

SHADWELL PARISH COUNCIL
DRAFT Minutes of the Council Meeting of the Council held on
Monday 14th September 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 (from 8.10pm), Maureen Brewer, three members of the public and the Clerk.

132/15 The Chairman opened the meeting at 7.31pm and advised members of the tragic news that local residents Peter and Gill Knowles had been involved in a traffic accident in Norfolk. Peter died at the scene and Gill is very ill in hospital. Both Peter and Gill were great supporters of village activities, being heavily involved in Shadwell in Bloom, the Dan Quarry and Playground Committees. The Council's thoughts are with their family.

Apologies were received and approved from JS & GT.

133/15 **Minutes** – GW then proposed and DT seconded the minutes for 10th August 2015 be approved and signed. All those who had been present at the last meeting agreed. The Chairman signed the minutes.

134/15 **Declarations of Interest** - There were no declarations of interest.

The Chairman suspended the meeting at 7.35pm

135/15 **Questions from members of the public** – A member of the public reported a dropped manhole cover in Holywell Lane. Another member of the public stated that the bus stop road markings outside No. 45 Main Street were too long and causing parking problems. It was also reported that the railings in Main Street, at the end of Holywell Lane had been erected to protect pedestrians, as there was no kerb.

136/15 **Crime Report for period 1st August to 31st August 2015** –PCSO Broadwell was unable to attend but had sent a report –

Burglary Other - Gateland Drive, 1/8 – 3/8 over the weekend – suspect/s remove power tools approx. £2,800 from garage.

Burglary other - Main Street, 1/8 – 3/8 over the weekend – suspect/s remove padlocks to outhouse used for storage and steal power tools and equipment.

Criminal Damage - Avon Court, 8/8 overnight – suspect damages flowers from garden.

Criminal Damage - Avon Court, 8/8 overnight – suspect/s remove sign from ground including the concrete which it is set in and place onto wall before pushing over into garden causing damage to wall.

Theft from motor vehicle - Main Street, 27/8 21.45 hrs – suspect smash front passenger window and then smash rear window to remove property, vehicle parked on driveway.

137/15 **The Crime Prevention Panel – Outer North East Leeds** – Maureen Brewer explained that there was to be a public meeting concerning the Neighbourhood Watch on 22nd October 2015 – the location to be confirmed. DP advised that the key for the new public noticeboard was kept in the Library but any notices could be put through letterbox, when the Library was closed and a volunteer would post on noticeboard. Maureen agreed that she would put a poster up to advise.

The Chairman thanked Maureen for attending and reconvened the meeting at 7.51pm

138/15 Current items outstanding to include the Clerk's Report

i. **Potholes** - The Clerk advised that a dropped manhole cover and potholes in Main Street by Ash Hill Drive had been chased. A reply from Highways had been received stating the company had been reminded to fix the manhole cover and an engineer had visited the potholes and reported that they were not of such severity to warrant any repairs at this stage.

ACTION: Clerk

ii. **Noticeboards (108ii/15)** – DT had contacted a joiner for a quote to repair the noticeboards. TV advised that the back boards had been ordered and received and the repairs would take place shortly.

iii. **Rock Salt (108iii/15)** – The rock salt had been delivered. DP thanked John Ford for moving it into the Parish Council shed.

iv. **Snow Clearance (108iv/15)** – The Clerk advised that LCC had replied, stating it would offer the same support as previous years and that she was to send a reminder late September, for a delivery of rock salt mid-October. NT requested that shovels and hi-viz jackets be added to the order, which was to be delivered to the shed.

