DRAFT MINUTES – TO BE APPROVED

Minutes of Swillington Village Council ordinary meeting held on Tuesday 4th November 2025 at 7.30pm
In attendance: Cllrs Young (Chair), Cummings, A Fox and C Fox and the Clerk Kate Goodare.
Apologies: Cllr Dunkley, Cllr Lofthouse
There were 4 members of the public in attendance.

A public session was held prior to the meeting. Two residents raised the matter of the flags being erected in the village and the existence of a corresponding Facebook group. Councillors advised them to raise the matter with Leeds City Council and Richard Burgon MP.

1. **1.1 To elect a Chair of the Council –** A vote was held and Cllr Pete Young was elected as Chair of Swillington Village Council, and signed his Declaration of Acceptance.
   1.2 If the Vice-Chair position is now vacant, to elect a Vice-Chair of the Council – Cllr Young was the Vice-Chair and as such the position was now vacant. A vote was held and Cllr Leanne Cummings was elected as Vice-Chair of Swillington Village Council, and signed her Declaration of Acceptance.
2. **Reminder by the Chair of the Council's expectations for the audio or visual recording of this meeting**
3. **3.1 To receive apologies.** – Received from Cllrs Dunkley and Lofthouse.
   3.2. To approve reasons for absence given by councillors. – These were approved.
4. **4.1 To receive declarations of interest from councillors on items on the agenda.** – None were received.
   4.2 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.
   4.3 To receive, consider and decide upon any applications for dispensation. – None were received.
5. **To confirm the minutes of the meeting held on 7th October 2025 as a true and correct record** – These were approved.
6. **To receive information on the following ongoing issues and decide further action where necessary:**
   6.1 The installation of a new defibrillator in the phone kiosk at Swillington Common and the provision of defibrillator training - Cllr Cummings updated the meeting. The kiosk has been cleaned and there is just a small amount of glue residue to remove. The defibrillator and cabinet have arrived from Yorkshire Ambulance Service. Cllr Cummings will be in touch with the Council's electrician for an installation quote and date next week. The community training is still being arranged.
   6.2 Village trees - replacement of the village tree on the green and a wider tree health audit - Cllr Cummings updated the meeting on the village tree – at last month's meeting it was resolved to match-fund for a larger tree but we are unable to do this as a larger tree cannot be transplanted due to the risk of shock. The Clerk updated the meeting on the wider tree health audit – we are still in the process of seeking quotes and these should be presented to the next Council meeting.
   6.3 The implementation of an email archiving system – There was no update on this.
   6.4 The installation of a CCTV camera at the Club to cover the playground area – There was no update on this.

6.5 The replacement and removal of village noticeboards – The Clerk had inspected all noticeboards prior to seeking quotes in line with last month's resolutions, however, several of them were in a poorer state than believed. **It was resolved** that the Clerk should seek quotes for a new board on Wakefield Road and to remove the board at Swillington Lane. The Clerk will also contact Leeds City Council for a key for the new board they have installed at the junction of Wakefield Road and Swillington Lane.

6.6 The cutting back of encroaching vegetation on the track leading to the sports field – The Clerk has written to the householders and sent the letter Signed For; tracking shows that the letter still has not been delivered. **It was resolved** that if the letter still was not tracking as delivered within a week that the letter would be hand-delivered with a new date.

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

7.1 Reports received from representatives

7.1.1 - SIDs (Cllr A Fox) - To consider the purchase of a tablet device to manage the SID data – **It was resolved** to purchase a Windows tablet up to a value of £500. The old laptop will no longer be supported by Windows updates and will be disposed of responsibly.

7.2 To consider any correspondence received

7.2.1 – On the matter of flags in the village – To consider a statement on the Village Council's position – The Council has received correspondence regarding the flags in the village which have recently been placed on highway furniture. **It was resolved** to advise residents to take up the matter with Leeds City Council and Richard Burgon MP, as the Village Council has no power to act.

8. **Planning:**

8.1 To consider and decide upon the following planning applications:

8.1.1 25/05851/FU/E – 10 Astley Avenue Swillington – Part two-storey, part single-storey rear extension, new first floor side windows and window replacing door to ground floor side – No objections were raised.

