**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 7th of March 2023 at 7.30 pm.**

**Councillors in attendance** Cllrs Bramma (Chair) Smith, Crossley-Rudd, Fox, Knox, Howson, Musther and Lewin.

Village Clerk Diane Brown.

There were three members of the public in attendance.

**Agenda**

**22.202 Apologies**

There were no apologies given as none needed.

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

None were received.

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

There were none**.**

**22.205 To approve the minutes of the Council Meeting of the 7th of February 2023.**

**It was resolved to approve the minutes of the 7th of February 2023.**

**22.206 To receive reports from**

**a) Local Community Policing Team**

The report has been received and publicised.

**b) Children’s Playground**

Cllr Bramma gave a report on the Playground, no issues to report other than that there had been smashed bottles in the playground which have now been cleared up.

**c) Allotments Representative**

Cllr Howson stated that there were no issues on either site. One of the plot holders has reduced his plot size which means that there is now a vacant plot. The next person on the waiting list will be contacted. The rent demands will be sent out in March and there will be a drop-in session for allotment holders for those wishing to pay by cheque or to come and meet the Allotment representative Cllr Elizabeth Howson. The meeting will last half an hour starting at 6.30 pm and will take place in the Village Hall.

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

Cllr Knox updated the meeting; the Charity has now been closed and the small amount of funding left will be shared between the two local Schools who have already benefited from the Charity in line with the Charity Schedule. All monies will then have been dispersed appropriately and the resulting total given to recipients will be £50,208.49. This is a great achievement and congratulations to the Trustees of the Charity for facilitating this.

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

Cllr Knox updated the meeting with regards to the January meeting. The Treasurer of the Village Hall is no longer resigning, and another resident is to join the committee. The trolley for the tables has yet to be purchased. A resident stated that she may be able to help with this. Cllrs Smith and Knox recently completed a Fire Safety Review and there are also plans to increase much needed storage.

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

Cllr Fox gave an update on this. She gave further details of her encouraging meeting with an officer from Leeds CC for to measures to reduce speeding on Swillington Lane.

**g) Report from the Chair**

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

**h) February Delegated Expenditure**

There was none.

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

The Chair updated the meeting regarding future events and the Big Lunch for the King’s Coronation.

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

There has been one application and all Cllrs in attendance agreed that this was a good one. **It was resolved to elect Leanne Cummings as a Swillington Village Councillor.**

**22.208 Future Christmas lighting – To consider and decide.**

Swillington Village Council would like to be in the position to provide increased Christmas lighting and is aware that this matter is raised by the Community each Christmas.. However, there is not the budget for them, and they are expensive. Newly elected Cllr Cummings set out her plan for a phased cost-effective programme of lights for the village. She will bring more detail of her plan to future meetings.

**22.209 Updating the Reserve and Investment Policies – To consider and decide.**

**It was resolved to accept both updated Policies.**

**22.210 Freedom of the Village Policy - To consider and decide.**

Cllr Knox updated the meeting as to why this policy was needed. **It was resolved to adopt the Freedom of the Village policy.**

**22.111 Hanging Baskets Spring 2023 - To consider and decide.**

**The Village Council resolved to accept the quote of £1,200 for both Spring and Summer baskets from Leeds CC.**

**22.112 Year- End 2022/23 process – For information.**

The Clerk updated the meeting with regards to the auditing of the year end both internal and external. The forecasted year end carry forward was discussed for both earmarked and non-earmarked funds. The budget for 2023/24 was also discussed.

**22.113 Hill Crest Farm - For information**

The Clerk outlined the latest developments on the application for a business certificate on this site despite residents’ objections. Sadly, there does not appear to be any redress for residents in this matter.

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

**(a) Election Progress**

The Local Elections will take place on the 4th of May. The Chair and The Clerk attended the recent training on this, and the information has been cascaded to Cllrs. It is a straightforward process and will continue to be an agenda item until the Election.

**(b) Bank Mandate**

This is being progressed.

**(c) Cold Calling Zones**

The signage has been delivered to all eligible households.

**(d) Implications of diseased tree**

There has been no progress on this issue.

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

Cllr Musther updated the meeting with positive news of the progress made with partnership organisations and residents.

**(f) Bridleway footpath 16 gate.**

This has been passed to Public Rights Of Way Department of Leeds CC for action.

**(g) Local Council Award Scheme**

The application has been received by the National Association of Local Councils and the Clerk is progressing the list of requirements which when complete will need a resolution of the Council.

**(h) Defibrillator Swillington Common**

Cllr Lewin said that she would contact the Leeds CC officer assigned to this and will progress the matter and report back at the next meeting.

**(i) Purchase of mobile phone**

This is being progressed by the Clerk.

**(j) Repair of fencing Wakefield Road**

The Clerk gave an update on the matter.

**22.115 To receive and consider any current planning proposals.
(a) Planning application 23/00724/FU 7 Lowther Drive**

This application was discussed by the Council and no objections were raised.

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

**(a) February 2023 accounting statements have been reconciled to the Council bank statements and presented to the Council.**

**(b) The payments totalling £6,351.08 were agreed.**

|  |  |  |
| --- | --- | --- |
| **Payee** | **Purpose of Expenditure** | **Amount**  |
| **Swillington Village Hall** | **Room hire council meeting** | **£35.00** |
| **Vision ICT** | **SSL certificate renewal** | **£60.00** |
| **Associated Waste** | **Waste disposal Village hall** | **£100.70** |
| **Geoxphere Ltd**  | **Parish on line** | **£108.00** |
| **Vision ICT** | **Website hosting and support** | **£180.60** |
| **Cllr Neil Bramma** | **Expenses** | **£37.76** |
| **Cllr Jake Knox**  | **Expenses** | **£60.35** |
| **Gallaghers** | **Council Insurance**  | **£1,626.66** |
| **Elizabeth Lundie**  | **Ronaldo Strings** | **£495.00** |
| **Stacy Smith** | **Grant Women’s Rounders Team Swillington Scorpions** | **£500.00** |
| **Fenland Leisure** | **Zip wire seat Playground** | **£99.80** |
| **Cllr Neil Bramma** | **TV Village Hall** | **£237.69** |
| **Cllr Neil Bramma**  | **Expenses** | **£97.73** |
| **Leeds City Council** | **Christmas lights** | **£800.00** |
| **Four members of Staff** | **Salaries** | **£1556.30** |
| **Diane Brown**  | **Clerks’ expenses** | **£62.59** |
| **HMRC** | **Tax**  | **£280.80** |
| **Virgin Bank** | **Charges** | **£12.10** |

**(c) The Budget up to the end of February 2023 and virements were agreed and resolved.**

**22.116To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**

* The Village Council now has a Logo which will be used on official documentation.

**22.117 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 April 2023 at 7.30 it will be preceded by the Annual Village meeting which will start at 7pm.

This part of the meeting finished at 8.30 pm.

**Public Participation**

Matters raised included.

* The Cosy Café is doing well with increased numbers in attendance.
* Cllr Knox outlined the need for better IT systems which he will cost and bring to a future meeting.
* The Chair gave details of a future Environmental meeting.

The meeting closed at 8.40 pm.

The Chair thanked everyone for their attendance.

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Neil Bramma Chair Swillington Village Council

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