

Minutes of Swillington Village Council ordinary meeting held on Tuesday 5th May 2026 at 7.30pm

In attendance: Cllrs Dunkley (Chair), Cummings, Davies-Atack, A Fox, C Fox and Lofthouse, and the Clerk Kate Goodare.

Apologies: None

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.** None were received.
2.2 To approve reasons for absence given by councillors. None were received.
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 2nd April 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 defibrillator signage at the phone kiosk at Swillington Common and the provision of defibrillator training** - The signage already purchased will be installed by Cllr C Fox this month with the assistance of Cllr Dunkley. Further defibrillator signage has been ordered and will be installed by the supplier. **It was resolved** that the Clerk would progress the booking of defibrillator training with the Yorkshire Ambulance Service.
 - 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. Some items have been moved and now the area is mostly overgrown. There was some discussion regarding trimming overgrown vegetation; Cllr C Fox will continue to watch the area and speak with the householder if seen.
 - 5.3 Speeding and parking enforcement on Astley Lane and Church Lane, and parking on Neville Grove** - This item was being progressed by Cllr Young. **It was resolved** that the Clerk should contact former Cllr Young and ask for details of the contacts he had been working with in order to enable Cllr Dunkley to pick up this item. Cllr Davies-Atack noted he was attempting to get a meeting with the headteacher of the school regarding school parking.
 - 5.4 Placement of the clothes banks in the village** - It was noted that the Clerk and Cllr Davies-Atack have an appointment this month to film the fundraising video required to launch the fundraising tracker website page.

5.5 Installation of the portrait of HM The King & the leaflet holders in the Village Hall entryway - Cllr C Fox noted that it is still on his to do list and he will install the leaflet holders using command strips.

5.6 The installation of a new bin in the village via a Ward Councillor initiative - Cllr Cummings updated the meeting. This bin has been installed at the agreed location.

5.7 The update of the P3 agreement and footpath cutting arrangements for 2026/27 - The Clerk updated the meeting. A response from the Public Rights of Way team is expected this month and three quotes have been sought for cutting.

5.8 Allotment track flooding at the Crescent allotments - A quote has been received from the Leeds City Council contractor consisting of a per day labour cost. The swale solution suggested would be 1 day's work and the ditch around the perimeter of the field would be 2 days' work. The Clerk noted she had written to the landowner regarding permission for the swale and was waiting to hear back.

5.9 The renewal of the car park lease for Swillington Sports & Social Club - An update on this was shared at the annual meeting immediately preceding the ordinary meeting.

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

6.1 Reports received from representatives - None were received. Cllr Cummings noted the defibrillators were all in working order and Cllr Dunkley noted he will provide a financial year report on the SID data to the next meeting.

6.2 To note the latest committee meeting minutes - The staffing committee minutes from 02/04/2026 were noted.

6.3 To consider any correspondence received - No correspondence was received.

7. Finance:

7.1 April 2026 spend reconciled to the bank statement - This was approved.

7.2 To note the payment items - These were noted.

7.3 To note the updated 2026/27 budget - This was noted.

7.4 To note the completed Internal Controls review of Q4 and end-of-year and consider any actions necessary - These were noted with no actions required.

7.5 Annual Governance and Accountability Return

7.5.1 To consider the Internal Auditor's detailed written report and agree necessary action arising from it - The detailed written report of the Independent Internal Auditor was received and it was noted there were no recommendations contained within it.

7.5.2 To note the Annual Internal Audit Report for 2025/26 included at Page 3 of the Annual Governance and Accountability Return 2025/26 - It was resolved that the Annual Internal Audit Report of the AGAR 2025/26 for Swillington Village Council be noted.

7.5.3 To approve the Annual Governance Statement 2025/26 for Swillington Village Council on Page 4 of the Annual Governance and Accountability Return 2025/26 - It was resolved that the Annual Governance Statement of the AGAR 2025/26 be approved and it was signed and dated by the Council Chair and Clerk.

7.5.4 To consider and approve the Accounting Statements 2025/26 for Swillington Village Council on Page 5 of the Annual Governance and Accountability Return 2025/26 - It was resolved that the Annual Accounting Statements of the AGAR 2025/26 for Swillington Village Council be approved as signed and dated by the

Council RFO and Chair.

7.5.5 To confirm the period for the exercise of public rights as Wednesday 3rd June to Tuesday 14th July 2026 - It was resolved that the notice for the period of the exercise of public rights will be from Wednesday 3rd June to Tuesday 14th July 2026 (Regulation 15(2) Accounts and Audit Regulations 2015).

7.6 To consider the Audit Plan 2026/27 - This was approved with an amendment to some date references within the document.

7.7 To appoint the internal auditor for 2026/27 - It was resolved to reappoint Clare Smith Internal Audit for the 2026/27 year at a cost of £165.

7.8 To consider the updated Reserves Policy - This was approved.

8. Allotments:

8.1 To receive an update on receipt of annual plot fees and to consider any action necessary - The Clerk updated the meeting, two plot fees were outstanding. The Clerk advised the Council that no action can be taken under the contract until the amounts are 40 days in arrears which will be from 09/05/2026. The Clerk will continue to contact the ploholders and place an item on the next agenda if they remain outstanding.

9. Village and community:

9.1 To consider the Christmas lights plan and costings - Cllr Cummings presented a quote from Leeds City Council for £5090+VAT for 10 lights, an increase on the 9 provided last year and to include a proposed additional light at the top of Astley Lane. £300 of this cost should not be assigned to the Christmas budget as it is the hire of the Tommy motif for Remembrance. **It was resolved** to approve this plan and costings and to increase the Christmas budget from £6650 to £6750 to ensure it was sufficient to include the provision of the Christmas trees and the associated lights switch-on event.

Further discussion was held around the Christmas lights switch-on event, as Cllr Cummings has received advice from the Leeds City Council team that a road closure will not be possible as a diversion would be required to another A-road and the cost would be prohibitive. Cllr Cummings will feed back to the Club and the Friends of Swillington Church.

9.2 To consider the provision of hanging baskets in the village for the summer - It was resolved that due to the change in watering charges, that the cost was prohibitive and the Council would not be purchasing hanging baskets this year. **It was further resolved** that the Clerk should make enquiries regarding the possibility of basket sponsorships and to have up-to-date figures at the point of budget setting in October/November 2026.

9.3 To discuss options for future GP provision in the village and consider any actions necessary - Councillors discussed conflicting information regarding the sale of the GP practice building and the future of the Pacey's building which is up for sale. **It was resolved** that the Clerk should contact Richard Burgon MP to follow up on his actions on the issue and establish any progression with use of the pharmacy as a clinical space.

9.4 To receive an update on the 'Community Leaders' group and to consider any actions necessary - Cllr Dunkley updated the meeting. The group is run by the 7 schools' trust in order to improve the health, safety and enrichment of adults and children in the areas, although he noted it was mainly focused on children. **It was resolved** that Cllr Dunkley would continue to attend meetings where possible.

9.5 To consider any action necessary regarding Swillington Footpath 26 - It was noted that the Clerk has notified the PROW team of the impassability and they have logged it to inspect but noted that due to their staffing issues there is likely to be a significant delay.

10. Events:

10.1 To consider suggestions for future events and consider actions and decisions to be taken - It was noted that the Christmas lights switch-on event is set for 14th November 2026, and that the previous discussions of a fun day at the playground once the improvements have taken place will be progressed once an installation date has been set.

10.2 To receive an update on the provision of first aid and fire marshal training and to consider any actions necessary - Cllr Dunkley updated the meeting with the available dates. **It was resolved** that all Cllrs excluding Cllr Dunkley would attend the fire marshal course, and all Cllrs excluding Cllr Cummings would attend the first aid course. The Cosy Cafe lead volunteer will be asked to attend both. The Clerk will send out availability polls to all individuals and Cllr Dunkley will progress the course bookings.

10.3 To note the automatic renewal of the MPLC licence and to consider dates for Little Cinema events in the 2026-27 financial year and their promotion - **It was resolved** that three Little Cinema events would take place at Easter, Halloween and Christmas, and that promotion would include online, noticeboards, and via the school. It was noted that resolution of further details would be placed on the September agenda. **It was further resolved** that other usage of the licence would be explored, including making enquiries with the school/PTA and the Cosy Cafe.

11. Staffing:

11.1 To consider the purchase of personal alarms and staff identification for lone working staff, in line with staffing policies approved by the Staffing Committee in April - Three options were presented to Councillors and **it was resolved** that the Clerk should contact staff regarding their preferences between options 1 (a basic alarm which emits light and noise) and 3 (additional ability to notify a paired app-holder and with a fall detector).

11.2 To consider the Councillor-Officer Protocol V1 - This was approved.

11.3 To receive the outcome of the Clerk's appraisal and to approve the Clerk's annual incremental pay scale rise effective from 01/04/2026 - The Clerk's appraisal outcome was noted as successful and **it was resolved** to increase the Clerk's pay scale from pay scale 20 to 21 effective from 01/04/2026 at an increase of 28p per hour, in line with the Clerk's contract.

11.4 To note the Annual Summary of Training for staff and councillors - This was noted. Cllr Davies-Atack will be completing the second half of his induction training on 06/05/2026.

12. Council:

12.1 To consider the updated Unauthorised Encampment Policy - This was approved.

12.2 To review the cyber security assessment risk findings and consider any action necessary - **It was resolved** that the Clerk should progress the actions recommended and consult former Cllr Knox where necessary.

12.3 To receive written applications for the office of councillor and to co-opt a candidate to fill the existing vacancy - No applications were received for the three vacancies on the council.

13. To notify the clerk of matters for inclusion on the agenda of the next meeting - To discuss the planting of the new tree on the village green, and the outcome of the consultation with staff regarding the personal alarms.

14. To note the date and time of the next meeting as Tuesday 2nd June 2026 - Cllr Dunkley noted his apologies here for this meeting.

Meeting Chair:

Signed:

Date: