**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 6th of April 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), Knox, Carriss-Wright, Coleman and Dunkerley.

Village Clerk Diane Brown

One member of the public was in attendance.

**Agenda**

**21.01 Apologies**

Were received from Cllrs Crossley-Rudd, Williams and Young.

**21.02To receive any amended declarations of interest from members.**

None received.

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

There were none.

**21.04 To approve the minutes of the Council Meeting of the 2nd of March 2021.**

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

**21.05 To receive reports from**

**a) Local Community Policing Team**

The crime figures had been received in time for the meeting, they were distributed to all Cllrs prior to the meeting 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 playground report which was discussed. Cllr Coleman asked where the scaffolding poles had come from, which Cllr Williams had noted in his report. The Chair replied that they could be from the recent vandalism at the Pavilion. The Litter Picker’s report was received and noted, there had been some vandalism at the park with a litter bin being set on fire. The Chair said that she would visit the playground to determine the damage and to what was needed either a new liner or bin.

**d) Allotments Representative**

Cllr Young was not at the meeting but had distributed his report. It was discussed and noted.

**e) Swillington Educational Charity Representative**

Cllr Knox had distributed his report prior to the meeting giving details of the meeting of the 3rd of March.

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

The Chair had distributed her report prior to the meeting, and it was noted. The Village Hall will be re-opening on the 12th of April in line with Government Guidelines.

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

Owing to a technological issue Cllr Coleman had not been able to upload data from the speed devices and was unable to provide a report for this meeting.

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

This report was noted and accepted.

**i) March Delegated Expenditure**

There was none.

**21.06 arrangements for the closure of the Financial year 20/21- To consider and decide.**

**a) Closure of the year end**

**It was resolved to close the financial year 20/21, the end of year amount in the Council’s current bank account was £26,719.17. \****2 Footnote*

**b) Information from the External Auditor**

This information was shared with all councillors prior to the meeting and was noted including the deadline for the return of the Annual Governance and Accountability Return (AGAR).

c) **Internal Audit information**

The Internal Auditor had completed the audit for 20/21 completing her part of the AGAR**. It was resolved to accept her report. \****3 Footnote*

**d) Reserve Policy**

**It was resolved to accept the updated Reserve Policy. \****4 Footnote*

**e) The review of Internal Controls document**

**It was resolved to accept the revised financial controls document. \****5 Footnote*

**21.07 Budget 2021/22- To consider and decide.**

**It was resolved to accept the updated budget for 2021/22.** It is in line with the discussions and agreements previously reached at Council meetings.  **\****6 Footnote*

**21.08 Code of Conduct – to consider and decide.**

Swillington Village Council has in the past adopted the Leeds CC Code of Conduct. Leeds CC has recently updated it and it was agreed that this is a user-friendly document which illustrates the high standards expected of Local Government Councillors. **It was resolved to adopt the updated Leeds CC Code of Conduct. \****7 Footnote*

**21.09 Playground Repairs and Sign- To consider and decide.**

The Village Council has recently installed a new sign at the playground. The Chair thought the siting of it too high and thought it should be lowered. After a discussion it was agreed to leave as it is as it will be less likely to be vandalised. The Chair also asked Cllrs what they thought of having a Slow Down sign on the access road to the recreation fields. Vehicles have been seen to be speeding on this road. All Cllrs agreed and the Chair said she would contact the Miners Welfare Club to discuss further.

**21.10 Hanging Baskets 2021/22- To consider and decide**.

Leeds CC is no longer supplying a hanging basket service. The Chair had asked them for a quote which was agreed to be prohibitive. It was agreed that the Chair would contact Leeds CC to ensure the existing brackets could be utilised and approach other contractors for quotes.

**21.11 A63 Cycle Way- For information**

The Clerk had contacted Leeds CC to determine progress on this promised development. She had been informed that it was still going ahead but that Leeds CC was applying for external funding to fund it and would keep the Village Council updated with progress.

**21.12 Councillor Co-option – For information**

The Village Council is now able to co-opt a Councillor to this vacancy and welcome community minded residents to apply.

**21.13 The holding of meetings post, 6th of May 2021- For information**

The National Association of Local Councils (NALC) has contacted all local councils to ascertain their view on the Government’s decision not to extend remote meeting powers after the 6th of May**. It was discussed and resolved to support NALC’s proposal to lobby Government to extend the availability of remote and hybrid meetings and also to respond to the Government’s call for evidence**.  **\****8 Footnote*

**21.14 West Yorkshire Transport Strategy - For information**

This information was noted.

**21.15 To receive and consider any current planning proposals.   
(a) 21/00863/FU Unit 19 Astley Lane Industrial Estate**

This application was discussed, and the Village Council has no objections.

**(b) 21/01946/FU 92 Wakefield Road**

This application was discussed, and the Village Council has no objections.

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

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

**b) The payments totalling £ 2,105.21 were agreed and resolved by all Cllrs.**  **\****9 Footnote*

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| --- | --- | --- |
| **Payee** | **Reason for Expenditure** | **Amount** |
| **YLCA** | **Training** | **£45.00** |
| **Village Hall** | **Support grant expenditure** | **£390.27** |
| **HMRC** | **Tax and NI** | **£236.82** |
| **Ashleigh signs** | **Sign for playground** | **£326.40** |
| **Diane Brown** | **Clerk expenses** | **£14.39** |
| **Salaries** | **3 members of staff** | **£1,092.33** |

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

Training completed last month was Microsoft 365 by the Clerk and supervising staff by Cllr Coleman. Both shared the slides from their training and said it had been useful.

The Chair and the Clerk are to attend the YLCA remote two-day seminar in April.

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

The next meeting of the Village Council will be on Tuesday the 4th of May. This will be the Annual Village Council meeting and will be carried out remotely.

*Footnotes 1-9 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

*This part of the meeting ended at 8.20 pm.*

**Public Participation**

A member of the public expressed an interest in becoming a Councillor and the Clerk said she would liaise with him regarding the application.

The meeting closed at 8.25 pm.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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