ACTION: Clerk

v. **Results of Traffic survey/calming (108iv/15)** – A meeting between the School Parking Working Group, Cllr Matthew Robinson and officers from Highways Dept. was being arranged.

vi. **For Sale sign on A58 (108ix/15)** – The Clerk advised that an officer from Enforcement had visited the site and found the For Sale notice was not illegally erected. However, she did remove from the roadside, a sign concerning a meeting with a famous jockey.

vii. **Draft Minutes (109/15)** – The Clerk confirmed that the Draft minutes from the August meeting had been posted on the website.

viii. **Yorkshire Stone Slabs (124/15)** – The Clerk advised that Highways Dept. had replied, stating that no Yorkshire stone slabs were available to repair the footway opposite the Village Hall. Both the Clerk and Cllr Castle had replied, asking that the existing slabs be lifted and relaid to make good the repair.

ix. **Falling Roof Tiles (127/15)** – The Clerk advised that the roof had been repaired.

x. **Obsolete Railings in Main Street (127/15)** – The Clerk advised that an officer from Highways Dept. was due to make a site visit.

xi. **Double yellow lines by shops (127/15)** – This had been added to the items for discussion between the Parish Council, Cllr Robinson and officers from Highways Dept.

DP reported that the bus company were no longer picking up school children at the bus stop by the Fish Shop.

DT reported that the water leak into Holywell Lane/Bridle Path had been repaired. It was caused by a cable box being installed on top of a water pipe. Yorkshire Water had stated it would only be repaired bi-annually.

139/15 Emails for Councillors – NT advised that the aliases now needed to be set up. He would talk to the webmaster and Richard Vincent to get this done.

140/15 Speed Indicator Device – It was agreed that speed indicator detectors were very effective. It was agreed that Highways should be asked to do speed tests at either end of the village, one being near the bus terminus and also by Shadwell Bridge to ascertain the best location for the detectors. Cllr Castle was to be copied in to the request.

ACTION: Clerk

141/15 Bin for Pitts Wood – The Clerk was instructed to request a bin be placed by Colliers Lane/ Blind Lane to try to alleviate the problem of litter and dog fouling in Pitts Wood.

ACTION: Clerk

142/15 Photocopier – Following a lengthy discussion, it was agreed to replace the broken photocopier by purchasing a new one locally. DP proposed that the Clerk should purchase a photocopier and maintenance package for up to £400. This was seconded by VV and agreed by all, except GW, who abstained.

RESOLVED: The Clerk to purchase a photocopier costing no more than £400.

ACTION: NT/Clerk

143/15 **Grass Maintenance, Cricketers View** – DP advised that a letter had been hand delivered to the residents living close to the triangle of land requiring maintenance and all replies requested that maintenance be carried out. DP agreed to contact a contractor for quotes.

ACTION: DP

144/15 **Village Awareness Sessions** – The Dementia Awareness and “Know your Neighbour” session was held on 5th September and those running the session were pleased with the outcome. Originally booked into the Library, the session was moved over to the Methodist Church.

Two sessions on the use of the Fibrillator and Emergency Response were held in the Red Lion on 12th September. Six residents signed up to be trained as emergency responders and a total of nine attended the training on the use of the fibrillator. This was considered to be a good outcome.

Members agreed there should be another fibrillator, possibly by the school and that more training sessions were required. GW agreed to speak to the Headteacher about the purchase of a fibrillator for the school.

ACTION: GW

The Clerk was instructed to arrange longer health training sessions for all the Councillors and any members of the public who wished to attend.

ACTION: Clerk

145/15 **Severe Weather Contracts** – Cllr Pickford left the room, whilst his offer to be included on the list for snow clearance was discussed. GW proposed Mr Pickford’s quote was accepted. This was seconded by VV and agreed unanimously.

RESOLVED: to accept Mr Pickford’s quotation and to include him on the emergency snow clearance list of contractors.

Cllr Pickford rejoined the meeting.

146/15 **Grit bin for Charville Gardens** – DP advised that Barbara Jordan had agreed to become the snow champion in charge of the grit bin. The Clerk was instructed to contact Andy Birkbeck, LCC to ascertain whether there was a budget for grit bins and to mention that the request had Cllr Castle’s support.

