**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 3rd of January 2023 at 7.30 pm.**

**Councillors in attendance** Cllrs Bramma (Chair) Smith, Crossley-Rudd, Dunkerley Knox, and Howson. Village Clerk Diane Brown. There was one member of the public.

**Agenda**

The Chair welcomed everyone to the meeting wishing them a Happy New Year.

**22.160 Apologies**

Cllr Fox had sent in her apologies and the reason for non-attendance was accepted. Cllrs Coleman and Crossley-Rudd resigned from the Council and passed their letters of resignation to the Chair.

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

None were received.

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

There were none**.**

**22.163 To approve the minutes of the Council Meeting of the 6th of December 2022.**

**It was resolved to approve the minutes of the 6th of December 2022.**

**22.164 To receive reports from**

**a) Local Community Policing Team**

The report has been received and publicised. Cllr Smith has thanked PCSO Ruth Butler for her prompt communication on this matter.

**b) Children’s Playground**

No report but the playground has been checked and a member of the public contacted the Council to report a damaged basket swing which the Chair is taking steps to repair**.** The swing remains in use as it is not deemed to be dangerous.

**c) Allotments Representative**

Owing to illness Cllr Howson has not been able to visit the sites. The Chair asked if anyone was available to help with a chipping’s delivery at the Lane Site. As no-one was available to function as a banksman for the delivery it was agreed that the chippings would be deposited on the verge outside the allotments. The Chair will have a word with the plot holder ordering the chippings to ensure that there is improved communication in future. Cllr Dunkerley asked if the chippings were not deposited where he parks.

**d) Swillington Educational Charity Representative (SEC)**

Cllr Knox updated the meeting as there had been a SEC meeting prior to this one. It had been agreed to close the Charity and the resulting funds will be shared between the two local schools as per the Charity Schedule.

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

Cllr Knox stated that there had not been a Village Hall meeting in December. The key safe has been purchased and the Chair will fit it. Cllr Knox said there had been no progress on the purchase of a trolley for the tables. He said he would investigate this and that it would be an agenda item for the next Village Hall Committee meeting.

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

There was no report as Cllr Coleman has resigned. A Cllr is needed to head up this area and this will be discussed at the next meeting.

**g) Report from the Chair**

Cllr Bramma had distributed his report prior to the meeting which was noted and accepted.

**h) December Delegated Expenditure**

There was none.

**(i) Events Planning Working Party Update**

The Chair updated the meeting. It was agreed that the recent events held at the Church had been successful and that building on the success that there must be this facility at the Village Hall. Particularly as the Church has invoiced the Village Council for heating. It is important going forward that the Village Council and the Village Hall Committee work together to ensure that this can be provided in house rather than externally. It was further agreed that quotes would be sought to determine the cost of this shared expenditure.

**22.165 Co-option of a Councillor.**

There has been one application and all Cllrs in attendance agreed that this was a good one. Unfortunately, the applicant Lavina Lewin was not at the meeting and thereforewas unable to sign the relevant paperwork**. It was resolved that Lavina Lewin would be a Cllr from the next meeting on the 7th of February where she can formally accept the office and complete and sign the required documentation.**

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

Owing to Cllr changes in office the bank mandate requires amendment. It was agreed that it was good practice to increase the numbers of Cllrs with rights to the bank account. It was resolved to take Cllr Smith off the mandate and to add Cllrs Bramma and Knox.

**22.167 Swillington Bridleway no 16 (Whitecliffe Lane) erection of barrier- To consider and decide**

Cllr Smith stated that complaints regarding inappropriate use of this footpath have been ongoing for years. She outlined the current problems and how the barrier would allow horse and pedestrians but not vehicles. Farmers would be given a key; this would stop the current anti-social behaviour. It was agreed that the Clerk would contact PROW Leeds CC to investigate this further and to offer to help with funding.

