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**Minutes of Swillington Village Council meeting held on Tuesday 1st August at 6pm.**

**In attendance:** Cllrs Bramma (Chair), Knox, Crossley-Rudd, Cummings, Fox, Howson, Lewin, Musther and Sissons, and Village Clerk Kate Goodare. There were no members of the public in attendance.  
**Apologies:** Cllr Knox for items 1-5 of the agenda.

**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 Knox for lateness.

**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 4th July 2023 as a true and correct record.**

**It was resolved** to approve the minutes of the meeting held on 4th July 2023.

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

**5.1 Swillington Bridleway 16 access gate – to consider and decide on the quote received for installation of a heavy duty horse gate by Leeds City Council**

**It was resolved** not to pursue this at this time due to a low level of recent issues on the bridleway. If further issues arise and/or complaints received, then the Council will look at this solution again.

*--Cllr Knox joined the meeting--*

1. **Matters requested by councillors:**

**6.1 Christmas lights** *– Cllr Cummings*

**6.1.1 To consider and decide on the proposal to increase the Christmas light provision this year in view of generous sponsorship**

**It was resolved** to purchase the extra lights at an extra cost of £1166, to be placed on lampposts 18 and 12.

**6.1.2 To consider and decide on appropriate budget virements to support the resolution of 6.1.1, as necessary**

**It was resolved** to vire the small amount of additional funds needed to support the extra Christmas lights and associated costs, including a physical switch-on and sponsorship thanks banner, from the events budget line.

1. **Financial matters:**

**7.1 July 2023 spend reconciled to the bank statement**

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

**7.2 Agree payment items -** The payments totalling £2,610.71 were agreed.

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| --- | --- | --- |
| DMS Electrical | VH fobs | £162 |
| Swillington Village Hall | Hall bookings | £178 |
| Three | Clerk’s phone | £10.78 |
| Google | IT services | £100 |
| SLCC | Clerk’s training | £40 |
| AWM | VH waste | £88.50 |
| Cllr Neil Bramma | Expenses | £34.83 |
| YLCA | Clerk’s training | £50 |
| IPI Playground Inspectors | Biannual playground inspection | £114 |
| HMRC | PAYE | £212.38 |
| Virgin Money | Bank charges | £12.50 |
| Staff salaries | 3 members of staff | £1218.62 |
| Kate Goodare | Clerk’s expenses | £11.10 |
| PKF Littlejohn | External audit fee | £378 |

**7.3 Budget update**

The budget virements were resolved. The Clerk will undertake virements resolved earlier in the meeting and will present a new budget to the Finance Committee and full council in September.

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

**8.1 Clerk’s Report received –** 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**

**10.1 To consider and decide on the Council’s preferred starting rent for the new sub-lease**

A preferred rent was discussed and **resolved** based on the valuation report received. The Clerk and Cllrs Bramma, Knox and Musther were authorised to resolve with the tenant on the Council’s behalf.

**15.2 To consider and decide on the Council’s preferred method of rent increase for the term of the sub-lease**

**It was resolved** that if the Council’s preferred starting rent was achieved, that there would be no rent increase for the term of the sub-lease. The Clerk and Cllrs Bramma, Knox and Musther were authorised to resolve with the tenant on the Council’s behalf.

**Part 3**

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

There were none.

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

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

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