

**SHADWELL PARISH COUNCIL**  
**Minutes of the Council Meeting of the Council held on**  
**Monday 13<sup>th</sup> July 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)	01132738242
Geoffrey Wilson (GW)	01132737164

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Village website: [www.shadwellvillage.co.uk](http://www.shadwellvillage.co.uk)

In attendance –Patricia Bullough, a member of the public and the Clerk.

70/15 The Chairman opened the meeting at 7.30pm. Apologies were received and approved from JS, NT and VV.

71/15 **Minutes** – DT then proposed and GT seconded the minutes for 8<sup>th</sup> June 2015 be approved and signed. All those who had been present at the last meeting agreed. The Chairman signed the minutes.

72/15 **Declarations of Interest** - There were no declarations of interest.

73/15 **Questions from members of the public** – there were no questions from member of the public present.

74/15 **Crime Report for period 1<sup>st</sup> June to 30<sup>th</sup> June 2015** –PCSO Broadwell was unable to attend but had sent a report, stating that there had been no crimes in Shadwell during June.

*The Chairman suspended the meeting at 7.33pm*

75/15 **The Crime Prevention Panel – Outer North East Leeds** - Patricia Bullough was invited to attend the MAECare session on Saturday 5<sup>th</sup> September at the Library. She reiterated various points concerning the Panel’s attendance at events.

The Chairman thanked Patricia for attending the meeting

*The Chairman reconvened the meeting at 7.38pm*

**76/15 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 chased.

ii. **Noticeboards (7ii/15)** – TV advised that the noticeboards needed re-varnishing and he would replace the fibre board. It was noted that TV would be reimbursed for the work. John Ford was asked to remove the pole from the back of the noticeboard by the shops and the Clerk was instructed to chase the replacement board for outside the Library.

**ACTION: TV, JF and the Clerk**

iii. **Rock Salt (52/15)** – The Clerk advised that the rock salt would be ordered this week.

iv. **Snow Clearance (52/15)** – The Clerk advised that LCC had yet to reply but had been chased for a response.

v. **YCLA Training** – The Clerk advised that all courses for new Councillors had been filled. More courses would be arranged by YLCA in due course. It was noted that VV had attended a course on 11<sup>th</sup> July 2015 but JS was still awaiting availability.

vi. **CCTV (12vii/15)** – It was noted that the larger sign was in place.

77/15 **Various Working Groups** – NT had sent in an update on the formation of various working groups. It was noted that the following groups are already in existence –  
Allotments- Sue Naylor will act as reporter  
Children’s Playground/ Holywell Park Group- Gill Knowles will act as reporter  
(SIB) Dan Quarry Group- Gary Albiges and Gill Knowles will act jointly  
For the Sports Group- which was suggested some time ago via Peter Cass and Richard Vincent- A Facebook page has been suggested, with the title “Active Shadwell”.

Members noted the headway that NT had made and especially liked the “Active Shadwell” title.

78/15 **Newsletter Delivery** – It was noted that VV had taken on part of the Shadwell Parks area for deliveries. GT agreed to do the round previously undertaken by John Macintyre and JS was to be asked to do Robert Dyson’s former deliveries.

**ACTION: Clerk to approach JS to take on a newsletter delivery round**

It was also agreed that a photograph should be taken of the improved entrance to Shadwell Parks on Roundhay Park Lane for next quarter’s newsletter and that a noticeboard should be provided for Shadwell Parks. This to be included on August’s agenda for discussion.

79/15 **12-Month Plan Working Group** – DP advised that the strategy had been discussed and as it is closely linked to the budget, would be taken to the next Finance meeting for discussion and then to next month’s full Council for ratification.

80/15 **Allotments** - DP proposed that the Parish Council would agree with the Village Hall Committee to take over part of the garden for allotments, subject to a lease at a peppercorn rent for a minimum of five years. This was seconded by GW and agreed unanimously.

**ACTION: DP to contact the Village Hall Committee**

81/15 **Severe Weather** – Members received the reply from LCC stating that it would not provide a grit bin for the end of Charville Gardens. It was noted that the Ward Councillors may be willing to fund a grit bin, subject to residents providing a “grit bin champion”, who would hold the key for the bin. It was agreed that DP would contact a resident of Charville Gardens to discuss.

**ACTION: DP**

82/15 **Parish Council Representatives of YLCA** – It was agreed that only TV and the Clerk were required as representatives. It was noted that neither were able to attend the AGM on 18<sup>th</sup> July 2015 and the Clerk was instructed to send the Council’s apologies.

**ACTION: Clerk**

83/15 **Village Awareness Sessions** – The Clerk had advised that both awareness sessions had been arranged and posters requested from both groups. These would be posted throughout the village and both sessions would be advertised on the website. The MAECare session on “Know Your Neighbour/Dementia Friendly Village Coffee Morning” to be on Saturday 5<sup>th</sup> September from 10am at the Library and the Fibrillator Instruction sessions on Saturday 12<sup>th</sup> September at 10am and 11am in the Red Lion.

