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Description automatically generated**Minutes of Swillington Village Council meeting held on Tuesday 6th February 2024 at 7.30pm**

**In attendance:** Cllrs Bramma (Chair), Cummings, Fox, Howson, Knox, Lewin, Musther and Sissons.

**Apologies:** Cllr Crossley-Rudd

There were seven members of the public in attendance.

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

* Residents raised concerns regarding the parking on Church Lane, and holes in the verge on the corner of Church Lane and Neville Grove. Cllr Cummings provided an update – the holes were originally made by a media company in July 2023 as vehicles driving on the verge (due to parking) had caused an outage. Interim remedial works have been undertaken by Leeds City Council (LCC) and the issue has been put on a list of remedial works. Solutions suggested by LCC have been tarmacking the area, barriers, or double-yellowing, all of which it was felt would not solve parking issues but merely move them to a different part of the road. LCC have agreed to send parking enforcement out at hotspot times to discourage discourteous parking. This matter will be kept under review.

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.**  – Received from Cllr Crossley-Rudd.

**2.2. To approve reasons for absence given by councillors.** – This was 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 5th December 2023 as a true and correct record. – It was resolved** to approve the minutes of the meeting held on 5th December 2023.
2. **To receive information on the following ongoing issues and decide further action where necessary:**

**5.1 Swillington Trailer Hire land *(Cllrs Bramma, Knox and Musther)*** – Cllr Bramma updated the meeting; he has been in touch with a representative from Swillington Trailer Hire and discussions are underway to find a suitable date to meet.

**5.2 Problems with the verge on the corner of Church Lane and Neville Grove *(Cllr Cummings)*** *–* Cllr Cummings updated the meeting on this matter during the public session.

**5.3 Response to the West Yorkshire Combined Authority bus consultation *(Cllr Cummings)*** – Cllr Cummings updated the meeting; this did not unfortunately take place due to other workload issues.

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

**6.1 Report received from the Chair** – none was received.

**6.2 Reports received from representatives** – the report from Cllr Fox regarding SIDs and traffic-calming measures was discussed. Following testing, it has been confirmed by LCC that the sites tested do not qualify for any traffic-calming measures. Cllrs discussed the effectiveness of a third SID but it was felt that entering into discussions with LCC regarding the village council bearing the cost of installation of rumble strips would be more effective; Cllr Fox is to pursue this and obtain a quote from her contact at LCC.

**6.3 Reports received from working parties** – none were received

**6.4 Clerk’s Report received -** received

**6.5 Correspondence received, including:**

**6.5.1 To consider the request to support the Hedgehog Highway scheme** – **It was resolved** not to make any purchases from the Hedgehog Highway scheme. Cllrs felt it would not be effective and raised concerns it would cause community tensions between neighbours, and tenants and landlords.

**6.5.2 To consider the email received from a resident concerned about speed and parking on Church Lane** – Cllr Cummings updated the meeting on this matter during the public session.

1. **Matters requested by councillors:**

**7.1 To consider the cost for a password management system for use of the Clerk – *Cllr Knox*** – Cllr Knox updated the meeting on the need for a secure password management system and **it was resolved** to subscribe to a password management system at a cost of around £5 per month. Cllr Knox is to action this.

**7.2 To consider any Council action regarding the availability of affordable range groceries at village shops – *Cllr Lewin*** – Residents had brought to the attention of Cllr Lewin the lack of own-brand groceries at the Tesco in the village. Cllrs discussed the matter and due to the current cost-of-living crisis and that for many residents it is their only accessible shop, **it was resolved** that the Clerk should draft a letter on behalf of the Council encouraging the shop to stock more affordable groceries for Swillington residents.

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

**8.1 23/07131/FU/E 9 St Marys Avenue -** There were no objections.

**8.2 24/00414/FU/E 47 Wakefield Road**  - There were no objections.

1. **To consider and decide upon the following Council policies:**

**9.1 Biodiversity Policy (new)** – This was approved.

**9.2 Whistleblowing Policy (new)**  - This was approved.

**9.3 Equal Opportunities Statement (new)** – This was approved.

**9.4 Allotment Tenancy Agreement (updated) and associated rules with respect to erecting structures on allotments (updated)** – Cllrs discussed various points in the Allotment Tenancy Agreement and **these were approved** as amended during the meeting. **It was resolved** that allotment tenants would be required to sign the Allotment Tenancy Agreement at the April Annual Village Meeting and thereafter by all new tenants.

1. **Committees and Working Parties:**

**10.1 To consider the Community Emergency Plan Working Party terms of reference** – These were approved.

**10.2 To consider the Village Hall Management Committee terms of reference – It was resolved** to delay the consideration of these terms of reference in order to give the Village Hall Management Committee more time to review the latest amendments.

**10.3 To consider the addition of two Cllrs to the staffing committee** – **It was resolved** to appoint one new Cllr to the staffing committee and that Cllr Sissons would join the staffing committee.

**10.4 To consider the addition of a Cllr to the finance committee – It was resolved** to appoint no more Cllrs to the finance committee at this time.

1. **To consider and decide on the following purchases:**

**11.1 Laptop for use by the Clerk** - Cllr Knox discussed his recommendation for a new Clerk’s laptop and **it was resolved** to purchase the laptop recommended by Cllr Knox at a cost of up to £1200 inc. VAT.

