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**Minutes of Swillington Village Council meeting held on Tuesday 6th June 2023 at 7.30pm.**

**In attendance:** Cllrs Bramma (Chair), Knox, Crossley-Rudd, Howson, Lewin, Sissons, Fox, Cummings and Musther, and Village Clerk Kate Goodare. There were four members of the public in attendance.

**Agenda**

1. **Reminder by the Chair of the Council’s expectations for the audio or visual recording of this meeting**
2. **2.1 To receive apologies.**

None were received.

**2.2. To approve reasons for absence given by councillors.**

None were received.

1. **3.1 To receive declarations of interest from councillors on items on the agenda.**

None were received.

**3.2 To receive any declarations of interest not already declared under the Council’s Code of Conduct or a member’s Register of Disclosable Pecuniary Interests.**

None were received.

**3.3 To receive, consider and decide upon any applications for dispensation.**

None were received.

1. **To confirm the minutes of the meeting held on 16th May 2023 as a true and correct record.**

**It was resolved** to approve the minutes of the meeting held on 16th May 2023.

1. **To receive information on the following ongoing issues and decide further action where necessary:**

**5.1 To receive Leeds City Council’s update on the matter of overgrown vegetation raised at the last meeting**

The Clerk updated the meeting. The matter of overhanging vegetation on a pavement making it impassable for pedestrians has been reported as completed by Leeds City Council. Trees impeding vision on the carriageway are on a schedule of works with one of LCC’s contractors. The Clerk will continue to chase a date for completion of this work.

**5.2 To receive an update on the bank mandate from the Chair**

The Chair updated the meeting.

1. **Review of staffing committee:**

**6.1 Reviewed terms of reference – to consider and decide**

**It was resolved** to adopt the reviewed terms of reference.

**6.2 To appoint a Chair of the committee – to consider and decide**

**It was resolved** that Cllr Knox be appointed Chair of the Staffing Committee.

**6.3 To consider and decide committee meeting dates until the next Annual Meeting**

**It was resolved** that the next meeting date of the Staffing Committee be set as 27th June 2023. Any other meeting required by the staffing committee prior to May 2023 will be called as needed.

1. **The formation of a Finance Committee – to consider and decide**

**It was resolved** to form a Finance Committee. The Clerk will produce terms of reference to be discussed and agreed upon at the next meeting.

1. **The formation of an Events Committee – to consider and decide**

**It was resolved** to form an Events Committee. The Clerk will produce terms of reference to be discussed and agreed upon at the next meeting.

1. **Christmas Lights Working Party**

**9.1 To consider the working party Terms of Reference**

The draft terms of reference were discussed and amended on several points by the Councillors present. **It was resolved** to adopt the terms of reference as amended.

**9.2 To consider and decide members of the Working Party**

**It was resolved** that the Councillor members of the working party are Cllrs Cummings, Fox and Bramma.

1. **The timing of the public session – to consider and decide**

**It was resolved** that the public session be moved prior to the monthly council meeting, rather than afterward, in order to facilitate greater public participation. It was discussed also that this needs to be publicised.

1. **The purchase of a new printer – to consider and decide**

In order to facilitate printing for events and essential council documents, **it was resolved** to purchase a new printer for the Village Council up to a value of £500. The Clerk is to action this in consultation with Cllr Knox.

1. **To receive forecasted costs for the LGPS pension for the new Clerk – to consider and decide**

The Council was informed of the updated LGPS pension costs received from the pension provider. Due to the increased cost, **it was resolved** that the Staffing Committee and the Clerk should facilitate instead the provision of a Nest pension for the Clerk, and additional benefits that would have been provided by the LGPS for the Clerk will be looked at being sourced separately.

1. **To consider and decide upon the following planning applications:**

**13.1 Planning Application 23/02838/FU 2 Swillington Lane Swillington**

This was not a planning application but an application regarding permitted development rights. **It was resolved that the Council had no objections,** and Councillors referred to their previous decision on the matter as minuted in item 22.43a in the May 2022 annual meeting minutes.

1. **Matters requested by councillors:**

There were none.

1. **Financial matters:**

**15.1 May 2023 spend reconciled to the bank statement**

May 2023 accounting statements have been reconciled to the Council bank statements and presented to the Council.

**15.2 Agree payment items**

The payments totalling £6301.71 were agreed.

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| --- | --- | --- |
| Chris Knott Insurance | Allotment insurance | £85.96 |
| Staff salaries | 5 members of staff | £3459.27 |
| Kate Goodare | Clerks expenses | £87.10 |
| Amazon | Projector + speaker items | £627.85 |
| AWM | Village Hall waste services | £68.28 |
| Cherrywood | Projector accessories | £329.05 |
| Grays | Coronation event food | £30 |
| Google | Google systems | £20 |
| Swillington Village Hall | Hire of hall for meetings | £175 |
| SLCC Enterprises | Clerk’s training | £78 |
| Rosehill Furnishings | Village Hall trolley | £390 |
| Cllr Fox | Cllr expenses | £48 |
| Olivia Smith | Coronation event singer | £200 |
| Diane Brown | Clerks expenses | £101.80 |
| HMRC | Tax | £576.80 |
| Virgin bank | Bank charges | £24.60 |

**15.3 Budget update**

The budget virements were resolved.

1. **To receive and to consider actions and decisions to be taken:**

**16.1 Report received from the Chair –** distributed prior to the meeting

**16.2 Reports received from representatives –** distributed prior to the meeting. Additionally, Allotments Representative Cllr Howson updated the meeting on the purchase of a new padlock for the allotments, and Cllr Knox updated the meeting on the progress of the new council website.

**16.3 Reports received from working parties –** distributed prior to the meeting. The Christmas Lights working party report was discussed & Cllr Cummings will seek advice on identification of Christmas Lights volunteers seeking sponsorship from businesses.

**16.4 Liaison reports –** distributed prior to the meeting

**16.5 Clerk’s Report –** distributed prior to the meeting. The Clerk asked for and received further information from councillors on the deterioration of the diseased tree discussed at previous meetings, in order to progress this with Leeds City Council.

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting**

Cllr Crossley-Rudd requested an item to decide on dates and budgeting for upcoming events.

1. **To confirm the date of the next meeting as Tuesday 4th July 2023**

**18.1 To note the dates and times of upcoming meetings**

**Public Participation**

* A resident raised the matter of water on the track leading to the Crescents allotment site, caused by a diverted spring. A Cllr added this means you are now not able to walk easily to the allotments. The Clerk will raise this with Leeds City Council as the track does not belong to the Village Council.
* A councillor reported that she had been contacted by a resident in relation to the condition of the garden in her council housing. The councillor reported that she had referred the resident on to Leeds City Council.
* Signed by Cllr Neil Bramma Chair Swillington Village Council………………….Date…….