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Description automatically generated**Minutes of Swillington Village Council meeting held on Tuesday 5th March 2024 at 7.30pm**

**In attendance:** Cllrs Knox (Chair), Cummings, Fox and Musther.

**Apologies:** Cllr Lewin, Cllr Sissons

There were seven members of the public in attendance.

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

* A resident who had previously noted an overgrown footpath to the Council reported that it had still not been cut back. The Clerk will chase the matter with Leeds City Council (“LCC”).
* A resident reported that signs on footpath 13 have been damaged – the Clerk will report this to LCC.
* Two residents raised the issue of a damaged grass verge on Swillington Lane next to the allotments; they were referred to LCC’s Highways team.
* A member of the church council requested that a member of the Council attend the event to welcome the new vicar; Cllr Musther will attend.

1. **To elect a Chair of the Council – It was resolved** to elect Cllr Jake Knox as Chair of the Council. Cllr Knox signed a Declaration of Acceptance of Office.
2. **To elect a Vice Chair of the Council – It was resolved** to elect Cllr Leanne Cummings as Vice-Chair of the Council. Cllr Cummings signed a Declaration of Acceptance of Office.
3. **Reminder by the Chair of the Council’s expectations for the audio or visual recording of this meeting**
4. **4.1 To receive apologies.** – Received from Cllrs Lewin and Sissons.

**4.2. To approve reasons for absence given by councillors.** – These were approved.

1. **5.1 To receive declarations of interest from councillors on items on the agenda. -** Cllr Musther declared a non-pecuniary interest in Item 18.3. It was agreed Cllr Musther would sit with the public during discussion and voting on this item.

**5.2 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.

**5.3 To receive, consider and decide upon any applications for dispensation.** – None were received.

1. **To confirm the minutes of the meeting held on 6th February 2024 as a true and correct record.** – **It was resolved** to approve the minutes of the meeting held on 06/02/2024.
2. **To receive information on the following ongoing issues and decide further action where necessary:**

**7.1 Swillington Trailer Hire land *(Cllrs Knox and Musther)*** – Cllr Knox reported that he had begun direct arrangements with the tenant and that he and Cllr Musther were hopeful of arranging a date within the next two weeks to discuss a rent negotiation.

**7.2 Problems with the verge on the corner of Church Lane and Neville Grove *(Cllr Cummings)*** – Cllr Cummings had no further update; the work remains on the LCC programme of planned works for the next financial year.

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

**8.1 Reports received from representatives** – These were noted.

**8.2 Clerk’s Report received** – This was noted.

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

**9.1 Records Management & Retention Policy (new)** – This was approved.

**9.2 Privacy Notice (updated) –** This was approved.

**9.3 Freedom of Information Policy (new)** – This was approved.

**9.4 Recruitment & Selection Policy (new)** – This was approved.

**9.5 Co-Option Policy (updated)** – This was approved.

1. **Allotments:**

**10.1 To appoint an Allotments Representative** – **It was resolved** to appoint Cllr Angela Fox as the Council’s allotments representative.

**10.2 To consider and decide on an application from Swillington Lane allotment plot 26 to erect a polytunnel**  - **It was resolved** to approve the application.

1. **To consider a new keyholder for the noticeboards and the management of the noticeboard notices** – **It was resolved** Cllr Musther would take on the responsibility.
2. **To consider archiving historically important documents currently stored within the Village Hall with Leeds City Council archiving service** – **It was resolved** to archive the documentation identified by LCC archivist as historically important with LCC archives.
3. **To consider applying for a free framed portrait of HM The King for display in the Village Hall** – **It was resolved** to apply for this.
4. **To consider the insurance renewal quote received and any actions necessary** – **It was resolved** to accept the insurance renewal quote.
5. **To consider the renewal quote received from Vision ICT for the SSL and website hosting costs** – Cllr Knox updated the meeting on the progress of the new website and **it was resolved** to renew the Vision ICT hosting for another year and to pay both invoices.
6. **Committees and Working Parties:**

**16.1 To consider the recommendations from the interview panel on the appointment of a Clerk/RFO for a maternity cover period – It was resolved to exclude members of the public and press under the Public Bodies (Admissions to Meetings) Act 1960, due to the nature of the business to be transacted being prejudicial to the public interest by reason of the confidential nature of the business.** It was noted that Cllr Musther had replaced Cllr Bramma on the interview panel due to the latter’s resignation, and the other two members had been Staffing Committee Chair Cllr Knox and the current Clerk. The interview panel gave their feedback on the applications and interviews, and recommended a successful applicant to the Council. The Council were in agreement with the panel’s recommendations and **it was resolved** to offer the role to the interview panel’s preferred applicant.

