

**Minutes of Swillington Village Council ordinary meeting held on Thursday 2nd April 2026 at 7.30pm**

**In attendance:** Cllrs Young (Chair), Davies-Atack, Dunkley and A Fox and the Clerk Kate Goodare

**Apologies:** Cllrs Cummings, C Fox and Lofthouse

- 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 Cummings, C Fox and Lofthouse.  
**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 ordinary council meeting held on 3rd March 2026 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 installation of a new defibrillator in the phone kiosk at Swillington Common and the provision of defibrillator training** - Cllr Cummings was not in attendance to provide an update on the training. **It was resolved** that the Clerk should purchase the defibrillator signs (and playground sign from the same company) at a cost of £435+VAT.
  - 5.2 The tipping of materials on land bordering the track alongside the play area field and car park** - Cllr C Fox was not in attendance to update the meeting. Other councillors noted that some of the items have gone but more tyres are in its place and these are being moved onto the playing area by children which raised concerns of fire risks. Cllr C Fox will be asked for an update for the next meeting.
  - 5.3 Speeding and parking enforcement on Astley Lane and Church Lane, and parking on Neville Grove** - Cllr Young updated the meeting. He has chased the police team twice who have not responded and has also emailed the enforcement team at Leeds City Council. He will continue to chase them up and will raise queries regarding enforcement for parking on Neville Grove and outside the school during key times. He also noted there may be parking spaces offered within the Astley Lane industrial estate in the coming months which may alleviate some of the road parking.
  - 5.4 Placement of the clothes banks in the village** - The Clerk updated the meeting. The clothes bank has been placed at the car park next to the playground and the bra banks have been delivered to the village hall and a local business. The fundraising page needs a video which should feature a councillor - **it was resolved** that Cllr Davies-Atack would work on this in partnership with the Clerk.
  - 5.5 Installation of the portrait of HM The King & the leaflet holders in the Village Hall entryway** - Cllr C Fox was not in attendance to update the meeting.

**5.6 The purchase of new gate fobs for the Village Hall car park for use by Councillors -**

These have been purchased and issued to Cllrs A Fox, Cummings and C Fox, and Davies-Atack. The Clerk also has the fourth new fob. The location of the fobs will be recorded in the asset register. The two fobs that were in the Clerk's possession have been returned to the Village Hall committee for distribution to their regular bookers.

**5.6 The installation of a new bin in the village via a Ward Councillor initiative -** Cllr Cummings had provided an update prior to the meeting and a new bin will be placed at the bench at the junction of Swillington Lane and Wakefield Road.

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

**6.1 Reports received from representatives**

**6.1.1 - YLCA - to consider the Council's response to the proposed merger of the Leeds and South Pennines branches -** It was resolved that Swillington Village Council had no objections and that any YLCA consultation should be responded to accordingly.

**6.2 To consider any correspondence received -** Another email had been received regarding a 'Community Leaders' meeting - it was resolved that Cllr Dunkley would attend on behalf of the council.

**7. To consider and decide upon the following planning applications:**

**7.1 [26/01279/FU/E](#) – 37 Primrose Hill Drive – Single-storey extension to side and Rear -** No objections were raised.

**7.2 [26/01382/FU/E](#) – 11 Park Avenue – Retrospective application for detached motorcycle store/outbuilding with access ramp -** No objections were raised.

**7.3 [26/01405/FU/E](#) - 16 Woodland Drive - Single storey side/rear extension and associated car parking -** The Council raised concerns regarding the potential encroachment of parking provision onto the pedestrian pavement, whether the size of the proposed bays was sufficient, and possible detrimental impacts on access to the rear of neighbouring business units. It was resolved the Clerk should respond to the planning application accordingly.

**8. Finance:**

**8.1 March 2026 spend reconciled to the bank statement -** This was approved and it was noted that this reconciliation closed the quarter and the financial year 25/26. It was resolved to appoint Cllrs Young and Dunkley to complete the Q4 and annual internal controls procedures prior to the meetings in May.

