**Minutes of Swillington Village Council ordinary meeting held on Tuesday 6th May 2025 at** **7.30pm**

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

**Apologies:** Cllr Cummings

There were 6 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. –** These were received from Cllr Cummings.

**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 1st April 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 Parking concerns on Astley Way** – It was noted that there is a vehicle parked on Astley Lane in working hours which blocks the pavement; it was believed it belongs to a company. Cllr Knox will contact the Clerk with the company name and the Clerk will write to the company to ask them to encourage their staff to park more considerately.

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

**6.1 Reports received from representatives**A report was received from Cllr Young, allotments representative – noted the middle gate at Swillington Lane allotment had been repaired as approved at the previous meeting, and plot 14 at the same site now has a new tenant in place. Cllr Young also discussed the ongoing water leak at the Crescent site.

A report was received from Cllr Lewin, playground representative – noted that the baby swing frame is in need of repainting. Cllr Lewin will also speak to Fairburn Ings regarding their provision of natural materials for den play to establish if a similar approach could be taken at the playground.

A report was received from Cllr Knox, Village Hall representative – he noted that the preferred quote for the solar panels has reissued a revised quote with an extended battery capacity. This will be presented to the Council’s June meeting for consideration.

**6.2 Reports received from working parties**

**6.3 To note the latest committee meeting minutes**

**6.2 To consider any correspondence received** - The Council discussed correspondence received regarding parking on Church Lane – it was noted that yellow lines are due to be painted on Neville Grove. Outcomes of this will be monitored by the Council.

1. **Matters requested by Councillors:**

**7.1 To consider a process for assessing and approving the public liability cover of contractors *(Cllr Fox)*** *–* **It was resolved** that a Policy for the Use of Contractors be approved with no amendments, requiring the Council to ensure contractors have public liability cover, a health and safety policy, and trade registrations and licences (where relevant).

**7.2 To consider the hiring of a skip for plot clearances at The Crescent allotment site *(Cllr Young) –* It was resolved** that a skip be hired for Plots 4a and 4b at The Crescent allotment site at a cost of £225; the Clerk will contact both plotholders to confirm a suitable date.

1. **Planning applications:**

**8.1 25/01444/FU – 2 Park Grove Swillington – Retrospective application for the erection of a new boundary fence with gates to front and both sides; free-standing pergola to front –** No objections were raised.

**8.2 25/01507/FU/E – Unit 6B Astley Lane Industrial Estate Astley Way - Change of use to a functional fitness facility** – Concerns were raised regarding parking provision.

**8.3 24/07424/FU/E – 25 Whitecliffe Crescent – Demolition of existing dormer bungalow and erection of new detached dwelling house with parking for three cars –** No objections were raised.

**8.4 25/02234/FU/E – 20 Lowther Drive – Single storey side/rear extension; pitched roof replacing flat roof to front/side and enclosing side of the porch to front** – No objections were raised.

1. **Allotments:**

**9.1 To consider replacement for a second gate at the Swillington Lane allotment site – It was resolved** that the Clerk should approach the contractor who has recently replaced the other gate on site for a quote and that the Clerk should action any quote received from him up to a value of £550.

1. **Committees and Working Parties:**

**10.1 To note any updates from the Staffing Committee meeting** – no updates were given.

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

**11.1 To consider the renewal of the Parish Online service – This was approved** at a cost of £108.

**11.2 To consider the use of an email archiving application for council email addresses –** The need for archiving was discussed in order to prevent loss of data either by email deletion or through the loss of resigned Cllrs’ accounts; **it was resolved** Cllr Knox should bring costings to the ordinary meeting in June for consideration.

**11.3 To consider any quotes received for footpath cutting** – The Clerk updated the meeting; no quotes have yet been received but enquiries have been made with three contractors.