**22.168 Precept and Budget 2023/24 - To consider and decide.**

The base rate calculation for the Precept has been received and the Village Council is now able to agree the Precept for 2023/24. A discussion took place as to the projects for 2023/24 and the budget required. **Cllrs are mindful of the current cost of living crisis, and it was resolved not to increase the precept for 2023/24.**

**22.169 Application to reapply for the Local Council Award Scheme - To consider and decide.**

Swillington Village Council was in receipt of this benchmark as a quality council. However, the award only lasts four years and then needs renewing. It was agreed that this was a useful award and that the Village Council would like to renew it. It will be a time-consuming exercise for the Clerk but as the current Clerk is qualified and has done it before that it would be better to reapply as soon as possible. **It was resolved to reapply, and any extra hours incurred by the Clerk would be paid.**

**22.170 Ways to promote Swillington Village Council- to consider and decide.**

It was agreed that the Village Council should promote the positive aspects of its work completed for the Community it serves.The recent events in the Church though provided by the Village Council need to be held in the Village Hall. Consideration should be given to the use of a digital screen in the foyer of the Village Hall. It was agreed that this was an excellent idea, and the Chair will investigate costings and report back to a future meeting.

**22.171 Year-end Arrangements 2022/23– To consider and decide.**

**I**t had been discussed and agreed that as part of business continuity planning that in the Clerk’s final year the Council would have the year-end internal audit completed by a YLCA recommended internal auditor.At the last meeting it was resolved to appoint Faye Hazlehurst as the Internal auditor for 2022/23. Faye had sent out her letter of appointment/contract which was signed by the Chair. It was also agreed as part of the year end process that the Council’s Internal Controls would be reviewed at the next meeting. It was also agreed to have another in house financial training session for Cllrs before the February Meeting.

**22.172 Setting up working parties for future village priorities- To consider and decide.**

The Events Working party arrangement is working well, it does not have any authority as all its recommendations must be agreed by full Council. The Chair stated that there are other areas that the Community has expressed interests in, this includes Christmas Lights and Environmental projects. It was agreed that the current Events Working Party would also discuss these issues.

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

**(a) Recruitment of the Clerk and RFO.**

Cllr Smith as Chair of the Staffing Committee updated the meeting. The post is being advertised and seven persons have requested details. The Clerk said that she had tried but failed to put the job on the Indeed job Site. The process was not user friendly. Cllr Knox stated that he would look at this and try to post the application details on it.

**(b) Risk Register**

The Risk Register has been updated with the issues raised by Cllr Dunkerley.

**(c) Cold Calling Zones**

 The order for the signage has been placed but the council has no delivery date yet.

**(d) Implications of diseased tree**

There has been no progress on this issue.

**(e) A63 Selby Road**

No update has been received on this matter.

**(f) Issues raised Primrose Hill.**

There has been some progress on this matter and Ward Cllr Mark Dobson has been helpful.

**22.174 To receive and consider any current planning proposals.**None received.

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

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

**b) The payments totalling £3,565.79 were agreed.**

|  |  |  |
| --- | --- | --- |
| **Payee** | **Reason for Expenditure** | **Amount** |
| **Village Hall** | **Room hire** | **£21.00** |
| **Cllr Crossley-Rudd** | **Expenses** | **£61.00** |
| **Associated Waste** | **Waste disposal** | **£70.42** |
| **HMRC** | **Tax** | **£453.10** |
| **YLCA** | **Advert Clerk** | **£15.00** |
| **YLCA** | **Training** | **£33.40** |
| **Cllr Jacqui Smith** | **Expenses** | **£45.55** |
| **Ashleigh Signs** | **Notice Board** | **£885.60** |
| **Diane Brown** | **Clerks Expenses** | **£30.69** |
| **St Marys Church**  | **Use of Heat for Council events** | **£240.00** |
| **Staffing costs** | **December salaries four staff** | **£1,701.13** |
| **Virgin Bank** | **Charges** | **£8.90** |

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

* Cllr Dunkerley reported that he had not made any progress regarding the installation of a defibrillator at Swillington Common. The Clerk will pursue.
* **22.177 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be on Tuesday the 7th of February 2023.

This part of the meeting finished at 8.55 pm.

**Public Participation**

Matters raised included

* Church Lane needs a sweeper for the fallen leaves.
* Neighbour Hub, it was agreed that the Village Council would engage, and the Chair would contact Caroline Newsome to invite her to future events.
* February 2023 meeting, photos would be taken for YLCA.
* Covid Memorial.

The meeting closed at 9.05 pm

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Neil Bramma Chair Swillington Village Council

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