**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 4th of April 2023 at 7.30 pm.**

**Councillors in attendance** Cllrs Bramma (Chair) Smith, Crossley-Rudd, Fox, Knox, Howson, Musther and Lewin. Village Clerks Diane Brown and Kate Goodare.

There were three members of the public in attendance.

**Agenda**

**23.01 Apologies**

Cllr Cummings had sent her apologies the reason for them was accepted.

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

None were received.

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

Item 23.05.

**23.04 To approve the minutes of the Council Meeting of the 7th of March 2023.**

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

**23.05 To receive reports from**

**a) Local Community Policing Team**

The report has been received and publicised, thanks again to PCSO Butler for her diligence.

**b) Children’s Playground**

The Chair gave a report on the Playground. The Zip wire seat has shown signs of wear and has been replaced. Some of the equipment requires repainting.

**c) Allotments Representative**

Cllr Howson updated the meeting. Prior to this meeting there had been a well-attended allotment meeting. There were no problems to report.

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

Cllr Knox updated the meeting with regards to the March meeting.

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

Cllr Fox states that she was struggling with the SID software and was to contact former Cllr Mike Coleman for advice. She also updated the meeting regarding the measures taken on Swillington Lane by Leeds CC to measure the speeding activity.

**f) Report from the Chair**

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

**g) March Delegated Expenditure**

There was none.

**h) Events Planning Working Party Update**

The Chair updated the meeting regarding future events and the recent film show at the Church. Cllr Crossley-Rudd updated the meeting with regards to the Coronation Event which will be a ticketed event.

**23.05 Swillington’s First Freedom of the Village Award- To consider and decide.**

**It was unanimously agreed that Cllr Jacqui Smith would be the first recipient of this award.**

**23.06 Projector for the Village hall- To consider and decide.**

Cllr Knox outlined the costings for a projector for the village hall. The costs are to be shared between the Village council and the Village Hall Committee. **It was resolved to spend up to £2.5k on this shared basis.**

**23.07 Office 365 Proposition – To consider and decide.**

Cllr Knox outlined the requirements of the project and the possible costings. It would cost in the region of £1,200. It was resolved to go ahead with this project.

**23.08 Website/ Rebranding Proposition- To consider and decide.**

Cllr Knox outlined the need for an improved website. **It was resolved that an improved website would be of benefit.** Cllr Knox is to further investigate the costs of this project and report back to future meetings.

**23.09 Financial Year end 2022/23 - To consider and decide.**

The Clerk in her role as Responsible Financial Officer updated the meeting with regards to the year end. The current account as of the 31st of March closed at £19,880.61 with £17,038.63 in the savings bond. In line with the requirement of the Annual Governance and Accountability Return (AGAR) the Statement of Accounts (page 5) was completed, and the year-end accounts balanced. **It was resolved that the accounts were a proper reflection of the year’s transactions.**

**23.10 Revision of the Financial Regulations and Standing Orders- To consider and decide.**

**It was resolved to adopt both revised policies.**

**23.11 Cosy Café Continuation – To consider and decide.**

It was agreed that the Cosy Café had been a great success and that it should continue. The only issue is that of the rent for the Cosy Café which will be £1.5k per annum. This will take up half of the Events Budget. It was agreed that the Cosy Café should continue in the short term. Cllr Lewin stated that during her recent visit to the School the Head Mark Cahill said that the Community Room in the school was available for free.

**23.12 Dog Fouling Initiative- To consider and decide.**

Members of the newly formed Environmental Group which forms part of the Events Committee had discussed a Keep Swillington Tidy project based on the Keep Britain Tidy one. To purchase the signs from Keep Britain Tidy would have costed £2.5k. The Chair has been investigating the costs and has sourced 40 signs at a cost of £250. **It was resolved to purchase the signs.**

**23.13 Christmas Lights 2023- To consider and decide.**

Cllr Cummings has been investigated the possibility of improved festive lights on an affordable basis. She had complied a presentation complete with costings for differing scenarios. Unfortunately, she was unable to attend the meeting. This information was discussed, and it **was resolved that Option 2 at a cost of £3,497 would be the best one.**

**23.14 Annual Governance and Accountability Return (AGAR) – For information**

The Clerk in her role as the RFO outlined the year end process.

**23.15 Three Year Budgeting – For information**

This information was shared, discussed, and noted.

**23.16 Arrangements for sending Register of Interests to Leeds City Council- Post Elections- For information.**

This information was noted.

**23.17 Resolutions for Debate by Member Councils and Parish meetings to the YLCA Joint Annual Meeting 2023- For information**

This information was noted.

*The Chair asked permission for the meeting to continue after 9 o clock, this was granted.*

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

**(a) Election Progress**

All Cllrs wished to be elected have completed their forms.

**(b) Bank Mandate**

This is being progressed.

**(c) Primrose Estate**

Cllr Musther updated the meeting with regards to the progress made on this matter

**(d) Implications of diseased tree**

The Clerk updated the meeting.

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

Cllr Musther updated the meeting with positive news of the progress made.

**(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**

This is progressing.

**(h) Defibrillator Swillington Common**

Cllr Lewin stated that the site has been agreed and the defibrillator can be ordered.

**(i) Purchase of mobile phone**

The new Clerk Kate Goodare is to progress this.

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

This has now been satisfactorily completed.

**23.19 To receive and consider any current planning proposals.**There were none to discuss.

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

**(a) March 2023 accounting statements have been reconciled to the Council bank statements and presented to the Council.** **The budget virements were resolved.**

**(b) The payments totalling £7,777.22 were agreed.**

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| **Payee** | **Purpose of Expenditure** | **Amount** |
| **Swillington Village Hall** | **Room hire Strings quartet and Clerk interviews** | **£56.00** |
| **Swillington Village Hall** | **Room hire for cosy café** | **£157.50** |
| **Associated Waste** | **Waste disposal Village hall** | **£77.04** |
| **MPLC** | **Motion Picture Subscription** | **£288.58** |
| **NALC** | **Local Council Award Fee** | **£60.00** |
| **Swillington Primary School** | **Swillington Educational Charity, funds being held by SVC.** | **£2179.73** |
| **YLCA** | **Training** | **£25.00** |
| **Leeds CC** | **VAT Christmas lights** | **£160.00** |
| **The Allotment Society** | **Membership of society for plot holders** | **£78.00** |
| **Great and Little Preston School** | **Swillington Educational Charity, funds being held by SVC.** | **£2179.74** |
| **HMRC** | **Tax** | **£325.83** |
| **Virgin Bank** | **Bank charges** | **£13.80** |
| **Swillington Village Hall** | **Hire of hall for March Council meeting** | **£25.50** |
| **Diane Brown** | **Clerks’ expenses** | **£54.28** |
| **Vinyl Banners** | **Banner** | **£72.42** |
| **Staff salaries** | **4 members of staff** | **£1833.80** |
| **The Face Painting Parlour** | **Coronation face painting deposit** | **£20.00** |
| **Andy Fox Services** | **Fence repair Wakefield Road** | **£170.00** |

**23.20To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**

* Cllr Lewin and Cllr Cummings have had positive meetings with the School.

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

The next meeting of the Village Council will be on Tuesday the 16th of May 2023 at 7.30.

This part of the meeting finished at 9.10 pm.

**Public Participation**

Matters raised included.

Raising the profile of the Village Council, Cherry tree sadly dying on Church Lane and fly tipping in the Park.

The meeting closed at 9.20 pm.

Signed by Cllr Neil Bramma Chair Swillington Village Council

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