ACTION: Clerk

147/15 **Himalayan Balsam** – The Clerk advised that there had been no response to the Council’s letter to the landowner, requesting clearance of the Himalayan Balsam that was threatening Dan Quarry. However, the Clerk had heard from a local resident that the field had been leased to a farmer, who was going to clear the Himalayan Balsam, to allow him to graze sheep in the field. It was noted that a planning application could be expected for this field within the next five years.

148/15 **Codes of Conduct and Equal Opportunities Policy** – It was agreed unanimously that both policies were in order.

149/15 **Village Maintenance Committee** – It was agreed that the next meeting of the Committee would be immediately prior to the Finance Meeting on 26th October 2015. The Clerk was instructed to ascertain whether LCC had any radar operated kissing gates.

ACTION: Clerk

150/15 **Fly a Flag** – members discussed the possibility of raising a flag for Commonwealth Day but as the Council does not own a flagpole, it was agreed this would not be possible.

151/15 **Training Sessions** – Councillors discussed the possibility of members and the Clerk going on a YLCA planning training day. VV, DT, DP and the Clerk agreed to attend. The Clerk was instructed to book the places.

ACTION: Clerk

152/15 **Scouts AGM** – NT agreed to attend. Members had no issues that they wished to be included on the agenda.

153/15 **New Headteacher of the Primary School** – DP agreed to arrange a meeting between Councillors Potter, Trickett and Venkatesh with the new Headteacher.

ACTION: DP

154/15 **Planning** – DT reported on four planning applications –

15/04416/FU/NE - 17 Gateland Drive - Two storey and single storey side/rear extension =

No objection

15/04773/FU - 4 Ash Hill Garth - Pitched roof to existing single storey side/rear extension =

No objection

15/05024/FU/NE - 6 Hastings Court - Single storey rear extension

No objection

15/05170/FU/NE - Old Hall, 155 Main Street - Single storey side/rear extension to existing outbuilding at rear

It was agreed that no decision could be made until the Planning Committee had made a site visit. The concerns were that it was a large constriction and may have a detrimental impact on the list building within the grounds. The Clerk was instructed to arrange a site visit.

ACTION: Clerk

DP advised that the appeal for the planning application for 229 Main Street had been dismissed.

It was also noted that the large tree house in Crofton Rise did need planning permission.

155/15 **Risk Assessment** – It was noted that TV had been unable to complete the risk assessment this month.

TV left the meeting at 9pm

156/15 **Finance** – DP reported that the direct debit authority for the PWLB payment had not been transferred to the new bank account and therefore a cheque would be sent on this occasion, along with a new direct debit mandate.

157/15 **Highways – Meeting with Cllr Robinson and Officers from Highways** – it was agreed that members of the School Parking Working Group should attend the meeting with Cllr Robinson and officers from Highways to discuss the surveys in Hobberley Lane and Main Street; the double yellow lines in Main Street and the change of priority from Bay Horse Lane to Main Street.

158/15 **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. Peter Baker was now re-writing the draft and then a further drop-in Open Day will be arranged to consult with all residents and interested parties. The minutes of the Neighbourhood Planning Steering Group would soon be available on the Parish Council website, as soon as JT advised of the location on the site.

ACTION JT/Clerk

159/15 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** – NT advised that Shadwell had been awarded with the Silver Gilt at the prize giving. The members of Shadwell in Bloom were saddened to hear of the tragic accident to Peter and Gill Knowles. It would be a blow to the in-Bloomers, as they were such active members. It was noted that the Garden of Remembrance volunteers were finishing and he was fearful of the future. NT and DP were to arrange two meetings and would report back to the Parish Council next month. He advised that the remaining members were doing the replanting of the flowerbeds over the next few weeks.

ii. **Shadwell Independent Library and Arts Centre (DT)** - The second phase of the renovation work is now underway. The gloss painting has been completed, including the paneling in the main hall. New flooring in the entrance area and kitchen will be done mid-September. The door to the kitchen area will be moved in line with health and safety. Estimates are being currently being sought regarding the new kitchen and restoring and varnishing the floor in the main hall.

