

SHADWELL PARISH COUNCIL
Minutes of the Council Meeting of the Council held on
Monday 11th May 2015

Chairman – Debbie Potter (DP)	01132657575
Keith Pickford (KP)	01132737013
Norman Taylor (NT)	01132737393
Denise Trickett (DT)	07850283529
Ted Vickerman (TV)	01132738242
Geoffrey Wilson (GW)	01132737164

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In attendance – Ward Cllr Ann Castle and the Clerk

1/15 **Election of Chairman** - DT proposed that DP should continue as Chairman and this was seconded by NT. TV nominated GW but there was no seconder. It was agreed unanimously that DP should continue as Chairman.

2/15 **Declaration of Acceptance of Office** – The declaration of office was signed by DP and received by the Clerk.

The Chairman opened the meeting at 7.35pm and noted there were apologies for absence from Cllr Trickett.

3/15 **Election of Vice Chairman** – DP proposed NT should be Vice Chairman. This was seconded by TV and agreed unanimously.

4/15 **Appointments to Committees and sub-Committees**

It was agreed to propose all appointments at the end of this agenda item

Finance Committee - DP proposed that DP, NT, TV and GW to be Committee members. The quarterly Finance meetings would start at 6.30pm.

Planning Committee - DP proposed that NT, KP, DT, TV and DP (ex-officio) to be Committee members; Meryll Wilford as non-voting member.

Village Maintenance Committee – DP proposed that DP, KP, NT and GW be members of the working group; Geoff Turnbull to be a non-voting member.

Newsletter Working Group - DP proposed that DP and the Clerk should be members of the working group; John Macintyre to be a non-voting member.

NT seconded the appointments and they were agreed unanimously.

RESOLVED: All the above appointments were approved.

5/15/ **Appointments of representatives to outside Bodies**

It was agreed to propose all appointments at the end of this agenda item

Town and Parish Council NE Forum – DP & the Clerk

YLCA –TV and the Clerk

Shadwell independent Library Ltd – The Chairman and DT

Outer North East Crime Prevention Panel – It was noted that Patricia Bullough would be asked to continue to represent the Parish Council.

Bramley Fields Consultative Group – Denise Simpson

Bus Liaison Representative – Geoff Turnbull would be asked to represent the Parish Council

Neighbourhood Planning Steering Group – DP, NT and DT

The above appointment of representatives was proposed by DP, seconded by NT and agreed unanimously.

School Parking Working Group – GW, NT, TV and John Macintyre

RESOLVED: All the above appointments were approved

6/15 **Minutes** - GW proposed and NT seconded the minutes for 13th April 2015 be approved and signed. All agreed and the Chairman signed the minutes. It was noted that there was no one to publish the agendas etc on the noticeboard. KP offered to do this and the Clerk advised that she would send hard copies with his agenda. The minutes were handed to KP to put on the noticeboard **ACTION: KP**

7/15 **Questions from members of the public** – Cllr Castle thanked the members for standing for re-election and congratulated them re-electing Cllr Potter as Chairman. She stated that Cllr Potter was a very good Chairman, who did not try to take over the meeting but kept it moving on.

8/15 **Crime Report** – no crime report had been received

9/15 **Outer North East Crime Prevention Panel** – no report had been received

10/15 **Current items outstanding to include the Clerk's Report**

i. **Potholes** - The Clerk confirmed that no potholes in Shadwell have been reported.

ii **Holywell Lane Playground Hedging (328/14)** –NT advised that all the whips had been removed from the children's playground area but a few had been left adjacent to the car park.

iii **Village Maintenance Committee** – to receive a confirmation that the first meeting will be on 8th June 2015, before the Planning Committee meeting.

iv. **Newsletter Delivery (337/14)** – It was noted that Robert Dyson, John Macintyre and Denise Simpson would continue to deliver newsletters until new councillors co-opted. John Macintyre also confirmed he would continue to help the Clerk with production of newsletters. Chris Graham had offered to deliver 30/40 newsletters and it was agreed that she should assist DT with the Shadwell Parks distribution.