1. **Village and community matters:**

**12.1 To note the disposal of the Hill Crest site by Leeds City Council and consider locations and styles for a new noticeboard – It was resolved** that the Clerk should enquire with LCC whether the noticeboard in poor condition at the junction of Swillington Lane and Wakefield Road could be replaced with the new noticeboard on offer from LCC, rather than in a new location. The Clerk should furthermore ask LCC to retain the noticeboard from the Hill Crest site and deliver to the Village Hall for safekeeping.

**12.2 To consider an assessment of the state of repair of all village noticeboards and consider replacements – It was resolved** that the noticeboard at Wakefield Road/St Mary’s Avenue should be replaced on the existing poles with the board being removed from the Hill Crest site.

**12.3 To note that the playground works approved May 2024 are now being actioned with the contractor –** It was noted that the quote price had adjusted with the removal of the requirement for a new bin and the addition of the requirement for HERAS safety fencing during works; **it was resolved** that the Clerk should instruct the contractor to proceed.

**12.4 To consider the purchase of replacement cableway spring stoppers and cradle swing, and to consider any action regarding the recent damage caused** – **It was resolved** to approve the quote provided for replacements and fitting from HAGS.

**12.5 To consider any further resurfacing repair and replacement quotes for the playground –** A quote from the contractor undertaking the works in 12.3 was discussed for resurfacing of the toddler area. **It was resolved** that the Clerk should ensure two further quotes are in place before a decision is made, and that the Clerk should establish whether any grant funding is available for the works as the cost is prohibitive. **It was further resolved** that separate quotes for playground signage should be obtained.

**12.6 To consider a request for a memorial bench in the village and to consider a proposed Memorial Bench Policy – It was resolved** that the Policy be approved with an amendment that the individual being memorialised must have been a resident or lived within a 3 mile radius of the village. **It was further resolved** that this enquirer should be encouraged to complete the new Policy application form, but should be made aware that previous memorial benches have had issues with vandalism and that as such any bench available for purchase on the scheme would have to be a durable, vandalism resistant design which may make the cost prohibitive.

1. **Council matters:**

**13.1 To consider application for the Local Council Award Scheme – It was resolved** that the Council should work towards the Foundation award.

**13.2 To consider any applications for co-option and any options for further recruitment. –** No co-option applications were received.

1. **Events matters:**

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

**14.2 To consider suggestions for future events and consider actions and decisions to be taken –** It was noted that Cllr recruitment is needed in order to facilitate events.

**14.3 To consider the expansion of Cosy Cafe to a second weekly session –** The proposal from the Cosy Cafe organiser was discussed, including whether it created any conflict with other hall users or other facilities on offer in the village. **It was resolved** to offer the Cosy Cafe two trial sessions for a second weekly slot in the afternoons to see if there was demand for the service; the cost for the extra Hall hire should be vired from the Events budget.

**14.4 To consider the renewal of the MPLC licence – It was resolved** to renew the MPLC licence to facilitate Little Cinema with a commitment to making sure this runs within the calendar year; Cllrs Knox and McGreavey will facilitate this.

1. **Financial matters:**

**15.1 April 2025 spend reconciled to the bank statement** – These documents were not provided.

**15.2 End of year** – It was noted that the 2024/25 internal auditor has been engaged for the 2025/26 internal audit at a cost of £150.

**15.3 Agree payment items –** These documents were not provided.

**15.4 To approve the revised 2025/26 budget –** This was approved.

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting** – None were notified.
2. **To confirm the date of the next meeting as Tuesday 3rd June 2024**

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

**A public meeting followed the session:**

* A resident raised concerns regarding untidy plots at the allotment sites; Cllr Young is already aware of these plots and has supplied a list to the Clerk to make contact with the plotholders.
* A resident who is an allotment plotholder asked to confirm permission to spray the weeds around the perimeter; Cllr Young confirmed this is acceptable. The Clerk asked the resident to provide a receipt for the weedkiller in order to reimburse him.

Chair:

Signed:

Date: