**APPENDIX A**

**Minutes of Swillington Village Council meeting held on Tuesday the 3rd of June 2020 at 7.30 pm.**

 **Please note that this meeting was held remotely using Zoom owing to the COVID-19 Pandemic and the resulting restrictions on social distancing. Owing to technical problems the meeting started later than planned at 7.40 pm.**

**Councillors in attendance** Cllrs Smith (Chairman), Crossley-Rudd, Coleman, Carris-Wright Young and Dunkerley.

There were 2 members of the public in attendance

Village Clerk Diane Brown

**Agenda**

**20.37 Apologies**

Were received from Councillors Woodhead, Williams and Donson.

**20.38 To receive any amended declarations of interest from members**

None received

**20.39 To identify any items for discussion that may require the exclusion of the press and public**.

There were none

**20.40 To approve the minutes of the Council Meeting of the 5th of May 2020**

**It was resolved to approve the minutes of the 5th of May 2020. \****1 Footnote*

**20.41 To receive reports from**

**a) Local Community Policing Team**

A report had been received and was read out by the Chair and has been put on the Council Website.

**b) Public Rights of Way Footpath Warden**

The Footpath Report was discussed and the matters arising will be reported to Leeds CC for action.

**c) Children’s Playgrounds/ Litter Picker**

The Children’s Playground is currently closed.

The report from the Litter Picker was shared by the Chair.

**d) Allotments Representative**

Cllr Donson was not at the meeting but had given the Clerk details of his visits to both allotment sites during May. He had repaired a fence post at the Lane Site. One allotment holder has planted on an area designated as a path which is not part of his allotment. There had been an issue with this being a trip hazard which had caused an allotment holder to fall. Cllr Donson had spoken to the relevant plot holders and an amicable arrangement discussed and agreed. At the end of the growing season the path will be reinstated.

 At the Crescent Site there had been a query regarding water butts which has been resolved.

**e) Swillington Educational Charity Representative**

Cllr Woodhead was not at the meeting and the Chair provided an update.

**f) Village Hall Reporting – All relevant aspects**

Cllr Crossley-Rudd gave an update regarding the progress made on the new kitchen and the use of the Village Hall gate entrance being made available for the School. The Village Hall remains closed.

**g) Speed Indicator Updates (SID’s)**

Cllr Coleman shared his report.

**h) Report from the Chair- Copy distributed prior to the meeting**

This report was noted and accepted.

**i) May Delegated Expenditure**

There was none.

**20.42 Approval of the Annual Governance Statement 2019/20- To consider and decide.**

The Annual Governance Statement is part of the statutory year end process. The Council has the responsibility to ensure that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. **It was resolved to approve the Annual Governance Statement at this meeting and the Chair of Swillington Village Council signed the Statement on behalf of the Council.** \**2 Footnote*

**20.43 Approval of the Accounting Statements 2019/20- To consider and decide.**

**It was resolved that the Accounting Statements 2019/20 prepared by the Clerk in her role as the Responsible Financial Officer had been properly prepared on a receipts and payments basis and followed the guidance in Governance and Accountability for Smaller Authorities- a Practitioner’s’ Guide to Proper Practices and presented fairly the financial position of this Authority. It was signed by both the Chair and Clerk.** These statements will be passed to PKF Littlejohn the external auditors. The accounts will be available for public inspection from the 15th of June till the 24th of July 2020. \*3 Footnote.

**20.44 Continuance of the Power of Competence- To consider and decide.**

**It was resolved that as the Council having both a qualified clerk and the required numbers of elected councillors can continue with the use of the Power of Competence.** \*4 Footnote.

**20.45 To receive any information on the following on going issues and decide further action where necessary**

**(a) Land at the rear of Church Crescent Allotments**

The sign has been erected. Unfortunately, there is another issue to contend with and this matter has been referred to the Council’s Solicitor.

**(b) Steps at Scott Close**

 The Village Council has been requesting a disabled friendly ramp for this area for over 4 years and it is pleased that this work has finally been completed.

**(c) Website and mobile application implications**.

Owing to the lack of help from its website provider the Council has compiled its own disclaimer statement for the legislation it needs to comply with contained in The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018.

**(d) Cycle Path on the A63**

The Council has received further information and it is hoped that a meeting can be arranged with all stakeholders soon.

**(e) New kitchen for the Village Hall**

The Chair updated the meeting, the new kitchen is almost finished, there may be a slight increase in price as the cooker isolation switch requires moving.

**20.46 To receive and consider any current planning proposals.**None received in May 2020.

**20.47 Financial information to receive and consider the financial accounts**.

**a) May 2020 accounting statements have been reconciled to the village council bank statements and presented to the Council.**

The payments totalling £2,204.59 were agreed by all Cllrs.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Payee | Reason for expenditure | Amount |
| 27/04/2020 | Allotment Society | Annual Subscription | £75 |
| 04/05/2020 | CISWO | Ground rent | £89.07 |
| 12/05/2020 | Ashleigh Signs |  Sign for the Crescent Allotment Site | £147.60 |
| 26/05/2020 | YLCA | Training webinar Clerk | £18.75 |
| 26/05/2020 | HMRC | Tax month 1 | £208.94 |
| 26/05/2020 | 3 members of staff | Salaries | £1,626.72 |
| 26/05/2020 | Clerk | Expenses | £38.51 |

**b) Budget 2020/21**

The budget for 2020/21 was discussed **and resolved. \****5 Footnote.*

**20.48 To receive any other correspondence and communications and any further meetings attended by Members and the Clerk.**Ward Councillor Mark Dobson had sent in a report which the Chair had shared with all Councillors.

She also reminded Councillors that the YLCA were conducting training webinars. Details of the training webinars were discussed. The Chair urged Councillors to attend them if possible.

 Cllr Crossley-Rudd stated that the Tesco’s Champion had contacted her regarding the Big Lunch reiterating their support when the event eventually takes place.

**20.49 To consider and agree dates of the next meeting of the Council.**

The next meeting of the Village Council will be on Tuesday the 7th of July. This meeting will also take place remotely.

*Footnotes 1-5 denote resolutions taken at remote meetings whilst usual meetings are unable to take place.*

 This part of the meeting ended at 8.20 pm.

**Public Participation**

**Items being discussed included,**

* Communication issues at the Lane Allotment Site.
* Planting within the areas designated as paths on the Lane Site.
* Allotment Council Representative visits to the Lane Site
* One member of the public stated that he wished to volunteer within the Village and was warmly welcomed by the Chair. Residents with community spirit are an asset to any community.

The meeting closed at 8.35.

**Diane Brown**

Village Clerk and Responsible Financial Officer Swillington Village Council

Signed by Cllr Jacqui Smith Chair Swillington Village Council

……………………………………………………….. Date ………………………...