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**Minutes of Swillington Village Council meeting held on Tuesday 5th July at 7.30pm.**

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

**A public session was held prior to the meeting.**

* A resident raised the matter of lighting in the Village Hall car park in the evening in the winter months. Village Hall representative Cllr Knox will raise this with the Village Hall Committee.
* A resident queried progress on the issue of flooding at the allotments raised at last month’s meeting. The Clerk updated him on the progress & action will continue to be pursued with Leeds City Council by the Clerk and Cllr Howson.
* A resident queried progress of traffic calming devices on Swillington Lane. She was updated by Cllrs Bramma and Fox on monitoring undertaken by Leeds City Council and was advised to contact Leeds City Council directly with her concerns. Cllr Fox will also speak to her contact at LCC regarding any further steps that can be taken.

**Agenda**

**Part 1**

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.**

Apologies received from Cllr Howson.

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

These were approved.

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 6th June 2023 as a true and correct record.**

**It was resolved** to approve the minutes of the meeting held on 6th June 2023.

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

**5.1 Selby Road cutting -** The Clerk updated the meeting. An LCC employee attended the crossing and determined that it was safe. The next cut is scheduled for early August.

1. **Finance Committee**

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

**It was resolved** to adopt the terms of reference as amended in the meeting.

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

**It was resolved** that Cllrs Bramma, Crossley-Rudd, Knox, Musther and Sissons be appointed.

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

**It was resolved** to appoint Cllr Knox as committee Chair.

**6.4** **To consider and decide the committee’s quarterly meeting dates for the remainder of the financial year**

**It was resolved** to hold the committee’s quarterly meetings immediately prior to the full council meetings in September, December and March.

1. **Events Committee**

**7.1 Draft terms of reference – to consider and decide**

**It was resolved** to accept the terms of reference.

**7.2 To appoint members of the committee – to consider and decide**

**It was resolved** to appoint Cllrs Bramma, Crossley-Rudd, Cummings, Fox, Howson, Knox and Sissons.

1. **To consider and decide on the reviewed policies:**

**8.1 Social Media and Communications policy - It was resolved** to adopt the policy.

**8.2 Press and Media policy - It was resolved** to adopt the policy.

1. **To consider and decide on actions to mark NHS75’s ‘Light Up Blue’ campaign**

**It was resolved** to use the village uplighters to mark the occasion by lighting them blue for the evening of 5th July 2023, dependent on technical issues – Cllr Cummings to pursue.

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

**10.1** **Planning Application 23/03606/FU/E Ground Floor 12 Church Lane Swillington**

**Cllrs raised objections** to the planning application and requested the Clerk respond with these to the Planning Authority.

10.2 **Planning Application** 23/03751/FU/E Astley Grange Astley Lane Swillington

**No objections** were raised.

1. **Matters requested by councillors:**

**11.1 To consider and decide on the proposed dates for various council events and their budgets** – *Cllr Crossley-Rudd*

**It was resolved** to approve the 8 proposed events and dates put forward by Cllr Crossley-Rudd, and for these to be progressed by the Events Committee. **It was further resolved** to approve the Clerk to pay two deposits as necessary to secure entertainers for two of the events.

**11.2 To discuss and decide the Council’s response to the West Yorkshire Combined Authority’s emerging Rail Strategy** – *Cllr Howson*

**It was resolved** not to issue a Council response and instead Councillors were encouraged to respond as individuals.

1. **Financial matters:**

**12.1 June 2023 spend reconciled to the bank statement**

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

**12.2 Agree payment items -** The payments totalling £4,438.94 were agreed.

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| --- | --- | --- |
| Google | IT services | £100.00 |
| AWM | VH waste | £68.44 |
| Staff salaries | 4 members of staff | £1349.12 |
| PPL PRS | VH music licence | £117.28 |
| DMS Electrical | VH fobs | £201.00 |
| Swillington village hall | Hall bookings | £323.25 |
| Cllr Howson | Padlock expenses | £15.00 |
| HMRC | PAYE salaries | £795.53 |
| A Fox Services | Footpath cutting | £1,055.00 |
| Bank charges | Bank charges | £16.37 |
| Amazon | Batteries for VH fobs | £8.98 |
| Amazon | Phone case for Clerk's phone | £9.89 |
| Kate Goodare | Clerk's expenses | £10.15 |
| Amazon | Printer paper | £33.44 |
| Amazon | Printer | £335.49 |

**12.3 Budget update**

The budget virements were resolved including a new budget line for Cosy Café/Little Cinema. **It was resolved** to allow a Cosy Café summer event up to a value of £300 within their budget line as arranged between the Cosy Café organiser and Cllr Bramma.

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

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

**13.2 Reports received from representatives –** distributed prior to the meeting. **Regarding the Village Playground representative report - it was resolved** that Cllr Musther will organise to paint the framework in the village playground in September and was authorised to spend on materials up to a value of £100.

**13.3 Reports received from Christmas Lights working party**

**13.3.1 To consider and decide on the cost and location of a banner for business**

**sponsor thanks and recognition – It was resolved** that banners would be purchased

up to a cost of £100 with three locations of the church, Village Hall and within the

village proposed.

**13.3.2 To consider and decide on the Events team and Christmas Lights working**

**party’s recommendations (including but not limited to confirmation of date,**

**venue, collaboration with other bodies, and the method for the lights switch-on)**

**for the Christmas Lights switch-on event and its budget – It was resolved** that the Christmas Lights be switched on on the evening of 18th November with no official switch-on. The Village Council’s Christmas event will be held in collaboration with other village organisations on the 25th November.

**13.3.3 To consider and decide on the use and management of an uplighters programme of events – It was resolved** to accept Cllr Cummings’ proposed uplighters programme and that it should be managed by Cllr Cummings.

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

**13.5 Clerk’s Report –** distributed prior to the meeting.

**Part 2**

1. **To resolve to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960 for Part 2 of the agenda, due to the nature of the following business to be transacted being prejudicial to the public interest by reason of the confidential nature of the business.**

**This was resolved.**

1. **CISWO/Swillington Trailer Hire site**

**15.1 To consider and decide on the method of rent review & payments from the tenant**

**It was resolved** that the Clerk should obtain quotes for valuation of the site’s market rent from registered valuers and to consult with CISWO on the matter. The Clerk will, in consultation with Cllrs Bramma and Knox, proceed to instruct a valuer provided the quote is not more than £500 & CISWO have no objections.

**15.2 To consider and decide on desired clauses in the new sub-lease**

**It was resolved** that the Clerk consult with the Council’s solicitor and CISWO on various amendments to the clauses as discussed regarding corrections within the draft lease, and regarding Council preference for changes to clauses regarding Rent Days, Rent Review Dates, advertisements, and fair and reasonable condition of the property.

**Part 3**

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

Cllr Sissons requested to discuss items from the planned August events committee meeting at the September meeting.

1. **To confirm the date of the next meeting as Tuesday 5th September 2023**

It was noted that an extra meeting may have to be called in August to finalise Item 15. Cllrs Cummings and Sissons noted their apologies for the September meeting.

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

* Signed by Cllr Neil Bramma Chair Swillington Village Council………………….Date…….