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

8.2.1 24/07415/FU – Thorpe Park Business Park 1200 Century Way – Consent, agreement or approval required by Conditions 10 (Archaeological Planning) & 23 (Visibility Splays) - APPROVED

9. **Finance:**

9.1 October 2025 spend reconciled to the bank statement – This was approved. The closing balances on 31/05/2025 were:

Current Account: £46470.18

Reserve Account: £18262.07

9.2 Agree payment items - The payments totalling £7746.09 were approved.

Three	Clerk's phone contract	£8.40
Google	IT services	£100
Swillington Village Hall	Hall bookings (Cosy Cafe)	£337.50
NEST	Clerk's pension	£114.53
YLCA	Cllr training	£115
Cllr Lofthouse	Expenses – travel	£27

SALC	Payroll services	£168
PKF Littlejohn	External audit fee	£378
Fireworks Crazy	Fireworks	£159.98
David Aston	Christmas tree 2024	£650
Post Office	Postage	£3.60
B&M waste	Village Hall waste collection	£96.95
Northern Powergrid	Return of unused grant monies	£3995
Virgin Bank	Bank charges	£15.50
Cllr Cummings	Expenses – event refreshments	£19.77
Tesco	Stationery	£6
Clerk	Expenses	£26
3x staff	Salaries	£1524.86

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

9.4 To review the completed Q1 Internal Controls Checklist and to consider any action necessary – The Q1 completed checklist was not available and therefore no review took place.

9.5 To appoint a second Cllr to complete the Q2 Internal Controls Checklist in partnership with Cllr Young – It was resolved that Cllr C Fox would complete the Q2 Internal Controls procedure with Cllr Young.

9.6 To review the draft 2026/27 budget and action plan – The budget and action plan were discussed. Councillors will review the documentation further over the next month and a finalised draft budget and action plan will be put to the Council for resolution at the ordinary meeting in December.

10. Allotments:

10.1 To receive an update on the Action Plan progress for Allotment Plot 3 at the Crescent site – Cllr Young updated the meeting. The tenant is progressing well and the plot is in a good state.

10.2 To consider commencing the Untidy Plots and Termination process at Allotment Plot 14 at the Swillington Lane site – **It was resolved** to commence the formal Untidy Plot and Termination Process for Swillington Lane Plot 14, as they had not responded to an email on the matter.

10.3 To receive an update from Cllr Lofthouse on the matter of flytipping and burning on Council allotment property – Cllr Lofthouse was not in attendance however, Cllr Young had visited the site on one of his inspections and witnessed the tipping and a stated intention to burn it on Tuesday, 4th November. The tipping was undertaken by a company van. Cllr Young reminded the persons responsible that this was Village Council land and they did not have permission to tip or burn on it. Councillors had concerns regarding the safety of the fire. **It was**

resolved that the Clerk should contact the company and ask them to remove the tipping before the evening of the 5th November, or the Council would report this as a flytipping crime and pursue the matter legally moving forward.

10.4 To receive an update from the Clerk on the allotment track flooding and ownership and to consider any actions necessary - The Clerk is in touch with the Flood Resilience team at Leeds City Council to confirm the route taken by the water when it reaches the bottom of the track. The Clerk has also been in touch with the homeowner who has diverted the water but has received no response.

11. Village and community:

11.1 To consider a quote received for valuation of the land owned by the Council containing the playground – **It was resolved** to approve the quote from Nigel Tapp to value the land for the purposes of registering the land.

11.2 To consider solicitor quotes received for a voluntary first registration with the Land Registry of the same land – It was resolved to approve the quote from Ison Harrison to process the registration on the Council's behalf.

11.3 To consider a grant application from Swillington in Bloom – A representative from Swillington in Bloom was in attendance. **It was resolved** to grant the £700 requested from Swillington in Bloom for bedding plants throughout the village, considering the village-wide benefit and the remaining grant budget.