v. **Parking Outside School Working Group (341/14)** – GW advised that the WG had met and discussed the parking problems arising when children were delivered and collected from Shadwell Primary School; staff other than teachers parking in nearby streets and the Village Hall car park. Members of the WG had attended that morning to do a count of cars in various areas. Other plans included asking the school to distribute a questionnaire to ascertain the number of cars making visits to the school and to approach School Governors with a view to enlarging the number of car parking spaces. The next meeting is to be arranged.

iv. **Survey on Parish Seminar** –Confirmation was received from the Clerk that the survey was completed and returned to LCC.

iiiv. **CCTV (326ii/14)** –NT advised that CCTV would be installed as soon as the advisory notices were erected.

Trees in Shadwell Park Gardens (343/14) – DP read out correspondence from LCC advising of the work to be carried out in Shadwell Park Gardens.

11/15 **General Power of Competence** - NT proposed that the Council should continue with the General Power of Competence for a further 12 months. This was seconded by DP and agreed unanimously.

RESOLVED: to continue with the General Power of Competence

12/15 **Annual Review of Risk Assessment** – The risk assessment was reviewed. NT proposed that the risk assessment be accepted with no amendments. This was seconded by DP and agreed unanimously.

RESOLVED: to accept the Risk Assessment with no amendments

13/15 **Noticeboards** – TV agreed to check the noticeboards by the shops to see what repairs needed undertaking.

ACTION: TV

NT proposed that a replacement noticeboard for outside the Library, holding eight A4 sheets of paper and using vinyl lettering be purchased from Harry Stebbings, at a cost of £1161. This was seconded by GW and agreed unanimously. The Clerk was instructed to order the noticeboard, to be delivered direct to the Library. The Clerk will complete a small grant application form.

RESOLVED: to order a noticeboard at a cost of £1161

ACTION: Clerk

14/15 **Mission Statement and 12-month Plan** – It was agreed to hold over the discussion of a mission statement until the June meeting, when Cllr Trickett would be present. Ideas, including school parking, provision of allotments and organising help for the elderly with their gardens, were suggested. Members agreed to bring other ideas to the next meeting.

ACTION: All Councillors

15/15 **Speed Feedback Unit** – Following a brief discussion, it was agreed that a speed feedback unit would prove rather expensive and should be re-visited in six months.

16/15 **Feedback from the Annual Parish Meeting** – DP stated that the new format was good but there had been too many outside speakers and would like to see presentations more relevant to the village. It was agreed that more advertising was needed. NT stated he did not think that the evening was successful, as there was not enough emphasis on Shadwell in Bloom.

17/15 **YLCA Provision of Services 2015/16** – NT proposed acceptance of the YLCA Provision of Services. This was seconded by DP and agreed unanimously. The Clerk was instructed to advise YLCA.

RESOLVED: to accept the YLCA provision of services - ACTION: Clerk

18/15 **Newsletters** – The Clerk asked that all articles for inclusion in the newsletter be sent by the first week in June. Printed newsletters would be delivered to DP for collection by the end of June.

ACTION: All

19/15 **Planning - Most recent planning applications** - One planning application had been received.
P/15/02306/FU/NE - 7 Old Brandon Lane, Shadwell - Single storey front extension - **No objection**

20/15 **Finance**

i. **Finance Meeting 21st April 2015**– Members received the draft minutes and had no questions for the Committee.

ii. **Budget 2015/2016** – The budget was accepted by members.

iii. **Annual Audit of Accounts – Section One – The Accounting Statements for 2014/2015** – The Annual Accounts were confirmed as correct. NT proposed that the Annual Accounting Statements be approved and signed. This was seconded by TV and agreed unanimously.

RESOLVED: To accept the Accounting Statements for 2014/2015.

Section Two – Annual Governance Statement. NT proposed the Annual Governance Statement be approved and signed. This was seconded by DP and agreed by all.