Festival Republic (Leeds Festival) has given Shadwell £1500 towards the building work and the Parish Council has agreed a further grant to support the renovations. Funding is also being sought from Ward Councillors and funding bodies. The third phase of the building work will be the renovation of the balcony area. This will begin in January 2016.

Work for Festival Republic took place in July and August. This gives the Library an income of approximately £2900. Thank you to everyone who participated in this, and covered the gate from 6 o'clock in the morning!

The AGM took place in early September. It was good to see a number of people attending and making suggestions for ways forward, including how we develop the children's area and how we pursue the 'arts' side of the venture. All the volunteers were again thanked for their ongoing support. We are still looking for an administrative assistant, on a voluntary basis, to support the Committee. If interested please contact Avril on 2662854.

160/15 Parish Council Surgery – GW reported that there were no visitors to the surgery on 5th September, partly due to the MAECare session at the Methodist Church. GW offered to host the surgery on Saturday 3rd October 2015.

161/15 Correspondence –

Emails from Steve Parry, LCC and Cllr Castle regarding the Yorkshire flagstones – noted.
Email from LCC, Dog Wardens to advise had visited Shadwell, spoken to dog walkers and asked for information on possible offenders – noted
Letter from the Chairman of the Village Hall Federation, thanking the Parish Council for the donation - noted.

The Chairman suspended the meeting at 9.12pm

162/15 Questions from members of the public – a member of the public requested “No cycling” signs be erected at each end of Path 102. A member of the public advised that the wall from Temperance Cottage was leaning and looked unsafe.

The Chairman reconvened the meeting at 9.12pm

163/15 Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda –

- i. Rats in Gateland Lane had been reported.
- ii. The Clerk was instructed to order the wreath - **ACTION: Clerk**
- iii. A meeting with the Horticultural Society Committee was to be arranged and the release of the grant was to be included on the next agenda - **ACTION: DP/Clerk**
- iv. The Clerk was instructed to arrange the permit for the household waste recycling site.
ACTION: Clerk

164/15 Invoices – GW proposed the payment of the following cheques. This was seconded by KP and agreed unanimously.

034	J Ford (Village Maintenance)	£284.09 (Highways Act 1980 s 43.50)
035	VA-L Trading (Payroll)	£373.80 (LGA 1963 s5)
036	L Hoff (Salary)	£1495.20 (Highways Act 1980 s 43.50)
037	Public Works Loan Board	£1689.32 (LGA 1972 s13)
038	Emerald Garden Maintenance	£119.00 (Highways Act 1980 s 43.50)
039	N Taylor ((Battery – A Page)	£84.60 (Highways Act 1980 s 43.50)
040	L Hoff (Contribution to utilities)	£20.00 (LGA 1963 s5)
040	L Hoff (Petty Cash)	£12.78 (LGA 1963 s5)
041	D Potter (Postage stamps)	£27.00 (LGA 1963 s5)
042	Red Lion (refreshments for Fibrillator event)	£16.75 (LGA 1972 s 15(5))
043	LCC (highway licence)	£80.20 (Highways Act 1980 s 43.50)
044	D Trickett (refreshments for MAECare event)	£5.29 (LGA 1972 s15 (5))
DD	Yorkshire Water	£17.20 (Highways Act 1980 s 43.50)

165/15 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.

166/15 The next Parish Council meetings are confirmed as –

Full Council will be held on Monday 12th October 2015 at 7.30pm
Planning Committee meeting on Monday 12th October at 7.15pm
Finance Committee meeting on Monday 26th October 2015 at 7.00pm
Village Maintenance Committee meeting on Monday 26th October 2015 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane

167/15 Chairman closed the main meeting at 9.20pm.

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