

DRAFT MINUTES – TO BE APPROVED

Minutes of Swillington Village Council ordinary meeting held on Tuesday 3rd March 2026 at 7.30pm

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

Apologies: Cllrs Davies-Atack and 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 Cllrs Davies-Atack and 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. - Cllr A Fox noted that Item 7.1.1 relates to a planning application made by her neighbour. **It was resolved** that Cllr A Fox would not vote on this item.
3.3 To receive, consider and decide upon any applications for dispensation. - None were received.
4. **To confirm the minutes of the following meetings as true and correct records:**
 - 4.1 **The ordinary council meeting held on 3rd February 2026** - These were approved.
 - 4.2 **The ordinary council meeting held on 5th November 2024.** - These were approved.
5. **To receive information on the following ongoing issues and decide further action where necessary:**
 - 5.1 **The installation of a new defibrillator in the phone kiosk at Swillington Common and the provision of defibrillator training** - Cllr Cummings updated the meeting and outlined two options for training. **It was resolved** that Cllr Cummings should arrange free community training via the Yorkshire Ambulance Service (YAS) and that the amount left in the budget assigned to the project once all purchases are made should be donated to the YAS for this training. **It was further resolved** that once the training is organised with a date and venue, the Clerk will design and order leaflets for hand-delivery in Swillington Common, and a further A2 vinyl sign for the kiosk will be ordered up to a value of £50+VAT.
 - 5.2 **The tipping of materials on land bordering the track alongside the play area field and car park** - Cllr C Fox updated the meeting. He has not managed to see the homeowner but did report that the tyres have been removed onto the owner's garage roof. The garage door is remaining as are brambles overgrowing into the car park. Cllr C Fox will continue to attempt to contact the homeowner in person.
 - 5.3 **Speeding and parking enforcement on Astley Lane and Church Lane** - Cllr Young updated the meeting. MP Richard Burgon, the police and council enforcement are due to come back to him regarding enforcement. Cllr Young will chase all parties this week. It was also discussed that enforcement would be requested regarding school parking.
 - 5.4 **Placement of the clothes banks in the village** - The Clerk updated the meeting. The clothes bank placement has been agreed with the Club, has been ordered and the Council is on a waiting list for delivery. The bra banks ordered for delivery to the Village Hall and a local business have not been received and the Clerk will chase this.

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5.5 Installation of the portrait of HM The King & the leaflet holders in the Village Hall entryway - Cllr C Fox updated the meeting. This will go ahead this month, hopefully once a gate fob has been received for use.

5.6 The purchase of new gate fobs for the Village Hall car park for use by Councillors - Cllr Lofthouse updated the meeting. The universal fobs purchased do not work due to the gate's security systems. **It was resolved** that the Clerk should seek to obtain four gate fobs for the Council's use, and return the two fobs currently in use to the Village Hall Committee for their regular users. One of these fobs is currently not working correctly; the Clerk will arrange for its repair or replacement.

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

6.1 Reports received from representatives

6.1.1 Allotments – to consider the updated allotment ground covering rules and implementation dates - **It was resolved** to update the allotment contract wording as drafted by the Clerk for all new allotment plotters. Current plotters will be informed of the change to the rules and will be given six months to update any current ground coverings.

Cllr Cummings also updated the meeting regarding the defibrillators - all are checked and live, and the battery has been replaced on the Village Hall defibrillator.

6.2 To consider any correspondence received

6.2.1 Regarding street lighting on link routes with neighbouring localities - **It was resolved** to advise the individual to contact the Highways team at Leeds City Council.

6.2.2 From the Growing Zone Group CIC regarding funding - **It was resolved** that funding would not be provided as the Council has no power to do so.

6.2.3 Correspondence received by Cllr Davies-Atack - **It was resolved** to advise the individual to contact Ward Cllr Mark Dobson.

Further correspondence discussed: (1) from Ward Cllr Mark Dobson regarding the funding of new bins by Leeds City Council in ward areas. Several options for placement of a new bin or replacement of an old bin were discussed, and **it was resolved** that Cllr Cummings would liaise with Mark Dobson and make an appropriate decision which would be reported to the Council. (2) from Brigshaw Trust regarding a Community Leaders group and meeting. **It was resolved** that due to the short notice the invitation would be declined on this occasion but that Cllr Cummings should request the minutes and notice of the next meeting.

7. Planning:

7.1 To consider and decide upon the following planning applications:

7.1.1 [25/06443/FU/E](#) – Hollinhorpe Low Farm Swillington Lane – Change of use of piggeries/stables to form three dwellings - **The Council raised objections** on the grounds of: highway safety, traffic and parking issues, and drainage and flood risk.

7.1.2 [26/00723/FU/E](#) – 7 Woodland Grove – Part two storey part first floor extension to side; single storey rear extension; demolition of existing conservatory - No objections were raised.

8. Finance:

8.1 February 2026 spend reconciled to the bank statement - This was approved. The closing balances on 28/02/2026 were:

Current Account: £46,509.00

Reserves Account: £19,019.94

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8.2 To note the payment items - The payments totalling £3567.82 in February were approved.