11.4 To receive an update from Cllrs Cummings and C Fox on the project to survey Swillington's footpaths and to consider any action recommended – Cllrs Cummings and C Fox updated the meeting. They and the Clerk have completed footpath inspection training with Leeds City Council and received a list of footpaths and bridleways in Swillington's boundaries, which is much longer than the list the Council held previously. It will be a lot of work to inspect all of these paths and Cllr Dunkley's previous offer of help is expected to be taken up. **It was resolved** that the Cllrs will provide an estimate of path cutting costs to the Clerk prior to the Council's ordinary meeting in December to inform the 2026/27 budget discussion, and will continue to complete their full audit by January 2026.

11.5 To discuss and consider any action to be taken on parking on Astley Lane – Councillors discussed the safety issues caused by parking on Astley Lane and discussed the possible need for some double yellow lines. Cllr Young has discussed the matter with Richard Burgon MP and hopes that some enforcement officers will attend over the next month. The matter will be discussed again at the next meeting.

11.6 To consider beginning the application process for a Veolia Community Grant to fund renovation work at the playground based on quotes already received – **It was resolved** to begin the application process for the Veolia Grant funding for the work at the playground, and **it was further resolved** to authorise the Clerk to undertake any necessary steps to complete the application (such as undertaking the community consultation exercise).

12. Events:

12.1 To consider the date of the Christmas Little Cinema (14/12/25) owing to a date clash with another village event – It was resolved to cancel the Christmas Little Cinema. The Clerk will request for the Hall booking to be cancelled.

12.2 To consider a wreath and attendance for the Remembrance Sunday service – Last year's wreath has not been located, which is usually re-used for environmental reasons and a donation for the value of a new wreath made to the Royal British Legion instead. **It was resolved** that if the wreath can be found, then the Clerk should make a £50 donation to the RBL as usual. If it cannot be found, the Clerk should source a florist wreath for this year and make the additional donation to RBL. **It was further resolved** that if there were no other Cllr available, that former Council Chair Jacqui Smith would be available to lay the wreath on behalf of the Council at the Sunday service.

12.3 To review the 6-month trial of the Cosy Cafe's second weekly session which ends on 27th November – Attendance figures were provided to the Council. **It was resolved** that the second weekly session would continue as it is open to all in the village.

12.4 To consider suggestions for future events and consider actions and decisions to be taken – Councillors discussed the need for holiday clubs for children in the village; **it was resolved** that the Council should add to its 26/27 action plan to work with other organisations to assist with funding and facilitating these. **It was further resolved** to undertake a community consultation regarding the type of events residents wished to see offered by the Council.

13. Council:

13.1 To appoint two Cllrs to the staffing committee following the resignations of Cllrs Knox and McGreavey – **It was resolved** to appoint Cllrs Cummings and C Fox to the staffing committee.

13.2 To appoint two Cllrs to the Village Hall committee following the resignations of Cllrs Knox and McGreavey, and to establish if a Councillor is able to volunteer to hang the Christmas lights in the Hall – It was resolved to appoint one Cllr to the Village Hall Committee and that this would be Cllr Young. **It was further resolved** that the extra Christmas lights would not be hung, just the tree lights and decoration.

13.3 To appoint two Cllrs to the positions of YLCA representatives following the resignations of Cllrs Knox and McGreavey – **It was resolved** that Cllr Dunkley would be appointed as main YLCA representative, with Cllr Cummings in reserve to take on any meetings Cllr Dunkley was unavailable for.

13.4 To appoint a Cllr to the role of maintaining the noticeboards following the resignation of Cllr Knox – It was resolved that Cllrs Cummings and C Fox would maintain the noticeboards. The Clerk provided the noticeboard keys.

14. Employment & volunteer matters:

14.1 To consider the updated Expenses Policy (V3) – The policy had been updated to allow for a different rate of mileage reimbursement for electric vehicles. **This was approved.**

14.2 To consider a Cosy Cafe Safeguarding Policy (V1) – This is a requirement to register the Cosy Cafe on the Warm Welcome Spaces network. **This was approved**.

14.3 To consider the purchase of the 14th Edition of Arnold-Baker on Local Council Administration for £180 – It was resolved to purchase the book.

15. **To notify the clerk of matters for inclusion on the agenda of the next meeting** – None were raised.

16. To note the date and time of the next meeting - The next ordinary meeting of the Council will be held on Tuesday 2nd December.