DRAFT MINUTES - NOT YET APPROVED.

Minutes of Swillington Village Council ordinary meeting held on Tuesday 3rd November 2026 at 7.30pm.
In attendance: Cllrs Dunkley (Chair), Cummings, A Fox and C Fox, and the Village Clerk Kate Goodare.
Apologies: Cllrs Dennison, Littlejohn and Lofthouse
Three members of the public were 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 Dennison, Littlejohn 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 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 received.
   3.3 To receive, consider and decide upon any applications for dispensation. - None received.
4. **To confirm the minutes of the meeting held on 6th October 2026 as a true and correct record.** - These were approved.
5. **To receive updates from the councillors responsible for each outstanding action on the Councillor Action list, review progress against each action and consider any further action required.**
   Cllr Dunkley noted two of his actions as completed - the completion of the car park lease and the repair of the little library. He provided updates on his remaining actions - the SID data will be collated for the next meeting; regarding speeding and parking in the village, he has spoken to Ward Cllrs and the enforcement team. The enforcement team recommends reporting every occasion of illegal parking; this information will be used to prioritise enforcement attendance in the area. Cllr Dunkley and the Clerk will also seek to set up a meeting with the school regarding measures outside school for parking issues at each end of the school day. **It was resolved** that Cllr Dunkley should set up a WhatsApp channel for councillors for easy parking reporting and Cllr Dunkley will collate a monthly email for the enforcement team, and will seek to establish what planning conditions, if any, were set at the time of approval for the Tesco site regarding deliveries and parking.
   Cllr Cummings updated: a fourth defibrillator site has been identified at Astley Court and the Clerk has submitted a funding application to the British Heart Foundation; and that the replacement tree on the village green will be planted by Leeds City Council between November and February.
   Cllr C Fox noted that the installation of the leaflet holders and the portrait of HM The King was still outstanding and this would be completed this month.
   Following the resignation of Cllr Davies-Atack, his outstanding actions were redistributed amongst other councillors: the filming of the promotional video for the clothes bank to Cllr Dennison; and attendance at the Community Leaders forum to Cllrs Dennison and Dunkley.

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6. **To receive and to consider actions and decisions to be taken:**
   6.1 Reports received from representatives - None were received.
   6.2 To consider any correspondence received - An email had been received from a resident requesting an accessible swing for older children in the playground. The Clerk noted to Cllrs that she had responded to the resident to let her know this would be included in quotes sought for future playground improvements.
   6.3 To reassign representative roles and committee positions for the following:
   6.3.1 Staffing committee x2 councillors - **It was resolved** to postpone this item to the December ordinary meeting.
   6.3.2 Allotments representative - **It was resolved** that Cllr Dunkley would take up the role of allotments representative.
   6.3.3 Defibrillator representative - **It was resolved** that Cllr Cummings would retain the role of defibrillator representative.
   6.3.4 Footpaths representative - It was resolved to postpone this item to the December ordinary meeting.
   6.3.5 Playground representative - It was resolved that Cllr Dennison would take up the role of playground representative.
   6.3.6 YLCA representative - It was resolved to postpone this item to the December ordinary meeting.
   6.3.7 Vice Chair of the Council - It was resolved to postpone this item to the December ordinary meeting.
7. **To consider and decide upon the following planning applications:**
   7.1 26/05239/FU/E – Swillington Organic Farm – Change of use of existing agricultural barn and defined operational yard to a Leeds Area Riding for the Disabled (RDA) Equestrian Therapy facility; associated internal and external alterations and accessibility works; formation of a 20 x 40m outdoor riding arena. - Representatives of the RDA attended the meeting and gave an overview of their organisation and answered questions from councillors, primarily regarding the potential for increased traffic. **It was resolved** that the Council had no objections to the application.
   7.2 26/05382/FU/E – 42 Church Avenue – Two storey side extension; new entrance door to the front, and alterations to the windows to the rear - No objections were raised.
   7.3 26/04746/FU/E – 27 Primrose Hill Drive – Retrospective application for fence - No objections were raised.
8. **Finance:**
   8.1 October 2026 spend reconciled to the bank statement - This was approved. The closing balances on 31/10/2026 were:
   Current Account: £28,133.95
   Reserves Account: £19,019.94
   8.2 To note the payment items - The payments totalling £11,515.25 in October were approved.

