

## DRAFT MINUTES – TO BE APPROVED

### Minutes of Swillington Village Council ordinary meeting held on Tuesday 7th October 2025 at 7.30pm

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

**Apologies:** Cllr Dunkley

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 Dunkley.  
**2.2. To approve reasons for absence given by councillors.** – These were approved.
- 3. 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.
- 4. To confirm the minutes of the meeting held on 2nd September 2025 as a true and correct record** – These were approved.
- 5. To receive information on the following ongoing issues and decide further action where necessary:**
  - 5.1 The replacement of the noticeboard at the junction of Wakefield Road and Swillington Lane, and removal of the noticeboard at Hill Crest** - The noticeboard replacement has been placed on the LCC works list and the Clerk will receive an update once there is a date to complete. **It was resolved** that the Clerk should obtain quotes to remove the noticeboard at Hill Crest and to reinstall it at the site of an older board, which could do with replacement, on the south side of Wakefield Road between the Miners Club and the church. An advertisement for the work which includes our requirements should be placed on social media.
  - 5.2 The installation of a new defibrillator in the phone kiosk at Swillington Common and the provision of defibrillator training** - The Clerk updated the meeting. The Council has been successful in its application for funding from the Yorkshire Ambulance Service Charitable Trust and has paid the required donation of £999 to the charity. The Charity then provides the defibrillator and cabinet within 6 weeks. Cllr Cummings updated the meeting on provision of training - a suitable date and venue is still being sought.
  - 5.3 Village trees - replacement of the village tree on the green and a wider tree health audit** - Cllr Cummings updated the meeting. The replacement of the village Christmas tree which was planted in memory of late Cllr Moakes has passed the consultation with LCC's Forestry team and planting is to go ahead, this is hoped to be between November 2025 and February 2026. It is funded by LCC at a cost of £1500 for installation of a 4m tree, installation, and watering. Cllr Cummings suggested match-funding the amount to gain a larger tree suitable for use as a Christmas tree; **it was resolved** to allow a spend of up to £1500 towards this.  
The Clerk discussed undertaking a wider health audit of Village Council owned trees to ensure their health to protect the public. **It was resolved** that the Clerk would obtain quotes from private companies able to do this.
  - 5.4 The implementation of an email archiving system** - Cllr Knox updated the meeting, reminding Cllrs that the two issues were (1) central retention of emails deleted by individuals and (2) losing the inbox contents of former Cllrs as their licence is then used for a new

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incoming Cllr. All options he has found for problem (1) remain too expensive. Regarding problem (2), there is a service through Gmail to archive the content of outgoing Cllrs inboxes rather than deleting them at a cost of approximately £2 per user. **It was resolved** to use the Gmail service, and **it was further resolved** that the Clerk should reflect this in the Data Retention Policy and other appropriate documents.

Cllr Knox also reminded all Cllrs to ensure that they were using strong passwords and multi-factor authentication for their email logins.

**5.5 The installation of a CCTV camera at the Club to cover the playground area** - Cllr Knox updated the meeting. He has looked into various cameras with optical zoom within the budget previously agreed by the Council, but all of these require the user to pre-emptively zoom in. **It was resolved** not to purchase a Council camera and system to store at the Club, but instead to arrange with the Club that one of their current cameras be placed to overlook the playground and for the data to be provided to us as needed. The Club will remain Controller of the data. Cllr Knox will liaise with the Club to arrange this.

**5.6 The creation of a volunteer group to support the village playground** - The Clerk updated the meeting. There has been no interest in this group.

## 6. To receive and to consider actions and decisions to be taken:

### 6.1 Reports received from representatives

#### 6.1.1 - Christmas Lights (Cllr Cummings)

**a) To consider including fireworks as part of the Christmas Lights switch-on event and to agree an individual responsible for their management at the event** - **It was resolved** to purchase a 9-box display at a cost of £149.99 plus delivery, which will offer a 5.5 minute display. The insurance requirements will be met and the fireworks will be set off away from the event area. Two volunteers are required to set them off - Cllr Lofthouse was appointed and it was agreed to approach Cllr Dunkley for his availability also. Both volunteers will be required to complete the training videos from the seller's website and sign to say they have done so.

**b) To consider the appointment of Councillors to volunteer at the event** - **It was resolved** that Cllr McGreavey would volunteer to run a stall at the event and her daughter would also help. Cllrs Cummings and C Fox will continue to work on the event and be present on the evening.