**11.2 Hard drive** – Cllrs discussed this and **it was resolved** that with the purchase of a new laptop that this would not be needed.

1. **Village and community matters:**

**12.1 To consider a grant application from Swillington Scorpions rounders team** – **It was resolved** to award the full £600 grant requested to Swillington Scorpions to enable them to form a second team. It was suggested that they may be approached to give demonstrations/testers at any D-Day events.

**12.2 To receive an update on the funding and purchase of a defibrillator and to consider and decide any further actions to be taken** – It was established that the bus stop site had been inaccurate and the correct bus stop was identified. **It was resolved** that the Clerk should approach LCC to amend the bus stop site and then, once LCC had confirmed this could go ahead, to purchase the defibrillator using the match-funding opportunity and for LCC to install at the agreed bus stop.

**12.3 To consider the vacant allotment plots at the Swillington Lane and Crescent sites, including the possibility of splitting the available Crescent plot into two plots** – **It was resolved** to split the larger of the two available plots at the Crescent site into two, and to approach those on the waiting list regarding the four vacant plots across the two sites.

**12.4 To consider the latest independent playground report and decide on any action to be taken** – The playground report was reviewed. The issues of the lifting wetpour and bucket swing are booked for repair with the swing manufacturer on 26th February. **It was resolved** that the Clerk should obtain quotes for the three most pressing items in the report of the zipwire pins and surfacing, the basketball court surfacing, and a new bin.

**12.5 To consider the correspondence received from St Mary’s Church regarding a notice of intention to transfer maintenance responsibility to Swillington Village Council and to consider and decide on whether the Village Council wishes to pass on the maintenance responsibility to Leeds City Council –** The Council reviewed the form issued to them by St Mary’s PCC and **it was resolved** that the Council did not have any objections to the closure based on the grounds of no room for more new burials. The form was completed to this effect and the Clerk will return it to the PCC. It was further noted that the PCC have applied to transfer maintenance responsibility directly to Leeds City Council but the Clerk was unsure whether the legislation would require the responsibility to be passed to the Village Council first for them to then pass to LCC; in that event, **it was resolved** that the Council wishes to pass responsibility for the maintenance of the closed churchyard to LCC.

**12.6 To consider and decide on plans for the Annual Village Meeting** – **It was resolved** that there should be refreshments provided up to a value of £50 and that the allotment-holders should be contacted to attend for their usual allotments drop-in.

1. **Events matters:**

**13.1 To receive an update on recent events and consider any suggestions for improvement** – The recent Little Cinema was discussed, Cllrs wished to thank Cineworld at the White Rose shopping centre in Leeds for their support and donations. It was suggested that a donation facility for the Cosy Café at Little Cinema would be a good idea and **it was resolved** to ensure this was available at future Little Cinema events.

**13.2 D-Day 80th anniversary 6th June 2024**

**13.2.1 To receive an update from Cllrs Lewin and Sissons on beacon research and costings** – Cllr Lewin will review the purchaseable beacon options and make recommendations to the next meeting, while Cllr Sissons will pursue costings for the beacon plans provided in the guide. Locations for any potential beacon were discussed but none were resolved.

**13.2.2 To receive any updates from Cllrs on arrangements for the beacon and the weekend events, and consider any further actions to be taken** – **It was resolved** that Cllrs Bramma, Crossley- Rudd, Lewin and Sissons would work on plans for the weekend events. A quartet has been booked.

**13.3 To consider the purchase of soft matting for the Village Hall to be used at events such as the Little Cinema** – **It was resolved** that this would not be purchased due to the potential issues around storage and trip hazards.

1. **Financial matters:**

**14.1 December 2023 and January 2024 spend reconciled to the bank statement** – December 2023 and January 2024 accounting statements have been reconciled to the Council bank statements and presented to the Council.

**14.2 Agree payment items** – The payments totalling £10,459.84 were agreed.

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| Printerinks | Printer ink | £56.70 |
| Nest | Clerk’s pension | £167.58 |
| Cllr Crossley-Rudd | Cllr expenses – Tree lights & Cllr gift | £169.36 |
| Three | Clerk’s phone contract | £18 |
| Google | IT services | £200 |
| Cllr Bramma | Cllr expenses – Cosy Café pens, Little Cinema film | £44.23 |
| Swillington Village Hall | Hall bookings | £423 |
| Cllr Sissons | Cllr expenses – Xmas donations & event refreshments | £81.07 |
| Leeds City Council | Christmas lights | £5889.60 |
| Virgin Bank | Bank charges | £21.34 |
| Vinyl Banners | Event banner Feb candlelight event | £34.86 |
| Staff salaries & expenses | 3 staff | £2146.27 |
| AM Electrics | Village Hall PAT testing & repairs | £180 |
| IPI Playground Inspectors | Biannual playground inspection | £114 |
| AWM | Waste disposal | £163.41 |
| HMRC | PAYE salaries | £552.42 |
| SLCC | Clerk’s membership | £183 |
| YLCA | Advert for Clerk/RFO vacancy | £15 |

**14.3 Budget update** – The Clerk noted that with the resolution to buy a new laptop that some virements would be required; these would be communicated to Cllrs.

**14.4 To confirm the precept amount requested from Leeds City Council as £34,135 – This was resolved**.

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting** – There were none.
2. **To confirm the date of the next meeting as Tuesday 6th March 2023**

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

**Signed:**

**Name:**

**Date:**