

SHADWELL PARISH COUNCIL
DRAFT Minutes of the Council Meeting of the Council held on
Monday 10th August 2015 (*subject to confirmation*)

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)	01132738242
Geoffrey Wilson (GW)	01132737164

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Village website: www.shadwellvillage.co.uk

In attendance –Ward Cllr Ann Castle and the Clerk.

102/15 The Chairman opened the meeting at 7.33pm. Apologies were received and approved from NT & TV.

103/15 **Minutes** – DT then proposed and DP seconded the minutes for 13th July 2015 be approved and signed. All those who had been present at the last meeting agreed. The Chairman signed the minutes.

104/15 **Declarations of Interest** - There were no declarations of interest.

105/15 **Questions from members of the public** – there were no members of the public present.

106/15 **Crime Report for period 1st July to 31st July 2015** –PCSO Broadwell was unable to attend but had sent a report –

There was 1 burglary other for July 2015 Main Street, 17/7 overnight, suspect/s use shovel to force open a double glazed window of a bungalow, enter and steal loose change of approximately £5.

107/15 **The Crime Prevention Panel – Outer North East Leeds** – There was nothing new to report

108/15 **Current items outstanding to include the Clerk’s Report**

i. **Potholes** - The Clerk advised that pothole in Hobberley Lane had been reported. DP advised that a resident of Charville Gardens had fallen into a similar pothole and had broken an ankle and been in hospital for over two weeks. It was agreed that Cllr Robinson should be advised and the pothole reported.

ACTION: Clerk

ii. **Noticeboards (76ii/15)** – The Clerk was instructed to contact a joiner to repair the noticeboards.

ACTION: Clerk

iii. **Rock Salt (76iii/15)** – The Clerk advised that the rock salt was due to be delivered on 11th August and the company had been advised of John Ford’s mobile number, as he had agreed to take delivery.

iv. **Snow Clearance (76iv/15)** – The Clerk advised that LCC had yet to reply but had been chased for a response.

v. **Review Standing Orders (85/15)** – The Clerk advised that one councillor still needed to supply an email address.

vi. **Results of traffic survey/calming (89/15ii & iii)** – The Clerk advised that no reply had been received regarding the siting of the speed indicators and that Ward Cllr Robinson wished for a meeting with councillors, officers from Highways and himself.

ACTION: Clerk to contact Cllr Robinson

vii. **Overhanging Trees at Bridge (90/15)** – The Clerk advised that an officer from the Forestry Dept. was due to make a site visit at Shadwell Bridge within the next few days.

KP suggested a change in priority from Bay Horse Lane to Main Street. This was considered to be a good idea and the Clerk was instructed to contact Highways with the proposition.

ACTION: Clerk

viii. **Maintenance of land at Scout Hut** – GT advised that the work had been completed and was of a high standard. The contractor had done exactly what was required.

ix. **For Sale Sign on A58 (97/15)** – The Clerk advised that an officer from the Enforcement Dept. LCC, was to make a site visit later this week. The For Sale sign is located in a field at the corner of Wetherby Road and Main Street.

109/15 **Draft Minutes** – GW proposed that three councillors should approve the draft minutes, which would then be posted in the public domain. This was seconded by GT and agreed unanimously. It was noted that this was a criteria of the Quality Award.

RESOLVED: Three Councillors to receive the draft minutes and approve within a given timescale.

ACTION: Clerk

110/15 **Newsletter Delivery** – The delivery and content of the Autumn newsletter was discussed and editorials for inclusion were listed.

111/15 **Noticeboard for Shadwell Parks** – GT proposed that a Parish Council noticeboard be purchased for the entrance to Shadwell Parks. He also proposed that Highways be contacted to obtain approval. This was seconded by GW and agreed, with one abstention.

RESOLVED: To purchase a noticeboard for Shadwell Parks, following the approval of Highways Dept.

ACTION: Clerk

112/15 **Allotments** - DP advised that the new allotments were on hold until the approval of the new Village Hall caretaker, when appointed, had been received.

113/15 **Grass Maintenance, Cricketers View** - It was agreed that all residents around the overgrown grass triangle should be contacted to see whether they wished the grass to be cut or whether it was a wildlife area. If no objections, the Parish Council would arrange for the cutting.

ACTION: Clerk

114/15 **Village Awareness Sessions** – It was agreed that the Council would supply the teas and coffees for each session and that three councillors would be on hand. DT agreed to purchase the refreshments. The Clerk was instructed to advertise both events in the Shadwell News.

ACTION: DT/Clerk

115/15 **Grit Bin for Charville Gardens** – It was noted that there was now a grit bin champion in Charville Gardens. Cllr Castle asked to be informed where the bin was to be situated.

ACTION: DP

116/15 **Single Transport Plan** – The contents were noted.

117/15 **Champions for the Younger and Older Members of the Community** – Following a brief discussion, it was agreed that VV would be the formal champion for the older residents, to take the lead in engaging with that community, with GT actively assisting. NT would be asked to become the formal champion of the younger generation, progressing this through sport and the introduction of a youth council.

118/15 **Financial Support for the Library** – DP explained how the Finance Committee had discussed the Library's request for a grant to continue the updating of the Library. Whereas grants had been obtained for the larger works, there was still much to be done to make the Library a viable concern. Following the Finance Committee's recommendation, DP proposed that a grant of up to £5000 be paid to the Library Committee, to draw on as required on the production of invoices. This was seconded by GW and agreed unanimously. It was noted that the funds would come out of reserves.

RESOLVED: To agree to pay the Library Committee up to £5000 from reserves on an as and when basis, on the production of invoices.