#### 6.1.2 - Defibrillators (Cllr Cummings)

#### 6.1.3 - Playground (Cllr C Fox)

**a) To consider the waste bin installation under a contractor's community engagement programme** - **It was resolved** to appoint Shanco Contracts to fit the bin; they will do this free of charge. Cllr C Fox will continue to liaise with the company to schedule the work. Cllrs noted their thanks to the company.

**b) To consider removal of flytipping** - **It was resolved** that Cllr C Fox would collect the flytipped materials and dispose of them appropriately.

**c) To consider the repair of the damaged football goal** - **It was resolved** to take no action at this time.

#### 6.1.4 - SIDs (Cllr A Fox)

**6.1.5 - Village Hall and YLCA (Cllr McGreavey)** - These reports were given verbally. Cllr McGreavey attended the Village Hall committee meeting at the end of September and reported that the committee had decided on a position for the leaflet holders, and that the committee would be drafting a notice to ensure that only community information was placed in them. Cllr McGreavey is also considering a method of ensuring residents are

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aware of the activities on offer at the Village Hall and that this is kept up to date. Cllr McGreavey also attended the YLCA meeting in September. The Cllr reported that methodology concerns from various parish councils regarding the identification of sites for the Leeds Local Plan consultation will be fed back to LCC by the YLCA. There was also information on the new AGAR Assertion 10 requirements.

### 6.2 To consider any correspondence received

**6.2.1 - Slow Ways CIC - It was resolved** to take no action at this time.

**6.2.2 - Swillington Sports and Social Club - maintaining access to the sports field -**

Vegetation is overgrowing from the gardens of two houses onto the track across the Village Council land which provides access to the sports field, causing cosmetic damage to cars that are using the track. **It was resolved** that the Clerk should write to both homeowners asking them to remove with a timeframe before the next meeting.

The Clerk also noted that in the course of confirming whether the boundary of Village Council land included the track, it was discovered that the land is unregistered with the Land Registry. The Clerk has obtained copies of the original deeds proving ownership and has requested a quote from a valuation surveyor previously used by the Council, as an updated value is required for a Voluntary First Registration with the Land Registry.

## 7. Planning:

### 8.1 To consider and decide upon the following planning applications:

**8.1.1 [25/04858/FU/E](#) - Unit 19 Astley Lane Industrial Estate, Astley Way - Upgrade of external yard process plant complete with external canopy over part - No objections.**

**8.1.2 [25/05174/FU/E](#) - 16 Woodland Drive Swillington Leeds - Single storey side and rear extension to create additional treatment rooms for existing Chiropodist practice -** Cllrs raised concerns regarding inadequate parking and car encroachment onto footpaths.

**8.1.3 [25/05124/FU/E](#) - 94 Wakefield Road Swillington Leeds - Single storey extension to side and rear; demolition of existing porch - No objections.**

### 8.2 To receive and note the following planning decisions/information:

**8.2.1 [25/04190/FU](#) - 51 Swillington Lane LS26 8QF - Part two storey and part single storey to the front and side - REFUSED**

**8.2.2 [24/07415/FU](#) - Thorpe Park Business Park, 1200 Century Way, LS15 8ZA - Extensions and alterations to facilitate the conversion from a two storey office to a medical facility - APPROVED**

**8.2.3 [24/04070/COND](#) - Hollinthorpe Low Farm Swillington Lane LS26 8BZ - Consent, agreement or approval required by condition 14 to planning application [19/06190/FU](#) - REFUSED**

## 8. Finance:

**8.1 September 2025 spend reconciled to the bank statement** - This was approved. The closing balances on 30/09/2025 were:

*Current Account: £50,620.63*

*Savings Account: £18,262.07*

**8.2 Agree payment items** - The payments totalling £20,268.43 were approved.

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| Adam Mayman Electrical | Solar panel installation - Village Hall | £13,992.00 |
| ICO                    | Annual fee                              | £47.00     |

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| Allotment holder         | Allotment expenses (taps)     | £14.98    |
| Swillington Village Hall | Hall bookings (Cosy Cafe)     | £280.00   |
| CISWO                    | 50% rent share                | £1250.00  |
| Google                   | IT services                   | £100.00   |
| Three                    | Clerk's phone contract        | £6.98     |
| Nest                     | Clerk's pension               | £85.09    |
| Amazon                   | Defib kiosk cleaning supplies | £132.51   |
| YAS Charitable Trust     | Defib donation                | £999.00   |
| 4x staff                 | Salaries                      | £3,248.43 |
| Printerinks.co.uk        | Printer ink                   | £39.56    |
| Virgin Bank              | Bank charges                  | £11.90    |
| Amazon                   | Shredder                      | £34.98    |
| Clerk                    | Homeworking expenses          | £26.00    |

**8.3 To approve the revised 2025/26 budget** - The increase in expected Christmas lights grant monies was noted, and Cllr Cummings noted that she had been made aware that the 2024/25 Christmas tree invoice had not been paid in the last financial year; the Clerk requested that the invoice be resent to the Clerk's email inbox and it would be paid as a priority. The budget was approved.

