**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Monday the 4th of April 2022 at 7.30 pm.**

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

Village Clerk Diane Brown.

There were 2 members of the public in attendance.

**Agenda**

The Chair welcomed everyone to the meeting.

**22.01 Apologies**

Cllr Coleman was not at the meeting when it started but joined soon afterwards.

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

Cllr Young informed the meeting that he has updated his Disclosure of Interests form. The revised form will be put on the VC website and passed to the Leeds CC monitoring officer. Cllr Knox declared an interest in a planning application on the agenda.

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

There were none**.**

**22.04 To approve the minutes of the Council Meeting of the 1st of March 2022.**

**It was resolved to approve the minutes of the 1st of March 2022.**

**22.05 To receive reports from**

**a) Local Community Policing Team**

A report had been received from the Local Policing Team which was discussed.

**b) Children’s Playground**

A report had been distributed prior to the meeting which was discussed.

**c) Allotments Representative**

Cllr Young had distributed his report prior to the meeting and the contents noted. Prior to this meeting there was a drop-In session where allotment holders came to discuss allotment issues with Cllr Young and to pay their rent to the Clerk. A new combination lock is required for the Crescent allotments. It was agreed that Cllr Young would purchase one.

**d) Swillington Educational Charity Representative**

Cllr Knox updated the meeting, there had been a meeting in March as an application for funding had been received. It had been agreed to fund the application.

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

Cllr Knox updated the meeting. The key holder post remains vacant, the Village Hall is doing well financially with increased bookings, so it is important that this post is filled.

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

Cllr Coleman arrived at this point; he updated the meeting regarding speeding in the village. The statistics produced by SID2 remain a concern. The PCSO for Swillington was contacted after the last meeting with no progress being made. It was agreed that the Clerk should contact the Police at a more senior level in the hope of some action. The damaged SID has yet to be repaired and Cllr Coleman is chasing Leeds CC for an update.

**g) Report from the Chair- Copy distributed prior to the meeting -** noted and accepted.

**h) March Delegated Expenditure**

There were two items of delegated spend one to Gaffney’s Solicitors for the costs of registering the playground with the Land Registry. This was for £497.00. The other item was the cost of removal of a heavy cylinder dumped in the Playground which had cost £70.00.

**22.06 Playground Groundworks -To consider and decide.**

Three quotes had been obtained for this work. **They were discussed and it was resolved to** **accept the quote of £5920 from Pennine Playgrounds.** This was the most cost-effective quote and the Chair stated that the external funder Grantscape was considering a contribution to the cost.

**22.07 Swillington Sports and Social Club playing fields- To consider and decide.**

Cllr Young is leading on this project and explained to Councillors the project that the Club has embarked upon which will improve leisure facilities in the village. Cllrs were all in favour of this project and this item will be an ongoing item on future agendas.

**22.08 Swillington Sports and Social Club (SSSC)car park lease- To consider and decide.** This lease between SSSC and VC needs to be renewed, SSSC have instructed a solicitor to act on their behalf, however the terms of reference received by VC are ambiguous as it looks as if the VC is expected to pay the costs. This is not the case, and the Clerk was instructed to contact the Solicitors to request a redraft of the terms of reference stating that all costs will be borne by SSSC.

**22.09 Refuse bins being left out on Wakefield Road- To consider and decide.**

Cllr Crossley-Rudd had asked that this be an agenda item as all bins should be put away by householders once emptied. Leeds CC has contacted the householders in question and all bins have now been put away.

**22.10 Closure of the 2021/22 year-end- To consider and decide.**

The financial year 2021/22 has now closed. In the current account there was £23,471.81 being carried forward. The Council has received the year-end paperwork from the External Auditor PKFLittlejohn, this has been distributed to all Cllrs. The completion of the Annual Governance and Accountability Return (AGAR) will be a May 2022 Agenda item.

