

SHADWELL PARISH COUNCIL
Draft Minutes of the Council Meeting of the Council held on
Monday 12th October 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 8.15pm) and the Clerk.

168/15 The Chairman opened the meeting at 7.31pm. Apologies from DT and VV were received and approved.

169/15 **Minutes** – GW then proposed and KP seconded the minutes for 14th September 2015 be approved and signed. All those who had been present at the last meeting agreed. The Chairman signed the minutes.

170/15 **Declarations of Interest** - There were no declarations of interest.

There were no members of the public present

171/15 **Crime Report for period 1st September to 30th September 2015** –PCSO Broadwell was unable to attend but had sent a report –

Total 2 crimes

Criminal Damage – Holywell Lane 1/9 overnight, damage caused to padlock of outhouse no entry gained.

Theft from motor vehicle – Main Street, 6/9 06.00 -06.05 hrs, suspect enters believe insecure vehicle parked on driveway, and is disturbed by owner, suspect makes off.

172/15 **The Crime Prevention Panel – Outer North East Leeds** – Patricia Bullough sent her apologies, as she was unable to attend.

173/15 **Current items outstanding to include the Clerk’s Report**

- i. **Potholes** – The Clerk confirmed that potholes had been reported.
- ii. **Noticeboards (138ii/15)** – TV advised that he was awaiting the baize and the noticeboards would be repaired shortly. KP informed TV that he held the key to the Parish Council noticeboard.
- iii. **Councillors’ email addresses (139/15)** – The Clerk confirmed that Members’ Parish Council email addresses were now active.
- iv. **Speed Indicator Device(140/15)** – The Clerk advised that a traffic survey would be undertaken by LCC in the locations requested by Members, to ascertain where Speed Indicator Devices may be required. DO advised that Thorner has a SID that Shadwell can borrow.
- v. **Bin for Pitts Wood(141/15)** – The Clerk advised that an officer from Locality was to make a site visit to see where a bin could be sited.
- vi. **Photocopier (142/15)** – The Clerk advised that the photocopier was installed and working well. It was noted that three years warranty was included.
- vii. **Grass Maintenance, Cricketers View (143/15)** – DP read out a letter from a resident of Cricketers View, thanking the Parish Council for having the grass cut back.
- viii. **New Head Teacher of the Primary School (153/15)** – DP advised that no date for a meeting with the new Head Teacher had yet been agreed.

ix. **Permit for Household Waste Recycling)** – NT confirmed he had obtained a permit.

x. **Issues Raised by Members of the Public** – The Clerk advised that both Highways issues had been reported and reference numbers issued.

174/15 **Defibrillator** – GW advised that he had had a meeting with the School, who would consider a firm proposal to have a defibrillator sited outside the school gates. The Clerk was instructed to contact David Jones, Yorkshire Ambulance Service to see whether one could be installed, free of charge and whether access to mains electricity was required.

ACTION: Clerk

175/15 **Noticeboard in Shadwell Parks** – Following a lengthy discussion, it was agreed that the noticeboard should be situated in the vicinity of the bus stop near Shadwell Parks. JS agreed to find the bus stop number and to advise the Clerk, who would then contact Highways with the information.

ACTION: JS/Clerk

176/15 **New Hard Drive for Clerk's Computer** – GT proposed that the Clerk should purchase a new hard drive. This was seconded by NT and agreed unanimously.

RESOLVED: The Clerk to purchase a new hard drive and have it installed.

177/15 **Councillor Training** – It was agreed that JS and GT should attend the new councillor training session on 3rd November in Harrogate. The Clerk was instructed to arrange the booking with YLCA.

ACTION: Clerk

178/15 **Local Council Award Scheme** – After a lively discussion, it was agreed that the Parish Council would endeavour to attain the Foundation Award initially. The Clerk would undertake to complete the requirements for the Foundation Award by the end of the year.