**8.4 To review the completed Q1 Internal Controls Checklist and to consider any action necessary** - This checklist was not provided in the documents and **it was resolved** to consider this and the Q2 checklist at the November meeting.

## 9. Allotments:

**9.1 To receive an update on the Action Plan progress for Allotment Plot 3 at the Crescent site** - Cllr Young updated the meeting. The plotholder is progressing well and on track with the dates specified in his Action Plan.

**9.2 To consider the Untidy Plots and Termination Policy (V1)** - The change in time periods was noted and the policy was approved.

**9.3 To review the Allotment Structure Rules (*no changes*)** - These were approved.

**9.4 To consider the matter of flytipping and burning on Council allotment property** - Items are being tipped and burnt at the Crescent allotment site by a neighbouring residential property. **It was resolved** that Cllr Lofthouse would visit the property initially to request cessation and if this was unsuccessful, that the Clerk would write a letter to the tenant and the property owner.

**9.5 To receive an update from the Clerk on the allotment track flooding and ownership and to consider any actions necessary** - The Clerk gave an update on the track flooding. A meeting was held with an engineer from Flood Management at LCC at the allotment site, where a dye test was reconducted on an allotment water butt (previously, the dye test conducted here had

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shown that water in the track was sourcing at least in part from the butt). The butt has since been replaced and this dye test showed no water on the track was originating from the butt. An inspection of the track took place and it was identified that water was being piped from the back of one of the properties bordering the track. The engineer suggested that the best solution would be to sink the pipe under the track and for it to flow onto the field opposite; the water already enters this field further down the track but causes erosion on the way. The landowner's permission needs to be sought; the Clerk is undertaking investigations to establish the landowner and **it was resolved** that any necessary Land Registry fees for this investigation should be paid under the Clerk's delegated expenditure.

Once the flooding has been resolved, the track will need resurfacing. The track is not registered with the Land Registry however, it is understood that potentially the track jointly belongs to the homeowners whose gardens border the track. One homeowner has already offered to provide his deeds and documents to assist; the Clerk will progress.

### 10. Village and community:

**10.1 To consider obtaining quotes for playground lighting - It was resolved** to take no action at this time.

**10.2 To approve the quote received for footpath cutting of £2055 and to receive an update on the cut schedule for this year - This was approved.** One limited cut will take place this month.

**10.3 To consider the appointment of a Footpaths Representative - It was resolved** to defer this decision to the November meeting.

### 11. Events:

**11.1 To consider suggestions for future events and consider actions and decisions to be taken - It was resolved** to change the date of the Christmas Little Cinema from 22nd November to 14th December. Cllrs Cummings, C Fox and McGreavey will volunteer at the October and December Little Cinema events and **it was resolved** to allow a budget of £80 per event to include the Hall booking fee, the films, and the refreshments.

### 12. Council:

**12.1 To consider a date for the 2026 Annual Village Meeting - It was resolved** to hold the Annual Village Meeting on 21st April 2026, with the allotments drop-in included.

**12.2 To note the return of Councillors' Statements of Assurance** - All Cllrs signed and returned their Statements of Assurance, with the exception of Cllr Lofthouse who had returned his prior to the meeting and Cllr Dunkley who was absent.

### 13. Employment matters:

**13.1 To receive an update from the Chair of the Staffing Committee with any pertinent Staffing Committee meeting updates** - Cllr Knox updated the meeting: refresher training has been agreed for staff and Cllr McGreavey will manage the appraisal process this month; the guidance regarding sharps for the litter picker will be updated; and it had been resolved by the committee not to proceed with a new quote offer from an external HR firm.

**14. To notify the clerk of matters for inclusion on the agenda of the next meeting** - Cllr A Fox requested an item for an updated device to manage the SID data and will request advice from LCC on a suitable device; Cllr Young noted his intention to step down as allotments representative in December due to increasing commitments elsewhere and so a new representative will need to be appointed; Cllr Lofthouse raised concerns regarding parking causing danger to highway users at the top of Astley Lane.

**15. To note the date and time of the next meeting** - The next ordinary meeting of the Council will be held on Tuesday 4th November.