**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 5th of October 2021 at 7.30 pm.**

**Councillors in attendance** Cllrs Smith (Chair), Young, Knox, Coleman, and Fox.

Village Clerk Diane Brown

There were 2 members of the public in attendance.

**Agenda**

The Chair welcomed everyone to the meeting.

**21.90 Apologies**

Were received from Cllrs Carris- Wright, Dunkerley and Crossley-Rudd and the reasons for absence noted.

**21.91To receive any amended declarations of interest from members.**

None received.

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

There were none**.**

**21.93 To approve the minutes of the Council Meeting of the 7th of September 2021.**

**It was resolved to approve the minutes of the 7th of September 2021****.**

**21.94 To receive reports from**

**a) Local Community Policing Team**

The report was received and discussed. It has been tweeted, put on the website, and Facebook. Cllr Young explained the background to items in the report that were related.

**b) Public Rights of Way**

The Footpath Report was discussed and has been sent to Leeds CC for action.

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

Cllr Coleman updated the meeting, sadly the Zip Wire seat has been vandalised again days after a new one had been fitted which had cost £630.00. It has been reported to the Police and a discussion took place as to what the Council could do in the future. The Clerk is to investigate an insurance claim and to look at cheaper options.

The litter Picker had sent in her report and there has been further vandalism as the current litter bin has been set on fire again.

**d) Allotments Representative**

Cllr Young had distributed his report prior to the meeting. He said that he had reported the issue of the flooding from a Spring reported by a member of the public at the last meeting. He stated that the Crescent Site is operating well but there continued to be problems at the Lane Site. Hopefully, the current action being taken will alleviate this. One tenant has been evicted with a new tenant being shown the vacant plot in the next week. Cllr Young suggested that the Lane tenants be given permission to have fires on the 5th and 6th of November only, from 4 p.m. He also suggested that owing to the problems highlighted in his report that the council representative should not be a plot holder. Having an allotment plot should be an enjoyable hobby and having this role could affect this. **This was discussed and both suggestions were resolved.**

**e) Swillington Educational Charity Representative**

Cllr Knox stated that there had not been any meetings There had been one application form requested but this has not been received yet. In addition, there is to be a blessing of the Mini bus purchased by Great Preston C of E School by Reverend Diane Flynn and a publicity event for the Trim Trail purchased by Swillington School both with the Charities funds.

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

 Cllr Knox updated the meeting regarding recent activity. The next meeting of the Village Hall Committee will take place on Tuesday the 12th of October.

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

Cllr Coleman updated the meeting regarding speeding in the village. There has been no progress regarding either the re-siting of an existing SID or the proposed one. Cllr Coleman said that he would continue to request progress reports from Leeds CC Highways Department.

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

This report was noted and accepted.

**i) September Delegated Expenditure**

There was none.

**21.95 Councillor Co-option - To consider and decide.**

Leeds CC Electoral Services have advised the Village Council that the co-option of a Councillor can progress. The vacancy will be advertised in the Notice Boards, website, tweeted and will be put on Facebook. This will be a November meeting agenda item.

**21.96 Mint Festival Post Event Concerns -To consider and decide.**

Councillors stated that overall, the event had passed without major inconvenience to residents. However, there were incidents of anti- social behaviour and inappropriate parking resulting in complaints from residents. These have been passed to the Mint Festival Organisers for them to action for future event planning.

**21.97 Leeds City Council Pop up Library- To consider and decide.**

The Chair explained the background to the pop-up library being situated in the Village Hall. When it was put there Leeds CC promised to service it, but this has not happened and as a result it is rarely used. **It was resolved to approach Leeds CC and ask for its removal**. Cllr Knox asked about the mobile library and when it visited the village, the Chair said she would ask about this at the same time.

**21.98 Law and Governance bulletin -To consider and decide.**

The information within this bulletin regarding the borrowing of monies by Councils and the recording of meetings was discussed and noted.

**21.99 YLCA Branch Meeting – For information**

 The Chair reminded Councillors that the YLCA Leeds Branch meeting would be taking place on Tuesday, 19 October 2021 at 7pm at Swillington Village Hall and she urged Councillors to attend.

**21.100 To receive any information on the following on going issues and decide further action where necessary.**

**(a) Roundabout for the Children’s Playground.**

This is on-going and the Clerk is to apply to the Caird Peckfield Community Fund once the Village Hall bid completed by the Chair had been hopefully approved.

**(b) Zip Wire Seat- Children’s Playground.**

This was discussed item 21.94 (c)

(**b) A63 Cycle Way**

Leeds CC state that they are committed to this project and are looking for grant funding to finance it. This will continue to be an agenda item.

**(c) Defibrillator Progress.**

The Chair updated the meeting regarding her progress made for the purchase and installation of two defibrillators one at Swillington Common and the other on the external wall of the Village Hall. There has been no suitable site identified for Swillington Common and the Clerk will put in an order for a defibrillator for the external wall of the Village Hall.

**(d) Speed bumps Project**

The Chair stated that there had been no progress with the joint project with Swillington Sports and Social Club Ltd, (formerly Swillington Miners Club) since the last meeting.

**(e) The Queens Platinum Jubilee Celebrations – June 2022**

It was agreed that Swillington Village Council was not to host any celebrations for this event.

**(f) National Resilience Review**

The Chair and Cllr Knox updated the meeting regarding the actions they had taken.

**(g) Bank Mandate Review**

This has now been actioned.

**21.101 To receive and consider any current planning proposals.**No planning applications had been received but the Clerk was asked to contact Leeds CC and ask why a planning application on Astley Lane had not been sent to the Village Council.

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

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

**b) The payments totalling £ 2,935.80 were agreed and the budget for 2021/22, as at the end of September 2021 were resolved.**

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| --- | --- | --- |
| **Payee** | **Reason for expenditure** | **Amount** |
| **Information Commissioner** | **Data Protection Certificate** | **£35.00** |
| **Associated Waste** | **Waste collection at the Village Hall** | **£51.48** |
| **Cllr Jacqui Smith** | **Expenses** | **£114.69** |
| **HMRC** | **Tax and NI** | **£224.99** |
| **Glasdon UK** | **Fireproof bin**  | **£577.20** |
| **Microsoft** | **Subscription** | **£59.99** |
| **HAGS SMP** | **Zip wire seat** | **£630.00** |
| **Staff salaries** | **3 staff members** | **£1199.56** |
| **YLCA** | **Training**  | **£22.50** |
| **Diane Brown** | **Clerk’s expenses** | **£20.39** |

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

The Clerk gave details of training she had attended and from this she recommended that the Village Council implements a Business Continuity Plan. It was agreed that this would be a November Agenda item.

**21.104 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 November

This part of the meeting closed at 8.45 pm.

**Public Participation**

There were no items for discussion raised by the public in attendance, the meeting was then closed.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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