**The following items with regards to the 2021/22 year-end were resolved**.

**(a)The carry-forward of £23,471.81 including the identified non-earmarked and earmarked reserves and the 2022/23 budget.**

**(b) The appointment of Margaret Best as Internal Auditor.**

**(c) The revision of the Reserves Policy.**

**(d) The revision of the Investment Policy.**

**(e) The revision of the Asset Register with assets totalling £213,738.54, this was the net amount after the writing off the bin in the playground of £577.20.**

**22.11 Internal Controls 2021/22 – To consider and decide**

**It was resolved to accept the revised internal controls.**

**22.12 Risk Assessment Register and Policy – To consider and decide.**

**This matter was discussed, and it was resolved to accept both revised documents**.

**22.13 Unauthorised Encampment Policy- To consider and decide.**

**It was resolved to adopt this policy.**

**22.14 Siting of a Speed Indicator Device -To consider and decide**

Cllr Coleman updated the meeting with progress made and the position of the SID. He will continue to chase Leeds CC for an update.

**22.15 Smaller Council’s Committee Letter to smaller councils- To consider and decide.**

This information was noted, and Cllrs were asked to contact the Clerk with their views before the deadline of the 30th of April.

**22.16 Statement of Community Involvement Consultation – to consider and decide**

This document from Leeds CC sets out the consultation for planning policy and applications for Leeds. Cllrs wishing to engage with this consultation should contact the Clerk with their views before the deadline of the 19th of April.

**22.17 Village Hall Facebook – To consider and decide**

The Village Hall is doing well with increased bookings, it was agreed that this encouraging usage should be promoted by a stand-alone Facebook page and the consideration of a booking software package. One of the issues facing the Village Hall is the reliance of using the goodwill of volunteers to open and close the village hall. A key holder is required, and this post will be re advertised. Cllr Knox will take the lead on this in his position as the VC representative on the Village Hall Committee.

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

**(a) Councillor vacancy.**

No applications have been received.

**(b) Queens Platinum Jubilee**

The Chair and Cllr Bramma updated the meeting, funding of £1.7k has been received from the Big lottery and Ward Councillors have promised a further £1K towards the costs of the festivities. Swillington Sports and Social Club is also to join in, and the Chair gave details of the events which will take place over the Bank Holiday weekend.

**(c) Hill Crest Farm Planning Issue**

No updates have been received and this item will be taken off the Agenda.

**22.19 To receive and consider any current planning proposals.**(**a) Planning Application 22/001746/LI The Lodge Newsam Green**

This application was discussed, and no objections were raised

**(b) Planning application 22/01849/FU 20 The Crest Swillington**

 Cllr Knox declared an interest in this application and did not take part in the discussion, no objections were raised.

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

**a) March 2022 accounting statements have been reconciled to the Village Council bank statements and presented to the Council.**

**b) The payments totalling £4,186.17 were agreed.**

|  |  |  |
| --- | --- | --- |
| **Payee** | **Reason for expenditure** | **Amount** |
| **Cllr Jacqui Smith** | **Chair’s expenses** | **£101.89** |
| **Village Hall** | **Room hire** | **£18.75** |
| **Associated Waste** | **Village Hall waste disposal** | **£75.65** |
| **Lyndon Waste** | **Fly tipping removal** | **£70.00** |
| **CISWO** | **Ground rent** | **£89.07** |
| **YLCA** | **Training** | **£45.00** |
| **HMRC** | **Tax and NI** | **£304.72** |
| **Ackroyd Heating and Plumbing** | **Village Hall heating improvements** | **£240.00** |
| **National Allotment Society** | **Allotment holders’ membership** | **£75.00** |
| **Came and Co** | **Council insurance** | **£1,488.62** |
| **YLCA** | **Remote conference attendance** | **£80.00** |
| **Diane Brown** | **Clerk’s expenses** | **£29.39** |
| **Salaries** | **Three members of staff** | **£1,555.38** |
| **Virgin Bank** | **Charges** | **£12.70** |

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

* Cllr Young explained an issue with the bus routes in the village.
* Communication from the YLCA stating the disappointing lack of progress from Government re the response to Local Government ethical standards.

**22.22 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 May and will be the Annual Council Meeting.

**Public Participation**

There were no matters raised and the meeting closed at 8.50 pm

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

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