**Minutes of Swillington Village Council ordinary meeting held on Tuesday 3rd June 2025 at** A black wheel with white text

Description automatically generated**7.30pm**

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

**Apologies:** None

There were 6 members of the public in attendance.

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

* A member of the Village Hall Management Committee reported her husband will assist with monitoring the footpaths for the Village Council by walking them regularly and reporting issues to the Council as needed, such as repairs or clearing.

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.** – None were received.

**2.2. To approve reasons for absence given by councillors.** – None were received.

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 following minutes:**

**4.1 To confirm the minutes of the Annual Meeting of the Council and the ordinary meeting held on 6th May 2025 as a true and correct record. –** These were approved.

**4.2 To confirm the minutes of the ordinary meeting held on 3rd December 2024. –** These were approved.

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

**5.1 The village tree replacement *(Cllr Cummings)*** *–* This is with Leeds City Council’s Highways team. They have identified a potential spot for a new tree near the existing plaque which will take into account pipework in the ground; a physical site visit is needed to confirm. Cllr Cummings will update again at the next meeting

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

**6.1 Reports received from representatives**

**Playground report** – Cllr Lewin has attended twice this month for reports of dog waste and glass, as well as volunteers from the Club and the public. The flytipping has been cleared.

**Defibrillators report** – the former defibrillator representative answered some questions regarding the expiry dates on the equipment and recorded checks; Cllr Lewin will attempt to seek supporting documents for checks from the Yorkshire Ambulance Service for the Council’s ordinary meeting in July.

**Allotments report** – **it was resolved** that the quote of £860 for replacement of the gate posts on a second gate at the Swillington Lane site should be approved. Cllrs also discussed the track erosion at The Crescent site and **it was resolved** that a Land Registry Search Fee of approximately £11 should be undertaken to establish ownership details of the track.

**6.2 Reports received from working parties -** none

**6.3 To note the latest committee meeting minutes –** these were noted

**6.2 To consider any correspondence received -** none

1. **Matters requested by Councillors:**

**7.1 To consider the repainting of equipment in the playground *(Cllr Lewin)*** *–* Various options were discussed including approaching local businesses and volunteers; **it was resolved** that the Clerk should apply for the work to be done under the Community Payback scheme. **It was further resolved** that Cllr Lewin should purchase a coded padlock for the bin in the playground.

1. **Allotments:**

**8.1 To consider action regarding untidy plots at the allotment sites** – **It was resolved** that Plots 3&3a at Swillington Lane, and Plot 3 at The Crescent, should receive a first written notice to improve under the Council’s Untidy Plots Policy.

**8.2 To consider any amendments necessary to the Poultry Policy in respect of the Crescent allotment site – It was resolved** to amend the Policy to state that no poultry is allowed to be kept by plotholders at the Crescent site and to include the requirement to register with APHA for plotholders at the Swillington Lane site.

**8.3 To consider a Rabbits Policy –** This was approved with no amendments.

1. **Committees and Working Parties:**

**9.1 To update on the recruitment process for a new Village Hall cleaner** – The Clerk updated the meeting. Four applications were received and following a shortlisting process undertaken by members of the Staffing Committee and the Village Hall Committee, three candidates have been selected for interview on 5th June, who have all accepted. The current cleaner has agreed to cover for this week only and the successful applicant will be offered an immediate start.

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

**10.1 To consider quotes for an email archiving application for council email addresses** – Cllr Knox updated the meeting; he is still looking for a reasonable quote, he will continue to look at options including upgrading the Council’s Google subscription and also the costs of an external server.

**10.2 To consider any quotes received for footpath cutting –** Three contractors were approached and two quotes received. **It was resolved** to approve the quote from A Fox subject to his confirmation that he holds public liability insurance, and to reconfirm the requirements. It was agreed that the Council would pay up to 10% more than the quoted price if a Fox were to review the costing should he need to purchase the insurance.

**10.3 To consider the annual costs for the independent playground inspections** – **It was resolved** to approve the costs for two inspections in the 2025-26 year. Cllr Lewin’s details will be provided to the company so she can be present during the inspections.

**10.4 To consider the revised solar panel quote** – **It was resolved** to approve the revised solar panel quote.

1. **Village and community matters:**

**11.1 To consider playground surface replacement quotes and to note the grant funding applied for – It was resolved** to request grant funding on the basis of the most costly quote. The Clerk will continue to explore grant funding opportunities.

**11.2 To consider the quotes received for a playground sign –** **It was resolved** to approve the quote from Wright Signs of up to £240+VAT.

**11.3 To note the playground works scheduled** – **It was noted** that the replacement baby swing and cableway parts, and the resurfacing under the cableway and on the basketball court, should be completed before the summer holidays.

**11.4 To consider the replacement bin for the playground** – **It was resolved** that HAGS should be asked to quote for the work to complete at the same time as the swing and cableway; the quote will be considered by the Council at their next ordinary meeting.

**11.5 To consider the grant application from the Swillington Saints Juniors – It was resolved** to approve the grant application for £400 for the U13 team hoodies.

1. **Council matters:**

**12.1 To consider any applications for co-option and any options for further recruitment –** An application for co-option was received from Carl Fox and **it was resolved** to co-opt Carl Fox as a Village Councillor. **It was further resolved** that Carl Fox will sign his Declaration of Acceptance of Office at a later date; the completed form will be presented to the Council at its next ordinary meeting.

**12.2 To consider a Security Incident Policy (V1)** – This was approved with no amendments.

**12.3 To consider the Guidance for the Recording of Meetings (V1)** – This was approved with no amendments.

1. **Events matters:**

**13.1 To consider suggestions for future events and consider actions and decisions to be taken –** The Christmas light switch-on event was discussed; Cllr Cummings updated that the Friends of St. Mary’s group are planning a Christmas fayre at the Social Club on 7th-9th November. **It was resolved** that the Council and the group will work together to facilitate the Christmas lights switch-on for Saturday 8th November. **It was further resolved** that the Council will allow the use of the land at the back of the Club for a funfair as part of the event. Cllr Cummings will update the Council at the next meeting with further details on responsibilities for the event(s).

**13.2 To consider the expansion of Cosy Cafe to a second weekly session following its trial sessions in May – It was resolved** to expand Cosy Cafe to a second weekly session for an initial period of 6 months and to review the attendee numbers at the ordinary meeting in December.

1. **Financial matters:**

**15.1 April 2025 and May 2025 spends reconciled to the bank statement –** These were approved.

**15.2 2024/25 end of year update and consider any actions necessary –** The Clerk updated the meeting; an extension has been granted by external auditor PKF Littlejohn until 31st July. The Clerk has sought advice from the YLCA and is in the process of engaging an external payroll service to audit the 2024-25 year before submission; this will be actioned under the Clerk’s delegated spend and submitted to the next ordinary meeting for approval.

**15.3 Agree payment items –** These were approved.

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

**14.5 To approve the updated asset register including 24/25 purchases –** This was approved and **it was noted** that the location of one of the Council laptops needed to be updated.

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting –** None were raised.
2. **To consider the date and time of the next meeting – It was resolved** to change the next meeting date to Monday 30th June at 8.30pm from Tuesday 1st July at 7.30pm in order to try and meet an external audit deadline.