84/15 **Revised Template for the Recording of Council Meetings** – The amendments were received and noted by Members. DP proposed that the amendments be adopted. This was seconded by DT and agreed unanimously.

**RESOLVED:** to accept the amendments to the recording of Parish Council meetings.

85/15 **Review of Standing Orders** – After a brief discussion, it was agreed that electronic copies of the amended Standing Orders and Financial Regulations should be forwarded to all Cllrs, together with a list of the amendments. DP proposed that the Council accept the amendments, together with an increase of the Clerk’s limit of expenditure to £250. This was seconded by GT and agreed unanimously. The Clerk asked that KP and TV furnish her with a personal email address, to allow them to be linked to the Parish Council email addresses.

**ACTION: KP/TV**

*Cllr Vickerman apologised and left the meeting at 8.40pm*

86/15 **What the Parish Council Achieves** – DP advised that a brainstorm had occurred at a meeting to be able to inform new or prospective new members of the work done by the Parish Council.

**87/15 Planning** – DT reported on three planning applications -

P/15/03242/FU/NE – 26 Crofton Rise - Two storey side extension - Although the extension was not near to neighbours, members OBJECTED to the application on the inconsistency of the roof levels and the impact on the street scene.

P/15/03163/FU/NE - 4 Brandon View - Two storey side extension - The Committee raised NO OBJECTION but were concerned about the disruption to residents in Brandon View and Holywell Lane whilst building work was taking place.

P/15/03586/FU/NE - 27 Ash Hill Gardens - Raising pitched roof; single storey rear extension  
NO OBJECTION

With regard to 229 Main Street and the refused planning permission, it was noted that the appeal would be dealt with by the Inspector the week commencing 13<sup>th</sup> July.

iii. **Moving towards Electronic working with Planning Applications** – it was noted that LCC was undertaking a 3-month trial whereby planning applications would only be available electronically. It was noted that two of the Planning Committee members did not have computers. It was agreed that the purchase of a laptop, to allow these members to carry out their Committee duties, was necessary and should be added to the next agenda. The Clerk was instructed to print off the plans and send out to the Planning Committee members in time for the next Planning meeting. The Clerk was also instructed to send a letter to the Head of Planning stating that not all Shadwell Parish Councillors were able to access electronic planning applications.

**ACTION: Clerk**

**88/15 Finance – Library Finance** – DP advised that the work to the Library was grant funded and proposed that short-term loans should be made available to the Library by the Parish Council, on any occasion when payment for work was needed before the receipt of the grant. This was seconded by GW and agreed in principle by all.

**RESOLVED: to provide a short-term loan to the Library Committee if required**

DT then advised that funding was required for sanding and varnishing the floor. It was agreed to ascertain from the next Library Committee meeting what grants were available and to review the finances of the Library at the next meeting of the Finance Committee, to take to full Council. It was noted that the next meeting of the Finance Committee would now be on 3<sup>rd</sup> August 2015 at 6.30pm.

**89/15 Highways – Parking outside the School Working Group** – i. **Parking outside School** – GW advised that he had been unable to arrange a meeting date that suited the other two members of the Working Group. He was reminded that VV was now also a member. It was planned to draft out a letter for the School to send home to all parents in September.

**ACTION: The Parking outside the School Working Group.**

ii. **Results of the Traffic Survey in Hobblerley Lane** - The results from the survey last year of traffic in Hobblerley Lane was received but not in an understandable format. The Clerk was instructed to ascertain where the test took place, whether within the 30 mph limit.

**ACTION: Clerk**

iii. **Results of the Traffic Calming survey on Main Street** - The Clerk was instructed to arrange a meeting between Councillors and Cllr Robinson and to discuss the issues raised by the surveys.

**ACTION: Clerk**

**90/15 Trees** – Correspondence had been received from a local resident, concerned about the overgrowing trees by the Bridge. It was noted that Highways were to undertake a site visit. The Clerk was instructed to contact Highways to discover its findings. John Ford was asked to check whether he was able to cut back the lower branches and undergrowth.

**ACTION: Clerk**

**91/15 Risk Assessment** – Before leaving the meeting, TV advised that he had done the risk assessment and noted that the bench in the Garden of Remembrance needed re-varnishing. The Chairman had signed the risk assessment.

**92/15 Neighbourhood Planning** – DP advised that there was to be a meeting of the Steering Group in two weeks. The membership was reviewed and found to be unchanged.