Scribe	Subscription fee	£60.00
Swillington Village Hall	Hall bookings	£300.00
CCL Industries	Lanyards & ID cards	£49.28
Three	Clerk's phone contract	£8.40
Google	IT services	£100.00
Nest	Clerk's pension	£96.21
Vision ICT	Website hosting & SSL certificates	£256.86
Barnes Associates	Tree assessment	£636.00
British Heart Foundation	Defibrillator battery	£280.00
Virgin Bank	Bank charges	£12.50
Clerk	WFH payment & travel expenses	£59.22
3x staff	Salaries	£1709.35

8.3 To consider approving the revised 2025/26 budget including budget virements - This was approved. It was noted here that the carry forward will be approximately as projected, and that the Council's recent application for a grant for its playground improvements has been unsuccessful and so this money will be coming directly from the Council's 2026/27 budget.

8.4 To review the completed Q2 & Q3 Internal Controls Checklists and to consider any action necessary - These were noted as completed by Cllrs Young and Dunkley, and no recommendations were made.

9. Allotments:

9.1 To receive an update on the allotment track flooding and ownership and to consider any actions necessary - The Clerk updated the meeting. A quote has been received from LCC's contractor and **it was resolved** that the Clerk should arrange an on-site meeting for a final quote for the ditch-digging works. **It was further resolved that** the Clerk should continue to establish an agreement in writing with the landowner regarding upkeep liability & land access; and to liaise with Cllr Davies-Attack regarding the resurfacing works and maintenance of the unfenced land.

9.2 To consider the application for a greenhouse from the plotholder of The Crescent Plot 10 - No objections were raised. Cllr Young noted that a base already existed on the plot.

10. Village and community:

10.1 To receive an update on the P3 agreement and footpath survey project and consider any action necessary - One path survey has been completed. The Clerk will resend the information to all Cllrs and **it was resolved** that all path surveys should be completed by Sunday, 16th March to allow time for the report & funding request to be written up before the LCC PROW team's deadline.

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10.2 To consider ensuring the Village Hall defibrillator is publicly accessible at all times by leaving the pedestrian gate unlocked - It was noted that the gate code is logged with emergency call operators and access would be possible during an emergency call and **it was resolved** that the Village Hall pedestrian gate should remain locked.

10.3 To note the independent playground report received and to consider any action necessary - Two items from the report were discussed. (1) The identified 'finger-trap' on the net mechanisms on the metal football goals. **It was resolved** that Cllr Lofthouse should action removal of the net mechanisms. (2) The shrinkage and degradation of the surfacing at the 5-a-side football goal. **It was resolved** that the Clerk should obtain quotes for removal, rather than replacement, of this surfacing.

10.4 To consider the appointment of independent playground inspectors for the next financial year - **It was resolved** to continue with the Council's current independent playground inspectors.

10.5 To note the report received following an independent assessment of trees on Village Council owned land at the playground and two allotment sites and to consider the following items arising from the report:

10.5.1 To consider quotes received for the tree works recommended and to consider appropriate action and engagement where one tree appears to be enclosed by a neighbouring property - **It was resolved** to approach the second-lowest quote and establish if the contractor was able to match the lowest quote; this contractor was preferred due to being the most local. If the contractor was not able to match, the Clerk should approach the lowest quote to undertake the works. **It was further resolved** that Cllr Dunkley should approach the owner of the neighbouring property to discuss correction of the boundary and the upcoming tree work.

10.5.2 To consider signage to limit site access in high winds - **It was resolved** that the Council did not feel this was necessary, and would continue to share communications from Leeds Prepared on social media regarding local weather warnings.

10.5.3 To consider the Tree Management Policy (V1) - **It was resolved** to place this item on the April agenda in order to allow Councillors to review the policy prior to the meeting.

10.5.4 To consider the quotes received for follow-up assessments from the inspector - **It was resolved** to instruct the tree survey company to undertake the Ash Decline Assessment in summer this year and to undertake a full reinspection 18 months from the initial assessment. It was resolved not to undertake a tree replacement programme at this time.

10.6 To consider the Christmas lights plan and costings - Cllr Cummings updated the meeting. Leeds City Council have not issued their updated costings for Christmas 2026 yet and **it was resolved** to place this item on the April agenda.

11. Events:

11.1 To consider suggestions for future events and consider actions and decisions to be taken - A Terms of Reference for a Swillington Sports and Social Club Joint Events Working Group was considered and **it was resolved** to approve these terms with the amendment of the minimum amount of councillors from three to two, and to appoint Cllrs Cummings and C Fox to the working group as Councillor members.

12. Council:

12.1 To consider the extension of the car park lease for Swillington Sports & Social Club - The Clerk updated the meeting. A quote of £1200+ has been received from the Council's solicitors for the drafting of a new lease agreement which is not economically sensible considering the rent levied. **It was resolved** that the Clerk should explore other options.

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12.2 To consider the Cosy Cafe Policy Framework - It was resolved to place this item on the April agenda in order to allow Councillors to review the policy prior to the meeting.

12.3 To consider the updated Social Media and Electronic Communications Policy (V2) - This was approved.

12.4 To consider the renewal quote for Parish Online - It was resolved not to renew Parish Online or proceed with any other digital mapping alternative.

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

13. To notify the clerk of matters for inclusion on the agenda of the next meeting - The Clerk noted that the insurance renewal schedule will be presented to the next meeting. Further items to be placed on the agenda include the Christmas lights plan, Tree Management Policy, and Cosy Cafe Policy Framework as previously noted. Further items requested were to discuss a second boundary change enacted by a neighbour at the Crescent allotments, and parking on Neville Grove.

14. To note the date and time of the next meeting as Thursday 2nd April 2026 - It was also noted that a staffing committee meeting would take place on this date immediately prior to the ordinary meeting.

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