

SHADWELL PARISH COUNCIL
Minutes of the Council Meeting of the Council held on
Monday 8th June 2015

Chairman – Debbie Potter (DP)	01132657575
Keith Pickford (KP)	01132737013
Juliet Shenderey (JS)	07946629309
Norman Taylor (NT)	01132737393
Denise Trickett (DT)	07850283529
Geoff Turnbull (GT)	01132659288
Vidya Venkatesh (VV)	07888734464
Ted Vickerman (TV)	0113273824
Geoffrey Wilson (GW)	01132737164

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Village website: www.shadwellvillage.co.uk

In attendance –Barbara Bailey, Patricia Bullough, Cllr Ann Castle and the Clerk.

38/15 The Chairman opened the meeting at 7.35pm. Apologies were received and approved from KP, TV and GW.

39/15 **Minutes** – DP then proposed and NT seconded the minutes for 11th May 2015 be approved and signed. DT abstained, as not present at the last meeting and the Chairman signed the minutes.

40/15 DP proposed that Juliet Shenderey, Geoff Turnbull and Vidya Venkatesh be co-opted onto the Parish Council. This was seconded by DT and agreed unanimously.

RESOLVED: To co-opt JS, GT and VV onto the Parish Council

41/15 **Committees and Representatives onto Outside Bodies** – GT agreed to join the Finance Committee. It was agreed that NT should stand down from the Planning Committee and JS would take his place. VV agreed to become a member of the School Parking Working Group. GT agreed to remain as the Council's bus representative.

The Clerk was asked to send apologies for non-attendance of the YLCA Leeds branch Annual Meeting on 9th June, as TV was unable to attend. It was agreed to elect another member before the next YLCA meeting.

ACTION: Clerk

DP agreed to send details of the Neighbourhood Planning Steering Group to the new members.

ACTION: DP

42/15 **Declarations of Interest** - There were no declarations of interest.

43/15 **Questions from members of the public** – there were no members of the public present.

44/15 **Crime Report for period 1st May – 31st May 2015** – As PCSO Broadwell was unable to attend, DP read out the crime report

Burglary Other x 1; Theft non-specific x 1;

Burglary Other – Holywell Lane 27/14 overnight – Susp/s remove wood panel from fencing to gain access to grounds, then force open double fire doors by unknown means enough to enter, as doors chained together. Once inside attempt to force open window but fail, egress as entry, no property taken.

Theft non-specific – Holywell Lane 27/4 overnight – Susp/s remove brown wheelie bin from outside storage area.

The Chairman suspended the meeting at 7.50pm

45/15 **The Crime Prevention Panel – Outer North East Leeds** - Patricia Bullough advised that the Panel were attending events at Bramham on the 20th June; Thorner on 27th June and Shadwell School on 4th July. She informed members that the door locks were still available but only worked on plastic doors. The “fake” televisions were still available. She asked for volunteers to join the Panel, stating they would be asked to represent at coffee mornings, fetes etc. She also advised that Maureen Brewer was to stay on as Chairman.

The Chairman thanked Patricia for being the Parish Council’s representative on the Panel and for attending the meeting

46/15 – **Know your Neighbour Scheme – Barbara Bailey, MAECare**

Barbara informed members that she had chosen Shadwell in which to pilot a scheme to combat social isolation amongst the elderly and gave details. Councillors gave her ideas on whom to speak with to get the scheme moving and asked that she return in September to update the Council. (See also 53/15)

The Chairman thanked Barbara for attending and giving the Council food for thought.

47/15 **Questions from members of the public**

There were no members of the public present.

The Chairman reconvened the meeting at 8.18pm

48/15 **Current items outstanding to include the Clerk’s Report**

- i. **Potholes** - The Clerk advised that potholes outside the Fish Shop in Main Street and by the turning into Ash Hill Drive had been reported.
 - ii. **Noticeboards (15/15)** – The Clerk confirmed that a new noticeboard for outside the Library had been ordered.
 - iii. **Annual Audit of Accounts** – The Clerk advised that the annual audit had been posted to PKF Littlejohn LLP on 14th May 2015 and the result would be known by 30th September 2015.
 - iv. **Overhanging hedge at bus stop (32/15)** – The Clerk confirmed that the overhanging hedge and the missing sign at Gateland Lane junction had been reported.
 - v. **NP Grant (26/15)** – DP confirmed that the £97 underspend had been returned.
 - vi. **CCTV (12vii/15)** – NT confirmed that the new camera was in situ. The Clerk was instructed to chase up larger signs by the bottle bank
- ACTION: Clerk**
- vii. **YLCA Provision of Services 2015/2016 (19/15)** – The Clerk confirmed that YLCA had been advised of the Council’s acceptance.
 - viii. **Parish Council Surgery (28/15)** – The Clerk confirmed that the resident’s query was answered and the hedge had been cut back.

