receive reports from**

**a) Local Community Policing Team**

The report had been received and was discussed. The Chair tweeted it and it was also put on the Village Council website.

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

The Footpath Report was discussed. The issue of flooding at Path 14 has been investigated by Leeds CC Flood Management Team and their conclusion does not correlate with local knowledge. The Chair is to investigate further. There were positive reports regarding the recently cut additional footpaths 1 and 2. Cllr Dunkerley had a query regarding footpaths 1 and 3 which will be referred to Leeds CC for further investigation.

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

 The litter picker had sent in her report till the 25th of September which was her final day working for the Council.

Cllr Williams is carrying out litter picker duties until this post is filled.

Cllr Williams weekly playground report was received, and Cllrs had no comments to add.

**d) Allotments Representative**

Cllr Donson was not at the meeting; his report was not received but he had texted the Clerk with his comments. The path previously identified at the allotment site that was being cultivated has not been effectively cleared and will pose a problem with weeds in the spring and it was agreed that the path will be sprayed with organic weed killer.

**e) Swillington Educational Charity Representative**

The Chair stated that unfortunately the meeting of the Trustees held on the 8th of September was not quorate and therefore did not go ahead. However, it had been agreed that the grant application process would be ongoing.

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

Cllr Crossley-Rudd gave an update, this included details of staffing issues. A litter picker is in the process of being appointed. The rules for the use of the hall have changed with regards to COVID safety and only organisations that are classed as exempt will be using the village Hall. There is a problem with the padlock to the Village Hall gate when used by the school. the Chair stated that she had discussed this issue with School staff. The proper use of the padlock will continue to be monitored.

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

Cllr Coleman shared his report. He was concerned that the proposed cycleway on the A63 would affect the installation of the new SID and it was agreed to leave this till the new cycleway was completed and review the situation. SID2 continues to pose a problem because of its position, if a satisfactory reposition can’t be found then it could be re-sited either on the A63 or Astley Lane. It was agreed that the Clerk would contact Leeds CC and enquire if there are any site plans of the proposed cycleway which would help decision making.

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

This report was noted and accepted.

**i) September Delegated Expenditure**

There was none.

**20.80 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. Councillors at the meeting voiced their concern regarding this proposed legislation. It was agreed that the Council will contact Alec Shelbrooke MP with specific questions as to how this legislation will affect Swillington and the justification for a countrywide algorithm for new build.

**20.81 Risk Assessment Policy update - To Consider and decide.**

Changes to both the Risk Register and the Policy were agreed. The Clerk will update the documents and email them to all Cllrs before the next meeting.

**20.82 Village Hall further refurbishment- To consider and decide**

It was agreed that a meeting of the Village Hall Committee was required and that in the light of the previous topic of discussion regarding risk assessments that a further risk assessment of the village hall was needed. It was agreed that a meeting of the Village hall Committee would be convened for Thursday the 22nd of October at 10 am.

**20.83 Growing Zone Sponsorship funds- To consider and decide**

The Chair detailed her recent communication with the charity Growing Zone, **it was resolved to continue the sponsorship. \****2 Footnote*

**20.84 Christmas 2020 – To Consider and decide**

It was agreed that owing to the current situation of the COVID -19 Pandemic that the usual Christmas Eve festivities could not go ahead. The Christmas lights will be installed in the usual way, and the Chair stated that a special festive message would be put on the Village Council website and tweeted.

**20.85 Town and Parish Councils Guidance the rule of six – For information**

This information was discussed and noted.

**20.86 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**

Work to tidy the site is continuing and currently there is one illegally parked vehicle on the site, the Clerk is to contact the DVLA to ascertain the ownership for further action.

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

The Council has received good news regarding this issue. Leeds CC has stated that there is funding available for the installation of a temporary cycleway which will be completed before March 2021. If this is deemed to be a success the cycleway will be made permanent.

(**c) Government email addresses**

It was agreed that all Cllrs should have a government email address and there was a discussion as to how they will function and if they could be shortened. The Clerk will contact Vision ICT for further information, it was finally agreed that the @swillingtonvillagecouncil.gov.uk would be preceded by the councillor’s name/initials.

**20.87To receive and consider any current planning proposals.
(a) 20/04734/FU Unit 19 Astley lane Industrial site**

This application was discussed, and the Village council does not have any objections

(**b) 20/05158/FU 27 Springwell Avenue**

This application was discussed, and the Village council does not have any objections

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

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

The payments totalling £ 1,624.18 were agreed by all Cllrs.

|  |  |  |
| --- | --- | --- |
| Payee | Reason for expenditure | Amount |
| Information Commissioner’s Office | Data Privacy Registration | £35.00 |
| Cllr Dunkerley | Expenses | £8.00 |
| HMRC | TAX | £215.69 |
| Salaries | 3 members of staff | £1,276.29 |
| Village Clerk | Expenses | £89.20 |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****3 Footnote.*

**20.88 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**The Chair recommended the current available remote training from the YLCA where Cllrs can complete training without the inconvenience of travel and was also excellent value for money.

**20.89 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 November.

*Footnotes 1-3 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

This part of the meeting ended at 9 pm.

**Public Participation**

There were no members of the public in attendance.

The meeting closed at 9 pm.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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