119/15 **Planning** – DT reported on two planning applications -

15/04163/FU/NE - 191 Main Street - First floor side extension and pitched roof to existing conservatory. No objection

15/04556/FU/NE - 32 Ash Hill Drive - Two storey extension with canopy and dormer window to front, single storey side extension and two storey/single storey rear extension. Objection- the Committee felt that the side extension was too close to No. 30 and the front extension would have an adverse effect on the building line.

120/15 **Finance** – i. **Report from the Chairman of the Finance Committee**

ii. **Quarter 1 Budget and Accounts** – It was noted that the budget was on track at present but there may be an overspend by the end of the year. The accounts were seen to be in order.

iii. **Grants** – GT proposed that the grants to the Scout Hut, the Recreation Centre and the Village Hall be paid as per the budget. This was seconded by JS and agreed unanimously.

RESOLVED: to pay the grant cheques.

iv. **12 Month Plan** – The Clerk was instructed to update the 12-month plan with a couple of amendments, ready to finalise at the next meeting. It was agreed that it should now be a 4-year plan and that the Working Group would meet in November to ensure it was on track.

ACTION: Clerk

121/15 **Risk Assessment** – There was no risk assessment to sign off, as TV was not at the meeting.

122/15 **Neighbourhood Planning** – DP advised that there was to be a meeting with Ian Mackay, LCC to go through the issues raised over the first draft of the plan. The minutes of the meeting on 28th July 2015 were accepted with no comments. DP advised that the NPSG were trying to raise funds through another grant, for the continuing work. If unsuccessful, the Parish Council would have to meet the cost.

123/15 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (DP)** – Maintenance work was ongoing and the results of the In-Bloom competition were expected on 8th September.

ii. **Shadwell Independent Library and Arts Centre (DT)** - The Library reopened at the end of July and is being used regularly again by borrowers. Numerous compliments have been received on the success of the initial phase of building work. The Library Committee is looking at the second phase of renovation work. This will include fitting kitchen units in the staff room, new flooring in the entrance area and kitchen, painting and repairing of paneling in the main hall, restoring and varnishing the floor in the main hall, plastering and painting the toilet area, painting the entrance area and kitchen. Funding is being sought from a variety of sources, including the Parish Council and Ward Councillors, to cover the costs of this work. Work for Festival Republic is now underway. Tickets have been allocated and people assigned to cover the gate. We are still looking for an administrative assistant to support the Committee. If interested please contact Avril on 2662854. The AGM of Shadwell Independent Library and Arts Centre will take place in September. All welcome to attend.

124/15 **Parish Council Surgery** – GW reported that a local resident had had a fall on the uneven paving slabs opposite the Village Hall. Some work had since been done to remove the hazard but GW, who had made a site visit, thought that the Yorkshire stone slabs should be re-laid. The Clerk was instructed to contact Highways about this issue, stressing that the Parish Council wanted the Yorkshire stone slabs retained. Cllr Castle to be copied into the email.

ACTION: Clerk

GW offered to host the surgery on Saturday 5th September 2015.

125/15 **Correspondence** –

Planning Dept, LCC – Members received an email from Martin Sellens concerning electronic planning applications.

Path 102 – The Village Maintenance contractor was to be asked to install a fence by the Main Street kissing gate.

ACTION: DP

126/15 **Questions from members of the public** – Cllr Castle asked whether the Parish Council agreed that Shadwell in Bloom had done a fantastic job with the summer planting. All members agreed wholeheartedly.

127/15 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** – DP advised that she had reported a large lorry to the police when she saw it speeding through the village and skidding towards Minster View.

JS asked that a potentially dangerous situation be reported, as roof tiles had fallen off a house in Main Street onto the footway below. The Clerk was instructed to contact LCC, Enforcement.

ACTION: Clerk

JS reported that railings outside a house in Main Street needing removing, as they were an unnecessary obstruction to the Highway.

ACTION: Clerk

JS reported that the excessive double yellow lines by the shops were affecting trade and yet there were no yellow lines on blind corners. It was agreed that the Clerk should contact Highways Dept to ascertain why so many yellow lines had appeared after the recent resurfacing.

ACTION: Clerk

DP reported a problem with Himalayan Balsam. The Clerk advised that she was already in contact with the Dan Quarry Working Group and the matter was in hand.

128/15 **Invoices** – GW proposed the payment of the following cheques. This was seconded by KP and agreed unanimously.

023	YLCA (Stationery)	£22.95 (LGA 1963 s5)
024	1 st Shadwell Scouts (CCTV)	£27.99 (Crime & Disorder Act 1998 s17)
025	J Ford (Village Maintenance)	£192.00 (Highways Act 1980 s 43.50)
026	Ripon Farm Services (Village Maintenance)	£71.53 (Highways Act 1980 s 43.50)
027	Emerald Garden Maintenance (Village Maintenance)	£204.00 (Highways Act 1980 s 43.50)
028	L Hoff (Rock Salt)	£159.28 (Highways Act 1980 s 43.50)
029	L Hoff (Petty Cash)	£16.83 (LGA 1963 s5)
029	L Hoff (Contribution to utilities)	£20.00 (LGA 1963 s5)
030	C Renton (Hosting)	£125.00 (LGA 1963 s5)
031	Village Hall (Grant)	£500.00 (LGA 1972 s139 (3))
032	Recreation Centre (Grant)	£500.00 (LGA 1972 s139 (3))
033	Scout Group (Grant)	£500.00 (LGA 1972 s139 (3))

129/15 **Part Two** – due to the confidential nature, the Press and Public were excluded from the second part of the meeting. The Clerk also left the meeting.

130/15 **The next Parish Council meetings are confirmed as –**

Full Council will be held on Monday 14th September 2015 at 7.30pm

Planning Committee meeting on Monday 14th September at 7.15pm

Finance Committee meeting on Monday 26th October 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

131/15 **Chairman closed the main meeting at 9.33pm.**

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