49/15 **Mission Statement and 12-Month Plan** – DP proposed that the Council’s Mission Statement should read –

“We want all residents to enjoy and feel proud of living in Shadwell.

The Parish Council seeks to continually improve the quality of life of those that live in the parish by improving and developing the environment, promoting an inclusive community, and enhancing community facilities, whilst protecting the historic elements of the area. We want everyone to feel part of the community and participate in making Shadwell a brilliant place to live.”

This was seconded by GT and agreed unanimously.

RESOLVED to accept the Mission Statement

DT was thanked for her work on the Mission Statement.

After a brief discussion, it was agreed that a working group, consisting of members of the Newsletter WG plus NT, DT and VV should be set up and a meeting arranged to discuss the 12-month plan.

ACTION: Councillors/Clerk

50/15 **Various Working Groups** – NT suggested the following Working Groups be put into place-
Dan Quarry WG – to manage the woodland, taking into account the ecology and environment of the site. Membership to be the current group of local residents, James Jesson from LCC and NT as the Council's representative.

Village Sports WG – to bring together the various sports groups. Membership to be representatives of the village sports groups with Peter Cass as Chairman and NT as the Council's representative.

Allotment and Footpath WGs – to come under the remit of the Village Maintenance Committee.

The Councillors agreed enthusiastically and GT proposed the Working Groups should be set up, with NT to report back to the Council. This was seconded by DP and agreed unanimously.

RESOLVED: to set up the Working Groups

51/15 **Village Maintenance Committee** – DP advised that the Committee had had its first meeting earlier that evening and that a copy of the minutes would be distributed to Members.

52/15 **Severe Weather** – DP proposed that the Clerk should order 40 x 25kg bags of rock salt. This was seconded by DT and agreed unanimously.

RESOLVED: The Clerk to order rock salt

The Clerk was instructed to ascertain what support LCC would be giving to parishes with regard to snow clearance and to chase up the destroyed grit bin at the end of Holywell Lane.

ACTION: Clerk

A list of the LCC bins in Shadwell had been distributed to Cllrs.

53/15 **Village Awareness Sessions** – It was agreed to ascertain whether one or two sessions on the use of the defibrillator could be held in the Red Lion on 18th July 2015. DP agreed to speak to the landlord and the Clerk would then contact David Jones, YAS.

ACTION: DP/Clerk

It was suggested that MAECare should be asked to hold a coffee morning at the Library on 5th September 2015 to advise local residents on both the "Know your Neighbour" scheme and the Dementia Friendly Village scheme. The Clerk was instructed to contact MAECare.

ACTION: Clerk

(See also 46/15)

54/15 **Review of Standing Orders** – DP and DT agreed to meet to review the Standing Orders and the Finance Regulations and then to report back to Council.

ACTION: DP/DT

55/15 **Review of Standards and Codes of Conduct** – DP and DT agreed to meet to review the Standards and Codes of Conduct and then to report back to Council. DP advised that the Clerk was only contactable during office hours and that she was employed to work 10 hours a week. The Clerk informed new members that she tried to read emails daily, so that was the best method of contact.

ACTION: DP/DT

56/15 **Allotments** – DP stated that she would follow up the offer of allotments in a local garden.

ACTION: DP

57/15 **YLCA Training Programme** – JS, GT and VV all agreed to go on a training course for new councillors. The Clerk was instructed to arrange.

58/15 **Planning** – DT reported on three planning applications -

P/15/02345/FU/NE – 15 Shadwell Park Court, Shadwell - Alterations including, first floor extension over existing attached garage. **No objection**

P/15/02527/FU/NE – 64 Ash Hill Drive, Shadwell - Two storey rear extension with balconette

Members raised concerns that the extension would impact on the neighbouring property's view and light. As the extension did not alter the look of the front of the property, the Committee offered **no objection**

P/15/02660/FU/NE – 17 Gateland Drive, Shadwell - Two storey and single storey extension with dormer window to rear and conversion of garage to habitable rooms - As the extension to the property was quite in keeping with the street scene, the members offered **no objection**.

It was noted that the refused application for 229 Main Street had gone to appeal.

59/15 **Finance** – i. **Bank Account** – DP advised that the Barclays bank account was now open and that the Clerk had paid in a cheque from LBS, which would clear on 11th June 2015. Cheques could now be issued.

ii. DT proposed that a donation for £250 should be forwarded to Shadwell News. This was seconded by NT and agreed unanimously.

RESOLVED: to send a donation of £250 to Shadwell News.

iii. **Application for a Grant** – Following a brief discussion, it was agreed to set up a meeting with a member of the Village Hall Committee to ascertain how the Parish Council could assist in fund raising for a new roof. DP agreed to speak to the Committee member.