Scribe	Subscription fee	£60.00

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YLCA	Cllr & Clerk training	£210.00
Swillington Village Hall	Room bookings	£382.50
Cllr Dunkley	Travel expenses	£12.70
Three	Clerk's phone contract	£9.00
Google	IT services	£118.00
Swillington Elderberries	Grant	£200.00
NEST	Staff pension	£216.53
Bright HR	HR services	£102.44
YLCA	Clerk training	£28.20
Firework Crazy	Fireworks	£319.98
Ison Harrison	Legal services	£573.00
HMRC	PAYE & NI	£357.68
AM Gardening Services	Footpath maintenance	£6960.00
Virgin Bank	Bank charges	£12.50
Post Office	Postage stamp	£1.80
Bagnall Morris	Village Hall waste contract	£108.95
Clerk	Expenses	£48.80
Staff x3	Salaries	£1,793.17

8.3 To note the updated 2026/27 budget and to consider any virements necessary - **It was resolved** to approve the adjusted budget as presented including an extra £161.25 to allow for an extra 15 minutes on all remaining Cosy Cafe bookings for the year.
8.4 To consider the appointment of two councillors to undertake the Q2 internal controls checks - It was resolved that Cllrs Dunkley and C Fox would undertake the checks and provide the completed paperwork for the ordinary meeting in December.
8.5 To consider the draft 2027/28 budget and action plan and suggest any amendments necessary - The documents were considered and amendments were requested and agreed. The Clerk will present an updated budget and action plan to the ordinary meeting in December for consideration.

9. **Allotments:**

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9.1 To receive an update on the works at the Crescent allotment track and to consider any action necessary - A final quote was received in excess of £10,000 which was a significant increase on the original estimate. **It was resolved** not to accept the quote and **it was further resolved** that Cllr C Fox would explore other options prior to the ordinary meeting in December.

9.2 To receive updates on the Untidy Plot and Termination procedures ongoing and to consider any further action necessary - It was noted that one plotholder's lease had been terminated and the Council currently has two plot vacancies at the Crescent site and one at the Swillington Lane site - the Clerk is offering to the waiting list. It was further noted that three plotholders at the Swillington Lane site will be offered action plans for improvement.

9.3 To consider an application from Swillington Lane Plot 21 to keep poultry - It was resolved to accept the application from the plotholder subject to confirmation that the structure remained within the boundaries of Plot 21.

10. Village and community:

10.1 To receive an update on the works required at the playground and to consider any action necessary - An update was received from the manufacturer of the new toddler play unit offering to manufacture and install a new side panel free of charge; **it was resolved** to require this from the manufacturer.

10.2 To receive an update on the progress of the little library repairs - A new little library has been constructed and installed with separate shelves for adults and children's books. Cllr Dunkley noted that more children's books are needed - the Clerk will include this on the social media post and approach the school regarding any unwanted books.

10.3 To receive an update on the vandalism to Swillington Footpath 26 - The beck has been cleared by the City Council's waterways team and the matter is also logged with the flytipping team. Cllr Dunkley reported that since the waterways team's clearance, some of the items from the bank are now in the beck again. The Clerk will chase clearance with both teams, and noted that there has been no response to the Village Council's letter to the landowner; it was agreed the Clerk should write to them again and enquire what enforcement steps will be taken by the Public Rights of Way team at the City Council.

11. Events:

11.1 To receive an update on upcoming events, including the Little Cinema events, and to consider any actions necessary - Cllr Dunkley noted the Halloween event was well attended and received. The Christmas film was chosen by the children at the Halloween event as Arthur Christmas. **It was resolved** that the Clerk should purchase the film. Cllrs Dunkley, Dennison and Lofthouse will staff the event on 5th December, although Cllr Dunkley noted he can only stay until 2pm. A volunteer will also be present.

11.2 To receive an update on the Christmas Lights funding and switch-on event, and to consider any actions necessary, including the appointment of two individuals responsible for the fireworks and to note the receipt of all documentation necessary for the fireworks and fairground - Cllr Cummings updated the meeting. Funding from business donations is expected to total £1550, and the Ward Councillors have generously agreed to match-fund the remainder with the Village Council; the Clerk will make the necessary application. The fireworks have been purchased and received. Cllr C Fox met with the fairground operator and the necessary documentation has been provided to the

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Clerk. The Event Management Plan will be finalised and signed off by all parties (including the Social Club and the Friends of Swillington Church) next week.
Cllr Dunkley updated the meeting regarding the tombola stall - the Cosy Cafe has received lots of donations and some businesses have also donated.

12. **Council:**

12.1 To receive an update on the signing of the lease for the Sports and Social Club car park - The signing of the lease was completed last week and the hard copy has been provided to the Clerk for Council records.

12.2 To consider the updated Social Media & Electronic Communications Policy V3 - It was resolved to approve the policy.

12.3 To consider the request of the Village Hall committee to cancel the Hall broadband provision - It was resolved that the Hall needed a broadband provision and it should not be cancelled; the Clerk will communicate with the committee.

12.4 To consider the appointment of a councillor to attend the Remembrance Sunday service on behalf of the Council - Cllr Littlejohn was previously appointed but is no longer available; **it was resolved** that Cllr Dunkley should attend on behalf of the Council.

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

13. **To notify the clerk of matters for inclusion on the agenda of the next meeting -** Cllrs requested an update on progress with the cyber recommendations from the Council's insurance provider, and to discuss the Christmas lights event.
14. **To consider the date and time of the next meeting** - Tuesday 1st December.

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