### 93/15 Reports from Council Representatives on Local Committees and Forums

i. **Shadwell in Bloom (NT)** - Despite the previous plight of the Shadwell Lane verges, the village with much hard work is now looking good for the judging today (13<sup>th</sup> July). The hanging baskets are growing strongly and apart from some label re-gluing, they should be fine. Rabbits are a menace to our Shadwell Lane beds but there is the intention here to re-invent this area with less rabbit attractive planting. The Gateland Lane substation beds are now completed and look great as do all our previous efforts on beds and verges. It was unfortunate that the weather was wet for judging.

ii. **Shadwell Independent Library and Arts Centre (DT)** - 1) The first phase of the building work has now been completed. Work included improvements to the roof, pointing, gutters, as well as plastering and painting inside. Loft insulation and new light fittings have been installed with the aid of a grant from the British Gas Energy Efficient Fund. It is anticipated that kitchen units will be fitted in the staff room and new flooring put down the entrance and kitchen area in the near future. The Library Committee are now looking at the second phase of renovation work and funding to support this. Committee members and volunteers have worked hard cleaning up and putting books back on the shelves. The Library is expected to reopen week 18th July. We are again looking for an administrative assistant to support the Committee. Work for Festival Republic is taking place in July and August. Tickets have been allocated and people assigned to cover the gate.

iii. **Finance Training** – GW reported that the Finance course that he and the Clerk had attended was valuable and had interesting handouts.

94/15 **Parish Council Surgery** – DT and VV hosted the surgery on 4<sup>th</sup> July 2015 at the Methodist Church with three visitors. Queries and requests included reporting a crack in the footway opposite the Village Hall; the speed bumps are too high; the buses from Wetherby need to come into the village, as carrying shopping from the bottom of the village was too hard. The Clerk was instructed to deal with the queries and advise the residents accordingly. GW offered to host the surgery on Saturday 1<sup>st</sup> August 2015.

### 95/15 Correspondence –

**Highways Dept, LCC** – Members noted that the work to be done in Main Street by Northern Gas had been postponed, following the recent resurfacing by Highways.

**Query from a local resident** – It was noted that a local resident had contacted the Council regarding his bin being used by dog walkers to deposit their bags of dog excrement. He asked for the Council's help in stopping it. The Clerk advised that she had contacted LCC for suggestions and was awaiting a reply.

### 96/15 Questions from members of the public

The member of the public reported a large pothole in the middle of Hobberley Lane from Main Street.

#### **ACTION: Clerk to report to Highways**

He then requested that a fence be put alongside the kissing gates on Path 102, to prevent cyclists from riding around the gates. John Ford to action.

### 97/15 Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda –

GT requested that the election of Parish Council champions for younger and older people be on the next agenda.

GT asked that the new Village Maintenance contractor be asked to clear the perimeter of the Parish Council land by the Scout Hut.

KP advised that there was a possible illegal noticeboard at the Wetherby Lane/Carr Lane crossroads. The Clerk was instructed to contact Enforcement to investigate

John Ford was asked to cut back the hedge on the corner of Holywell Lane, as the tenants had moved out.

98/15 **Invoices** – GW proposed the payment of the following cheques. This was seconded by KP and agreed unanimously.

011	A&A Gill (Strimmer repair)	£75.36 (Highways Act 1980 s 43.50)
012	Andrew Page Ltd (Battery)	£86.40 (Highways Act 1980 s 43.50)
013	SLCC (Training)	£228.00 (LGA 1963 s5)
014	M&J Nurseries (Hanging baskets)	£4655.92 (Highways Act 1980 s 43.50)
015	YLCA (Training)	£45.00 (LGA 1963 s5)
016	Ridings (photocopier usage)	£24.94 (LGA 1963 s5)
017	Solopress (newsletters)	£246.00 (LGA 1982 s142)
018	Redhall SS (petrol for mower)	£23.85 (Highways Act 1980 s 43.50)
019	Recreation Centre (room hire)	£120.00 (LGA 1972 s 133)
020	J Ford (Village Maintenance)	£216.00(Highways Act 1980 s 43.50)
021	L Hoff (Petty Cash)	£27.02 (LGA 1963 s5)
021	L Hoff (Contribution to utilities)	£20.00 (LGA 1963 s5)
022	PKF Littlejohn (external audit)	£360.00 (Audit Commission Act 1998)

99/15 **Part Two** – There was no Part Two

100/15 **The next Parish Council meetings are confirmed as –**

Full Council will be held on Monday 10<sup>th</sup> August 2015 at 7.30pm

Planning Committee meeting on Monday 10<sup>th</sup> August 2015 at 7.00pm

Finance Committee meeting on Monday 3<sup>rd</sup> August 2015 at 6.30pm

Village Maintenance Committee meeting on Monday 14<sup>th</sup> September 2015 at 6.30pm

**All meetings are held in the Recreational Centre, Holywell Lane**

101/15 **Chairman closed the meeting at 9.27 pm.**

**Signed..... Dated.....**