**Minutes of Swillington Village Council meeting held on Tuesday 1st April 2025 at 7.30pm**

**In attendance:** Cllrs Knox (Chair), Fox, Lewin, McGreavey, Young and the Clerk Kate Goodare.

**Apologies:** Cllr Cummings, Eve Martin (Clerk)

There were 2 members of the public in attendance.

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 Cummings

**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 declared.

**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 declared.

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

1. **To confirm the minutes of the meeting held on 4th March 2025 as a true and correct record.** – These were approved.
2. **To receive information on the following ongoing issues and decide further action where necessary:**

**5.1 The repair of the gate post at the Swillington Lane allotments and consider any quotes received –** Cllr Young updated the meeting; he had met with a handyman at the allotment site that afternoon and a quote will be provided in due course. Another quote has already been received. **It was resolved** that the Clerk should action the cheaper of the two quotes received once the second quote has been submitted.

**5.2 The issue of fly-tipping near the playground and consider any quotes received –** the Clerk updated the meeting; the same handyman as in 5.1 had met the Clerk at the playground and assessed both the fly tipping and the bin replacement; a quote is expected this week. **It was resolved** that the Clerk should bring this quote to the May ordinary meeting of the council for consideration. Cllr Fox raised the question of public liability cover of contractors hired by the Council and it was noted that this would be placed on agenda for a future meeting.

**5.3 The installation of the new bin at the playground and consider any quotes received** – as 5.2.

**5.4 The parking concerns on Astley Lane** – the Clerk Eve Martin had written regarding this following the last meeting; as E Martin was not in attendance no update was received.

**5.5 The lease for the land occupied by Swillington Trailer Hire –** the Clerk Eve Martin was due to update the meeting on progress regarding the contract; as E Martin was not in attendance no update was received. **It was resolved** that the Clerk Kate Goodare should request an update from the current solicitor firm and to instruct an alternative solicitor if necessary.

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

**6.1 Reports received from representatives –** report received from Cllr Young, Allotments Representative. **It was resolved** that the vacant Plot 22 Swillington Lane was to be assigned to the person highest on the waiting list who did not already hold a plot with the Council. Regarding the flooding at The Crescent site, Cllr Young reported that Leeds Flood Resilience had attended the site and the source of the flooding appeared to be from a plot pond; Cllr Young will contact the plotholder(s) regarding a fix. Leeds Flood Resilience have also agreed to dig gulleys for track drainage. Cllr Young is investigating track ownership with the Land Registry.

**6.2 Reports received from working parties** – there are no working parties.

**6.3 To note the clerk has enrolled on the Certificate in Local Council Administration** – the costs were noted for the training fee with YHRTP of £325, the qualification fee with SLCC of £450, and an estimate of training hours (120-200) to be remunerated at the Clerk’s usual hourly rate. It was noted that this will be covered by the assigned training budget with a further £500 to be vired to the pot.

1. **Items requested by Councillors:**

**7.1 To consider recruitment methods for the three vacant Councillor positions *(Cllr Knox*) –** **It was resolved** that current Cllrs should contact those in the village they think would be interested, and **it was further resolved** to advertise the vacancies on social media, particularly with an introduction of new Cllr McGreavey.

1. **To consider and approve the schedule of Council meetings for the next financial year** – **It was resolved** to accept the schedule of full Council meetings on the first Tuesday of every month, excepting August 2025 where there will be no meeting.
2. **To consider and decide on a date for the Annual Village Meeting – It was resolved** to hold the Annual Village Meeting on 15th April. The allotments drop-in will be held immediately prior at 7pm and the AVM will start at 7.30pm. It was agreed that the Clerk should invite local groups and individuals to speak, as last year, and that Cllr Lewin will purchase refreshments for the meeting.
3. **Committees and Working Parties:**

**10.1 To consider the appointment of a Councillor to the staffing committee – It was resolved** that Cllr McGreavey should join the staffing committee alongside Cllrs Knox, Fox and Lewin.

**10.2 To set a date for a staffing committee meeting – It was resolved** that a staffing committee meeting will be held on 15th April at 6.30pm.

**10.3 To consider the appointment of a councillor as playground representative – It was resolved** that Cllr Lewin would take on the role of playground representative.

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

**11.1 To receive an update on the adoption of a kiosk for the defibrillator and to consider the purchase of a defibrillator –** The Clerk E Martin was due to update the meeting on the progress of the kiosk adoption; the Clerk K Goodare will contact the appropriate people regarding this and provide an update to the May council meeting.

1. **Village and community matters:**

**12.1 To consider the formation of an allotment society –** Councillors discussed the benefits and drawbacks of an allotment society, chiefly that an allotment society would be able to purchase liability insurance for its members. **It was resolved** instead that plotholders would be required to purchase Allotmenteers Liability Insurance via the Council’s National Allotment Society membership affiliation benefit as part of their rent demands due to be issued this month.

**12.2 To consider action to be taken in respect of unkempt allotment plots –** **It was resolved** that all plotholders be contacted in the first instance to confirm if they intend to keep their plots for the 25/26 financial year. **It was further resolved** that should any unkempt plots remain following this confirmation, that the Untidy Plot and Termination Policy, and associated warning letter templates, drafted by the Clerk and presented to the Council **be approved** for future use in respect of unkempt plots.

**12.3 To consider the grant application from the Swillington Scorpions rounders team – It was resolved** to approve the grant application from the rounders team for £500 for kit and equipment. Councillors expressed that they would like to see team representatives at the Annual Village Meeting.

1. **Events matters:**

**13.1 To receive an update on recent events and consider any suggestions for improvement –** There have been no recent events.

**13.2 To receive an update on upcoming events –** Councillors discussed the upcoming VE Day 80 celebrations and **it was resolved** that the Village Council would not hold an event to mark the occasion. **It was further resolved** that Cllrs Lewin and McGreavey would contact other village groups, including the church, to establish if the Council could assist with any existing events.

**13.3 To consider suggestions for future events and consider actions and decisions to be taken –** There was a brief discussion regarding a Christmas light switch on event; this was requested to be added to the May ordinary meeting agenda to discuss in more detail.

1. **Financial matters:**

**14.1 March 2025 spend reconciled to the bank statement –** the required documentation was not provided.

**14.2 Agree payment items** – the required documentation was not provided.

**14.3 Budget update for 2025-26 and note the funds vired** – the required documentation was not provided.

**14.4 To note the 2024/25 end-of-year bank reconciliation and receive an update on the AGAR –** the required documentation was not provided and the Clerk E Martin was not in attendance to provide an update.

**14.5 To review and approve the asset register –** the required documentation was not provided.

**14.6 To review and approve the risk register** – the required documentation was not provided.

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting –** to consider a process for assessing and approving the public liability cover of contractors; discuss an application for a further HMO; to assess the state of repair of all village noticeboards and consider replacements.
2. **To confirm the date of the next meeting as Tuesday 6th May 2024**