**16.2 To agree a rescheduled date for the March finance committee meeting – It was resolved** that the meeting should be rescheduled to Tues 12th March 2024 at 6.15pm.

**16.3 To consider the revised Village Hall Management Committee Terms of Reference** – These terms had been reviewed and approved by the Village Hall Management Committee and **it was resolved** to accept them.

**16.4 To consider the appointment of a Councillor to the staffing committee** – **It was resolved** that Cllr Angela Fox would be appointed to the staffing committee.

**16.5 To consider the appointment of two Councillors to the finance committee** – **It was resolved** that Cllrs Cummings and Fox would be appointed to the finance committee.

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

**17.1 Shredder – It was resolved** that the Clerk should purchase this.

**17.2 Parish Online invoice – It was resolved** to continue with the Parish Online subscription and to make use of it in relation to the asset register and Village Plan. Cllr Cummings expressed interest.

1. **Village and community matters:**

**18.1 To finalise plans for the Annual Village meeting including the invitation of local groups** – **It was resolved** to invite local groups to speak at the meeting; the Clerk will draw up a list and distribute to Cllrs for review. **It was further resolved** to hold an administrative online call to finalise a presentation to be displayed on the evening and the purchase of refreshments, which will be held on 27th March at 7pm.

**18.2 To receive an update on the funding and purchase of a defibrillator and to consider ad decide any further actions to be taken** – Following confirmation from LCC that the bus stop selected was not suitable for mounting a defibrillator due to the power supply, **it was resolved** to identify a lamppost in the vicinity and purchase a full-cost, lamppost-suitable defibrillator.

**18.3 To consider and decide on a grant application from St Mary’s Church for the upkeep of the Remembrance Garden** – Cllr Musther left the meeting and sat with the public. **It was resolved** to approve the grant to St Mary’s Church and the necessary virements were noted.

**18.4 To consider and decide on continuing the schedule of biannual playground inspections with our current provider at a cost of £100+VAT per inspection** – **It was resolved** to continue with the current provider and schedule of inspections.

1. **Events matters:**

**19.1 To receive an update on recent events and consider any suggestions for improvement** – Cllr Knox updated the meeting on the recent string quartet event, which was well attended.

**19.2 To consider suggestions for future events and consider actions and decisions to be taken** – **It was resolved** to hold a Little Cinema event for an Easter film on 14th April. The working party for the event was set as Cllrs Cummings, Fox, Knox and Musther. (***Note: following the meeting it was recalled that a trailer had been circulated previously for a Little Cinema film on 23rd March and the date and film has been amended.)***

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

**19.3.1 To receive an update from Cllrs Lewin and Sissons on beacon research and costings –** Cllr Sissons had sent her costings received from a local tradesman for a crafted beacon. Due to costs and liabilities of a crafted or purchased beacon, **it was resolved** the Council would not purchase a beacon for the D-Day commemorations.

**19.3.2 To receive any updates from Cllrs on arrangements for the beacon and the weekend events, and consider any further actions to be taken** – Cllr Cummings was added to the event working party, which now consists of Cllrs Cummings, Lewin and Sissons. Cllr Cummings will pursue the option of a brass band to perform.

1. **Financial matters:**

**20.1 February 2024 spend reconciled to the bank statement** – February 2024 accounting statements have been reconciled to the Council bank statements and presented to the Council.

**20.2 Agree payment items** – The payments totalling £3221.84 were agreed.

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| Nest | Clerk’s pension | £73.58 |
| AWM | Waste disposal | £69.95 |
| Imogen Taylor-Hey | Performance fee – Cosy Café | £150.00 |
| Three | Clerk’s phone | £9.00 |
| Swillington Village Hall | Hall bookings | £189.00 |
| Google | IT services | £100.00 |
| Cllr Neil Bramma | Cllr expenses – Cosy Café advertising & promotion | £101.41 |
| Cllr Neil Bramma | Cllr expenses – VH screen software | £76.41 |
| Staff salaries and payments | 3 members of staff | £1058.79 |
| Rondino Strings | Performance fee for event | £595 |
| St Mary’s Church | Event hire fees | £160 |
| Swillington Scorpions | Grant | £600 |
| YLCA | Clerk’s training | £25.00 |
| Virgin Bank | Bank charges | £13.70 |

**20.3 Budget update** – This was noted. Necessary virements will be discussed and resolved at next week’s Finance Committee meeting.

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting** – Cllr Cummings requested for an item to be included regarding funding arrangements and costings for next year’s Christmas lights provision.
2. **To confirm the date of the next meeting as Tuesday 2nd April 2024**

**22.1 To note the dates and times of upcoming meetings** – The Annual Village Meeting will be held on 16th April.

Signed VC Cllr Leanne Cummings:

Date: