**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 5th of January 2021 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, Young, Carriss-Wright and Dunkerley.

There were no members of the public in attendance.

Village Clerk Diane Brown

**Agenda**

**20.118 Apologies**

Were received from Cllrs Coleman and Williams

**20.119 To receive any amended declarations of interest from members.**

None received.

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

There were none.

**20.121 To approve the minutes of the Council Meeting of the 1st of December 2020.**

**It was resolved to approve the minutes of the 1st of December 2020.** **\****1 Footnote*

**20.122 To receive reports from**

**a) Local Community Policing Team**

The report was not received in time for the meeting but when received it will be placed on the Council website.

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

The Footpath Report was discussed and has been sent to Leeds CC for action. There continues to be problems with flooding on path 14 which were highlighted in the report for action.

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

Cllr Williams provided his playground report which was discussed. The Chair discussed the remedial action being taken with regards to the renewal of the safety matting in the playground. It was agreed in the first instance that the cheaper option costing £400 would be completed. If this was not successful, then a second option outlined by the Chair would be investigated. The Council contractor has also been asked to check the trees in this area again to ensure that none require attention.

The Litter Pickers report was also discussed. Cllr Crossley-Rudd stated that she had seen an increase in litter in the village and the Clerk will contact Leeds CC for action.

**d) Allotments Representative**

Cllr Donson was not at the meeting and he had not provided a report.

**e) Swillington Educational Charity Representative**

The Chair stated that there was nothing to report.

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

The Chair had provided a written report which was discussed.

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

Cllr Coleman was not at the meeting but had shared his report which was discussed.

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

This report was noted and accepted.

**i) December Delegated Expenditure**

There was none.

**20.123 Appointment of a Representative for the Village Hall Committee- To consider and decide.**

The Chair outlined the responsibilities of the post and asked for a volunteer but unfortunately no-one came forward.

**20.124 Appointment of a Representative for Swillington Educational Charity – To consider and decide.**

The Chair outlined the responsibilities of the post and asked for a volunteer but unfortunately no-one came forward.

**20.125 Bank Mandate- To consider and decide.**

The Chair outlined the need for additional signatories to be added to the Council’s Banking Mandate**. It was resolved that Cllrs Crossley-Rudd and Carriss-Wright would be added to the mandate. \****2 Footnote*

**20.126 Replacement of litter bin removed by Leeds CC- To consider and decide.**

After discussion it was agreed that a replacement bin was not required.

**20.127 Updated Risk Register and Policy – to consider and decide.**

All Councillors had been given a copy of both documents which had been updated by the Chair and Clerk. **It was agreed that there were no further comments to make and it was resolved to adopt both updated documents**. **\****3 Footnote*

**20.128 The LGA Model Councillor Code of Conduct- To consider and decide.**

It was agreed to respond to this consultation with the same information provided to the National Code of Conduct Survey completed last month**.**

**20.129 Leeds Lights - To consider and decide.**

It is very disappointing that Leeds Council is considering stopping their Christmas lights service owing to budget cuts. The consultation regarding the cessation of this valuable service has closed and the Village Council awaits the outcome with interest. It was agreed to add this to the risk register and this issue will be discussed again later in the year.

**20.130 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**

This land is owned by the Village Council and there is currently illegal storage of items on the land. Cllrs discussed different options for its removal. In the first instance it was agreed to leave it to Cllr Young to investigate the Council’s options.

**(b) The Mint Festival**

An update from the organisers of the Mint Festival was received after the last meeting and shared with all Cllrs. The consultation between the Mint Festival organisers and Leeds CC is continuing and an update is promised soon.

(**c) Government email addresses**

All Swillington Village councillors have their own government email addresses. The Chair reminded Cllrs again that they should action them as soon as possible. Cllr Carriss-Wright pointed out that her gov email address contained a spelling mistake which the Clerk will ensure is corrected.

**20.131To receive and consider any current planning proposals.   
(a) 20/06942/FU/E Change of use- Selby Road**

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

**(b) Enforcement Case 17/00548/NCP2 Hollinholme Swillington Lane- For information only.**

This case was discussed, and all Cllrs agreed that Leeds CC is correct in taking this action and that the planning rules should be followed by everyone. The Clerk will contact Leeds CC to inform them of the Village Councils views on this matter.

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

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

**The payments totalling £ 3,648.70 were agreed by all Cllrs.**

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| --- | --- | --- |
| **Payee** | **Reason for Expenditure** | **Amount** |
| **Sheila Salvin** | **Footpaths** | **£700.00** |
| **YLCA** | **Training** | **£15.00** |
| **Leeds CC** | **Christmas Lights** | **£900.00** |
| **Diane Brown** | **Clerk Expenses** | **£50.33** |
| **IPI** | **Playground inspection** | **£90.00** |
| **Village Hall** | **Business Grant Expenditure** | **£490.50** |
| **Salaries** | **3 members of staff** | **£1,102.18** |
| **Cllr J. Smith** | **Expenses** | **£42.13** |
| **HMRC** | **Tax and NI payments for staff** | **£258.56** |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****4 Footnote.* As we approach the financial year-end the estimated carry-forward was discussed and how this will impact upon the decision regarding the Precept to be resolved at the February 2021 meeting.

**20.133 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**

The Chair discussed the YLCA training programme and how it was more convenient as it is carried out remotely. It is also much cheaper and effective value for money. She encouraged all councillors to complete further training.

The Clerk stated that she had been contacted by a member of the public concerned about speeding cars on the access road to the Swillington Welfare Miners Club. There appeared to be some confusion as to the ownership of the road and it was agreed that the Clerk would contact the Club for further clarification in the hope that this matter can be quickly sorted.

**20.134 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 February 2021.

*Footnotes 1-4 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

**Public Participation** There were no members of the public in attendance.

The meeting closed at 8.45 pm.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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