**8.2 To note the payment items -** These were approved.

**8.3 To note the 2026/27 budget and the carry-forward from the 2025/26 financial year -** These were noted.

**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 site meeting took place between the Clerk, Cllr Davies-Atack, a representative from Leeds City Council flood resilience, and their contractor. The contractor will quote for the original proposed ditch solution around the edge of the field, but also suggested an alternative 'swale' solution which would run across the centre of the field. This would still allow the horses to graze on top of it and it was resolved the Clerk should approach the landowner for

permission for this new proposal as the contractor indicated this was likely to be substantially more inexpensive and would require no ongoing maintenance.

**10. Village and community:**

**10.1 To receive an update on the P3 agreement and footpath survey project and consider any action necessary** - The Clerk updated the meeting. The annual report, funding request, and request for amendment to the P3 agreement was submitted to Leeds City Council by their deadline and a response is expected 'in due course'. **It was resolved** that the Clerk should begin to seek quotes for grass cutting on the ten paths selected. **It was further resolved** that the Clerk should contact the PROW team regarding possible encroachment onto footpath land by a neighbouring business at Footpath 26.

**10.2 To consider the playground improvement works including quotes received and possible grant funding** - All quotes received were considered and **it was resolved** to appoint Team Sport and Play to undertake the work at their quoted 3-tower multiplay unit and 1 play panel option. **It was further resolved** that the further funding identified should be applied for by the Clerk for a second phase of playground improvements for older children.

**10.3 To consider the Christmas lights plan and costings** - The plan and costings were not received for consideration.

**10.4 To consider the request to hold a hustings for the upcoming ward councillor elections for the Garforth and Swillington ward** - **It was resolved** to follow advice taken from the YLCA and to decline to hold ward councillor hustings.

**11. Events:**

**11.1 To consider suggestions for future events and consider actions and decisions to be taken** - **It was resolved** to cancel the Little Cinema scheduled for the Easter holidays due to poor projected attendance and to set a date for another cinema at the next meeting in May.

**11.2 To consider a training provision for fire marshalling and first aid** - Cllr Dunkley updated the meeting on a proposal from a training company to provide the courses. These would not be 'accredited' but all attendees would receive certificates of attendance which would suffice for the Council's responsibility to keep event attendees safe and to fulfil its insurance obligations. **It was resolved** that Cllr Dunkley would confirm the training with the company for six people on each course which should be a mixture of councillors and volunteers at a cost of £80.

**12. Council:**

**12.1 To consider the extension of the car park lease for Swillington Sports & Social Club** - Options for lease renewal were discussed including using a Law Society lease, a Club-drafted lease or two options from the solicitor. **It was resolved** that the Clerk should complete the Law Society lease in partnership with the Club for a term of five years. It was proposed that there be no rent increase but instead a request regarding line-painting for the Council's 5-a-side goals.

**12.2 To consider the Cosy Cafe Policy Framework** - This was approved with an amendment to include requirements to consider appropriate licences for activities.

**12.3 To consider the Tree Management Policy** - This was approved.

**12.4 To note the renewed insurance schedule for 2026/27 and to consider the information and costings received for cyber cover** - The 2026/27 insurance schedule

was noted. Quotes and schedules were considered and **it was resolved** to undertake cover for cyber security through the council's existing insurance broker.

**12.5 To consider the Community Emergency Plan** - Cllr Cummings had provided an update prior to the meeting suggesting a delay due to area-wide work taking place which the Council will be able to take advantage of in a few months' time to assist in creating the Council's plan. It was agreed to accept this suggestion.

**12.6 To consider the Council's course of action regarding the installation of a boundary fence by a neighbour on Council-owned land** - The legal costs associated with addressing the encroachment, as well as considerations on the length of time the fence had been in place, were considered and **it was resolved** to take no action.

**12.7 To receive written applications for the office of councillor and to co-opt a candidate to fill the existing vacancy** - No applications were received.

**13. To notify the clerk of matters for inclusion on the agenda of the next meeting** - None were given.

**14. To note the date and time of the next meeting as Tuesday 5th May 2026**

**14.1 To note the Annual Village Meeting will take place on Tuesday 21st April**

**14.2 To note the Annual Meeting of the Council will take place on Thursday 5th May immediately preceding the ordinary meeting**