**Minutes of Swillington Village Council ordinary meeting held on Monday 30th June 2025 at** **8.30pm**

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

**Apologies:** Cllr Cummings, Cllr A Fox, Cllr C Fox
**Absent without apology:** Cllr Lewin

There was 1 member 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, Cllr A Fox and Cllr C Fox.

**2.2. To approve reasons for absence given by councillors.** – These were approved for Cllr Cummings, Cllr A Fox and Cllr C Fox.

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 3rd June 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 Littering and dog mess at the playground *(Cllr Knox)*** *–* The problem of ongoing littering and dog mess at the playground, and a potential solution to deal with issues at short notice, was discussed. A suggestion of a volunteer group ‘Friends of Swillington’ who could take on such small tasks and in future other projects such as litter picks and planting, was suggested, to assist Councillor availability and to promote resident involvement. **It was resolved** that the Clerk should advertise this on social media and in the noticeboards, asking interested parties to register their interest, for the item to be further discussed at the next meeting in September.

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

**6.1 Reports received from representatives –** Cllr Young gave the allotments report. A second gate post has been repaired at Swillington Lane. The plots issued with improvement notices were discussed and Cllr Young will visit them again over the following week. The Crescent Plot 1 is available for a new tenant; the Clerk has already advertised the plot.

 **6.1.1 Defibrillator report – To consider the purchase of defibrillator equipment as**

 **recommended in Cllr Cummings’ report, including prep kits and replacement pads – It was resolved** to purchase 3 prep kits at £15 each and a pack of spare replacement pads at £84.

 **6.1.2 Defibrillator report – To consider the purchase of a defibrillator, cabinet and**

 **signage for the new defibrillator location on Selby Road, including the consideration of available grant funding** – **It was resolved** to approve a spend of up to £2300 on the defibrillator, cabinet, signage and electrician. Cllr Young is paying for the signage to commemorate late former Cllr Phil Dunkerley, who campaigned extensively for the defibrillator.
 **It was further resolved** that this amount should only be spent should the Council be unsuccessful in obtaining a grant for all or part of the spend. **It was resolved** that the Clerk should apply for the following grants, in order of preference: (1) British Heart Foundation, (2) Yorkshire Ambulance Service.

**6.2 Reports received from working parties** – None were received.

**6.3 To note the latest committee meeting minutes** – No committee meetings held.

**6.2 To consider any correspondence received –** A representative from HomeCare attended the session to highlight the free services they provide for dementia awareness and scam awareness workshops; the representative is already in contact with Cosy Cafe. She asked for the Council to recommend any other groups or individuals who would benefit from the service; **it was resolved** that the Clerk would contact Elderberries and Primrose House with the information.
Secondly, correspondence from the Highways team regarding their programme of works was discussed. **It was resolved** that the Clerk would contact the team regarding the resurfacing of Woodland Drive to request that it be moved sooner in the programme.

1. **Matters requested by Councillors:**

**7.1 To consider the re-siting of the defibrillator located at the Village Hall *(Cllr Lewin)*** *–* **It was resolved** that the defibrillator at the Village Hall would not be re-sited. It was agreed that a fourth defibrillator in another area of the village would be beneficial and this would be considered once the new defibrillator at Swillington Common is in place.

**7.2 To consider the purchase of a maintenance package as part of the solar panel grant *(Cllr Lewin) –*** The installers of the solar panels offer a maintenance package but there is no up-front payment; other companies offering such packages are similar or require monthly payments. **It was resolved** that once the work is underway, the Clerk should ask Northern Powergrid if we are able to keep the remainder of the grant money ring-fenced for maintenance and repairs in future years.

1. **Council matters:**

**8.1 To receive written applications for the office of councillor and to co-opt a candidate to fill the existing vacancy** – None were received.

**8.2 To consider the payment method for holiday days for staff members – It was resolved** that the ad-hoc Village Hall Cleaner should have her holiday days paid using the % uplift method in order to ensure she receives accurate and fair holiday pay.

**8.3 To consider the Staff Timesheet Policy – This was approved** with no amendments.

**8.4 To consider the purchase of a CCTV camera to cover the playground area – It was resolved** to spend up to £500 on the camera and system to install at the Social Club to deter vandalism of the playground. The Clerk will amend data policies for consideration at the September meeting. **It was further resolved** that due to the vandalism the Council experiences at the park that a spend of up to £400 on an overnight security guard should be approved during resurfacing work next month.

**8.5 To consider the footpath cuts and any updated quotes received –** The received quotes were discussed and the two higher ones were considered too high. **It was resolved** to ask Andy Fox to undertake the cut at the initial price and scope of works quoted for. If this was unsuccessful, to approach the Community Payback team regarding the work.

1. **Events matters:**

**9.1 To consider suggestions for future events and consider actions and decisions to be taken – It was resolved** that a Little Cinema should be held on 27/09/2025 and 22/11/2025, with a budget of £50 for both events to include films and refreshments. Cllrs Knox and McGreavey and one other councillor will form the working parties for these events. It was discussed that the Village Hall Christmas decorations should be in place for the November event as this will be a Christmas film.

1. **Financial matters:**

**10.1 To approve the current budget** – This was not provided.

**10.2 Annual Governance and Accountability Return**

**10.2.1 To consider the Internal Auditor’s detailed written report and agree necessary action arising from it**  - **It was resolved** that the detailed written report of the Independent Internal Auditor be received and recommendations arising from it be acted upon by the RFO. The Clerk will provide information/costings regarding accounting software in September. The Clerk and Chair will work together on the new Digital and Data Compliance requirements in the 2025/26 AGAR to ensure the Council is ready.

**10.2.2 To note the Annual Internal Audit Report for 2024/25 included at Page 3 of the Annual Governance and Accountability Return 2024/25 – It was resolved** that the Annual Internal Audit Report of the AGAR 2024/25 for Swillington Village Council be noted.

**10.2.3 To approve the Annual Governance Statement 2024/25 for Swillington Village Council on Page 4 of the Annual Governance and Accountability Return 2024/25 – It was resolved** that the Annual Governance Statement of the AGAR 2024/25 be approved and it was signed and dated by the Council Chair and Clerk.

Statement 2 was answered ‘no’ – the Council answered 'No' to Statement 2, acknowledging that its monitoring during the Clerk’s maternity leave was not sufficiently rigorous to identify any potential fraud or misuse of resources. Although internal controls were in place, their effectiveness was diminished due to limited oversight during this period. As a result, Councillors have been reminded of the internal control framework and their individual and collective responsibilities for financial oversight and safeguarding public funds. Measures are now being taken to strengthen monitoring and ensure greater accountability moving forward.

**10.2.4 To consider and approve the Accounting Statements 2024/25 for Swillington Village Council on Page 5 of the Annual Governance and Accountability Return 2024/25 - It was resolved** that the Annual Accounting Statements of the AGAR 2024/25 for Swillington Village Council be approved as signed and dated by the Council RFO and Chair.

**10.2.5 To confirm the period for the exercise of public rights as Tuesday 1 July 2025 to Monday 11 August 2025 – It was resolved** that the notice for the period of the exervise of public rights will be from Tuesday 1st July 2025 to Monday 11th August 2025 (Regulation 15(2) Accounts and Audit Regulations 2015).

1. **To notify the clerk of matters for inclusion on the agenda of the next meeting –** It was requested that Cllr Knox should be considered as a further member of the Village Hall Committee, and Cllr McGreavey requested discussion of a Neighbourhood Plan.
2. **To consider the date and time of the next meeting –** Tuesday 2nd September 2025

Chair:

Signed:

Date: