**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 2nd of March 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, Williams, Knox, Carriss-Wright, Coleman and Dunkerley.

Ward Councillor Mark Dobson was in attendance to update members regarding fly tipping point 20.157 in the minutes. Cllr Dobson left after giving his update.

Village Clerk Diane Brown

**Agenda**

**20.150 Apologies**

None received.

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

None received.

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

There were none.

**20.153 To approve the minutes of the Council Meeting of the 2nd of February 2021.**

**It was resolved to approve the minutes of the 2nd of February 2021.** **\****1 Footnote*

**20.154 To approve the absence of Cllr Williams.**

Cllr Williams has been unable to attend a number of meetings, it was agreed that the reason for this would be accepted as valid.

**20.155 The Acceptance of office of Cllr Jake Knox**

Cllr Knox has completed the necessary documentation and has legally taken up office**.**

**20.156 To receive reports from**

**a) Local Community Policing Team**

The crime figures had been received in time for the meeting, they were discussed and have been 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.

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

Cllr Williams had provided a comprehensive playground report which was discussed. The Chair highlighted the problems of the Children’s roundabout which is very stiff and faults in the wet pour safety flooring. Competitive quotes for repair will be obtained. The Litter Picker’s report was received and noted, there were no issues highlighted.

**d) Allotments Representative**

At the last council meeting Cllr Young was appointed the Allotments Representative and he had shared his first report with Councillors in readiness for the meeting. It was agreed that it was very comprehensive and positive improvements in the management of the Lane Site had already been actioned.

**e) Swillington Educational Charity Representative**

 The Chair updated the meeting stating that there was a meeting of the Trustees the following day on Wednesday the 3rd of March.

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

In the absence of a Councillor representative for the Village Hall the Chair updated the meeting. She stated that the refurbishment of the VH toilets would take place in April/May. She stated that the gates have now been repaired and that there had already been two enquiries for bookings in line with the easing of the Lockdown rules. It is hoped that once the Village hall can re-open there will be an upsurge in bookings.

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

Cllr Coleman shared his report which was discussed. It is increasingly evident that SID 2 needs moving to an alternative site. Cllr Coleman will continue to progress this with Leeds CC.

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

This report was noted and accepted.

**i) February Delegated Expenditure**

There was none.

**20.157** **Update from Ward Councillor Dobson with regards to fly tipping and litter**

Ward Councillor Dobson outlined the work currently being carried out within Swillington to remove fly tipping in the village. He wanted to get a clear message out to the community that he and his fellow Ward Councillors work hard day in and day out and not just at election time which apparently a resident recently alleged. He outlined the resources that Swillington had received and the work that had recently been carried out. He stated that although he worked closely with Swillington Village Councillors there were other methods of picking up issues via Social Media that he felt the Village Council should utilise. He stated that Facebook is an effective tool to use in reaching the Community. The Chair stated that this was an agenda item later in tonight’s proceedings. Cllr Dobson was thanked for his update.

**20.158 Co-option of a Councillor- For information**

The Village Council has completed the process with Leeds CC Electoral Services with regards to appointing a Councillor to replace Cllr Donson. The Council can now co-opt, and the vacancy has been advertised in all Council media areas.

**20.159 Update of the Media Policy to include Facebook- To consider and decide.**

Cllr Knox spoke of the advantages of the Council having a Facebook page**. It was resolved that the Council would implement a Facebook Page which would be managed by Cllrs Knox, Carriss-Wright and Coleman with admin rights being given to the Clerk. \****2 Footnote.*

**20.160 Terms of Reference for the Staffing Committee- To consider and decide.**

**It was resolved to accept the terms of Reference for the Staffing Committee. \****3 Footnote.*

**20.161 Appointment of the Nominated Trustee from Swillington Village Council to the Swillington Educational Committee– To consider and Decide.**

**It was resolved to appoint Cllr Knox as the Nominated Trustee for Swillington Educational Committee. \****4 Footnote.*

**20.162 Representative for the Yorkshire Local Councils Association (YLCA)– To consider and decide.**

**It was resolved to appoint Cllr Crossley -Rudd as the second representative for the YLCA. (The Chair is the other representative)** \**5 Footnote.*

**20.163 Garforth Neighbourhood Plan- To consider and decide.**

This was discussed and it was agreed that from the information if there appeared to be no infringement on to Swillington boundaries. The Chair stated that she would respond to this consultation with the Council’s comments.

**20.164 Proposed upgrade to existing radio base station installation at Hollinthorpe Farm- to consider and decide.**

This was discussed and it was agreed that the Council did not have any objections to this.

**20.165 Leeds East Airspace Change Consultation- to consider and decide.**

This was discussed and it was felt there were no implications arising from this. The Chair said that she would respond to this consultation with the Council’s views.

**20.166 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 materials have now been removed to the Council’s satisfaction. Cllr Young will monitor this area when completing his allotment checks**.**

**20.167 To receive and consider any current planning proposals.
(a) 21/00718/FU 11 Primrose Hill Drive**

**(b) 21/00585/FU/E 7 Primrose Hill**

Both applications were discussed, and the Council has no objections.

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

**a) February 2021 accounting statements have been reconciled to the Village Council bank statements and presented to the Council.**

**The payments totalling £ 3,517.77 were agreed by all Cllrs.**

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| --- | --- | --- |
| **Payee**  | **Reason for expenditure** | **Amount** |
| **Vision ICT** | **SSL Renewal** | **£60.00** |
| **Vision ICT** | **Website hosting and support** | **£187.80** |
| **Came and Co** | **Insurance** | **£1,449.78** |
| **A. Fox Services** | **Playground matting repair** | **£400.00** |
| **Village Hall** | **Business grant expenditure** | **£26.04** |
| **YLCA** | **Training** | **£22.50** |
| **HMRC** | **Tax** | **£6.29** |
| **YLCA** | **Training** | **£15.00** |
| **Cllr Smith** | **Expenses** | **£11.08** |
| **Diane Brown** | **Expenses** | **£103.67** |
| **Geoxsphere** | **Parish online subscription** | **£84.00** |
| **Salaries** | **3 members of staff** | **£1,151.61** |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****6 Footnote.*

As we approach the year end spending is on the revised targets (targets revised owing to COVID) as discussed, each month. It was also agreed that Mrs Margaret Best would be asked to carry out the Internal Audit for the financial year 2020/21.

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

The Chair and Cllr Carriss-Wright both spoke of the convenience of the current on-line training facility and that it is hoped once the Pandemic is over that this could continue. The Clerk also stated that the YLCA were carrying a remote two-day seminar in April which would be useful for Councillors to attend.

**20.170 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 April. This would also incorporate the Annual Village Meeting which will start at 7pm with the council meeting straight after at 7.30 pm.

*Footnotes 1-6 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

*This part of the meeting ended at 8.53 pm.*

**Public Participation** There were no members of the public in attendance, but Cllr Dunkerley asked if there was any news with regards to the proposed cycle way on the A63. The Clerk stated that she had not heard anything but would find out and this will be an April Agenda item.

The meeting closed at 8.58 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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