RESOLVED: To accept the Annual Governance Statement

The Chairman and the Responsible Finance Officer (Clerk) signed the documents.

ACTION: The Clerk to submit the Annual Report to the External Auditors.

iv. **Parish Council Insurance** – GW proposed a cheque should be issued to Came and Co for this year's insurance. This was seconded by DP and agreed by all.

RESOLVED: to pay £537.30 for the annual insurance

21/15 **Highways – Speeding on Bay Horse Lane** – Following a brief discussion, the Clerk was instructed to report the problem to the police

ACTION: Clerk

22/15 **Footpaths - Parish Paths Partnership** - DP stated that nothing had been heard concerning a grant towards the maintenance of footpaths by parish councils this year. The Clerk was instructed to contact Bob Buckenham, LCC to ascertain whether any funding was due.

ACTION Clerk

23/15 **Risk Assessment** - TV advised that he had not been well enough to undertake the risk assessment this month but would do it shortly.

24/15 **Neighbourhood Planning** - DP advised that there had been no meeting this month but the draft plan had been sent to Ian Mackay, LCC asking for comments. It would then go to consultation and any amendments would be done, before sending to the LCC regulator. On return, a final referendum would take place. It was agreed to send a cheque for £97 the underspend in the grant from the Steering Group's bank account.

ACTION: DP

25/15 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom** – NT advised Members that the beds were being stripped, ready for planting. The hanging basket brackets were adequate for this year but would soon need replacing. He stated SIB was in dire need of extra help.

ii. **Shadwell Library Committee** – DP advised that there was to be a Committee meeting on 12th May

26/15 **Parish Council Surgery** – GW hosted the surgery on 2nd May 2015 and received one query regarding overhanging bushes. The Clerk was instructed to respond. DP agreed to host the surgery on 6th June 2015.

ACTION: Clerk

27/15 **Urgent items which have arisen since publication of agenda and Councillors' questions** – DP urged members to find more volunteers to join the Parish Council; DP agreed to put a full page advertisement in the Shadwell News; the bus stop sign by the Fish Shop is hidden by overgrown hedging; Gateland Lane has a missing "advice of a junction" sign missing; DP advised that there may be room for a couple of new allotments in the garden locally.

ACTION: DP & the Clerk

28/15 **Invoices** –GW proposed the payment of the following invoices. This was seconded by NT and agreed unanimously.

Came & Co (Insurance)	£537.30 (LGA 1972 s140 (1) & s111)
Bardsey Tree Services (snow clearance)	£240.00 (Highways Act 1980 s 43.50)
J Ford (Village Maintenance)	£330.02 (Highways Act 1980 s 43.50)
Redhall Service Station (Petrol for mower)	£17.26 (Highways Act 1980 s 43.50)
Yorkshire Water (Allotments)	£19.92 (Highways Act 1980 s 43.50)
Office Depot (Stationery)	£12.89 (LGS 1963 s5)
L Hoff (Petty Cash)	£10.74 (LGA 1963 s5)
Shadwell Ind Library (chq incorrect payee)	£80.00
L Hoff (Contribution to utilities)	£20.00 (LGA 1963 s5)
Maplins (N. Taylor) CCTV	£99.99 (LG & Rating Act 1997 s31)
D Potter (expenses APM)	£33.92 (LGA 1972 s 15(5))

The next Parish Council meetings are confirmed as –

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

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

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

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

All meetings are held in the Recreational Centre, Holywell Lane

There were no members of the public present

29/15 **Disputes Between Residents** – DP read out the emphatic advice from YLCA, stating that the Parish Council should not become involved in disputes between residents. KP proposed that the Clerk be given delegated responsibility to immediately deal with such matters, without bringing the issue to a Council meeting. This was seconded by NT and agreed unanimously. The Clerk was instructed to advise the two residents with complaints accordingly. **RESOLVED:** to delegate to the Clerk to immediately deal with disputes between two residents, without bringing the issue to a Council meeting.

ACTION: Clerk

The Chairman closed the meeting at 9.20 pm.