ACTION: DP

iv. It was noted that the Clerk was to attend a Finance course in Harrogate on 8th July 2015 and was instructed to ascertain whether GW would also like to attend

ACTION: Clerk

60/15 **Highways** – **Parking outside the School Working Group** – The Clerk was instructed to advise the Chairman of the WG of VV's membership and to request that he arranges another meeting.

ACTION: Clerk

It was noted that the road approaching the traffic lights at Slaid Hill and part of Main Street was not yet finished. DP advised members that LCC had advised that Main Street would be completed in August. The Clerk was instructed to contact Highways to ask when Shadwell Lane was due to be resurfaced.

ACTION: Clerk

61/15 **Risk Assessment** – As TV was absent, the risk assessment was not signed.

62/15 **Neighbourhood Planning** – DP advised that the first draft had been returned by LCC with many queries and corrections. The next meeting of the NPSG was to be arranged.

ii. DP advised that LCC had given an approximate figure of £30k to provide a footway from the bridge to Wetherby Road. It is hoped that the funds for this would be met from s106/CIL money generated by the Bramley Fields development. Denise Simpson will continue to raise this at Group meetings. The Clerk was still trying to contact the owners of the field in Hobberley Lane.

63/15 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** - The last month has been hectic for SIB with bed stripping, preparation and re-planting going on. Thanks to our main plant supplier- M&J Nurseries of Shadwell- all plants were made available exactly when required by us. The only remaining major bed to be dealt with is that kindly sponsored by Riverside Plants, who will complete their work within the next two weeks. A start has been made today on the Shadwell Lane verges- these will probably be sorted out by the weekend but will need a period to recover to the pre daffodil state. Likewise the Library area and the Old Hall raised area require early attention. We are using M&J Nurseries as our new basket supplier but here they are experiencing supply problems with the bare baskets not arriving on time from overseas. Judging for the Yorkshire in Bloom Competition takes place during the afternoon of MONDAY, 13th JULY. Shadwell is here in the Large Village Category and has been winner on two occasions and since the first entry in 2003 has always been a serious contender and award winner.

ii. **Shadwell Independent Library and Arts Centre (DT)** - Building work is now taking place on the building. Work will include improvements to the roof, pointing, and gutters, as well as plastering and painting inside. A grant from the British Gas Energy Efficient Fund will also cover loft insulation and LED light fittings. The Library will be closed until the beginning of July. Many thanks go out to all the volunteers who helped clear up the building in preparation for the work. We are

again looking for an administrative assistant to support the Committee. Work for Festival Republic is ongoing. Tickets have now been allocated and people assigned to cover the gate.

iii. **Outer North East Forum** – DP reported on the forum meeting that she had attended on 4th June 2015.

64/15 **Parish Council Surgery** – DP hosted the surgery on 6th June 2015 with no visitors. VV & DT offered to host the surgery on Saturday 4th July 2015

Correspondence –

Poster from Hollybush Conservation Centre –noted

Invitation to MAECare Annual Event – sent to GW

65/15 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda –**

It was noted that water from a private road in Harewood was still pouring onto the public highway of Holywell Lane. Cllr Castle offered to take on the case and would report back to the Parish Council.

NT advised that Richard Vincent would no longer host the Councillors email addresses, which would now transfer over to the same hosting as the Clerk's. The Clerk was instructed to contact the webmaster who, with NT's assistance, would set up aliases.

ACTION: Clerk/NT

66/16 **Invoices** – DP proposed the payment of the following cheques. This was seconded by NT and agreed unanimously.

001	J Ford (Village Maintenance)	£420.00(Highways Act 1980 s 43.50)
002	Harry Stebbing (noticeboard)	£1393.20 (LGA 1972 s 232)
003	Grantley Saw Mills	£141.74 (Highways Act 1980 s 43.50)
004	YLCA (books)	£23.80 (LGA 1963 s5)
005	L Moore (internal audit)	£30.00 ((LGA 1963 s5)
006	VA-L (payroll)	£1354.42 (LGA 1963 s5)
007	L Hoff (Petty Cash)	£48.46 (LGA 1963 s5)
007	L Hoff (Contribution to utilities)	£20.00 (LGA 1963 s5)
008	Office Depot (Stationery)	£13.86 (LGA 1963 s5)
009	Shadwell News (donation)	£250.00 (Min no. 59ii/15)

67/15 **Part Two** – There was no Part Two

68/15 **The next Parish Council meetings are confirmed as –**

Full Council will be held on Monday 13th July 2015 at 7.30pm

Planning Committee meeting on Monday 13th July 2015 at 7.15pm

Finance Committee meeting on Monday 27th July 2015 at 6.30pm

Village Maintenance Committee meeting on Monday 14th September 2015 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane

69/15 **Chairman closed the meeting at 9.48 pm.**

Signed..... Dated.....