ACTION: Clerk

179/15 **Risk Assessments for Snow Clearance and the Installation of Christmas Lights** - the risk assessments were studied by Councillors. It was agreed that a copy for snow clearance would be emailed to all snow wardens and the Clerk would let anyone erecting the Christmas lights have the relevant risk assessment. NT agreed to find an electrician to do PAT testing on the lights. DP agreed to contact JM regarding the purchase of further lights.

ACTION: The Clerk/NT/DP

180/15 **Laying of the Wreath** – Cllr Wilson stated he would be pleased to lay the wreath on behalf of the Parish Council at the Remembrance Day Service.

181/15 **Meeting with the Shadwell Horticultural Society** – a date for the meeting was to be arranged for the following week.

ACTION: DP/DT

182/15 **Grit bin for Charville Gardens** – DP advised that Barbara Jordan had agreed to hold the key, which was to be sited outside No. 1 Charville Gardens. The Clerk was to arrange this with LCC.

ACTION: Clerk

183/15 **Welcoming Letter for New Residents** – The Clerk advised that regular updates of the electoral register were received, showing details of new residents to Shadwell. It was agreed that a welcoming letter should be sent, including details of the Parish Council website, a copy of the latest newsletter and contact details of the Ward Councillors. DP agreed to compose the welcoming letter.

ACTION: DP

184/15 **Planning** – KP reported on two planning applications –

15/05170/FU/NE - Old Hall, 155 Main Street - Single storey side/rear extension to existing outbuilding at rear. **It was noted that the Old Hall was not a listed building.** The Committee offered **no objection** but wanted a clause added, giving an assurance that there would be no future development to alter the property to permanent residential use.

15/05323/FU/NE - 49 Main Street - First floor rear extension; single storey side extension and raised decking to rear - **No objection**

iii. **Leeds Local Development Framework (Local Plan) – Site Allocations Plan & Aire Valley Leeds Area Action Plan – Publication Drafts – Consultation 22nd September – 16th November 2015 (5pm)** – DP advised members that Leeds University had withdrawn Headley Hall as a site for housing development, so 2000 properties would need to be built elsewhere. She reported that a meeting had been arranged by Ward Councillors, concerning site allocations, on 15th October at Wetherby Town Hall. She and members of the Steering Group would be attending and asked for Councillors to join the. No Councillor expressed an interest in attending. She informed residents that a group of local residents were having an open meeting concerning the Red Hall playing field on 14th October at the Wellington Hill Community Centre. KP agreed to attend.

iv. **Planning Training** – DP reported back on the LCC planning training session held earlier that day, which she had attended, as had JS and DT. She informed members that it was not what had been expected and was aimed more at planning officers and the LCC Planning Committee members. It was interesting but not really relevant.

v. **Planning Terms of Reference** – DP proposed that the amendments to the Planning Committee's Terms of Reference be accepted. This was seconded by GT and agreed unanimously.

RESOLVED: to accept the amendments to the Planning Committees Terms of Reference

185/15 **Finance** – DP proposed that a donation of £100 be given to the Crime Prevention Panel – Outer North East Leeds. This was seconded by GT and agreed unanimously.

RESOLVED: to donate £100 to Crime Prevention Panel – Outer North East Leeds.

DP also mentioned that the Cricket Club had sent in a request for a grant of £200 towards the annual fireworks display but it had been too late to be included on the agenda. The Councillors could see no problem in donating the funds, which would be on the next agenda.

186/15 **Highways – Meeting with Cllr Robinson and Officers from Highways** – DP advised that it was proving difficult to arrange the meeting but she had met Nick Borrás, LCC Highways Dept. at the recent forum meeting and he had agreed to come to Shadwell during daylight hours, to be shown the various points of concern around the village. GW, JS and NT stated they wished to be included at the meeting. DP agreed to speak to Nick Borrás to arrange a date.

ACTION: DP

187/15 **Footpaths and Public Rights of Way** –

i. **Path 102 “No Cycling” Signs** – GW proposed that “No Cycling” signs should be purchased at £60 a pair. This was seconded by KP and agreed by four votes for the purchase of the signs and three votes against.

RESOLVED: to purchase a pair of “No Cycling” signs

ii. **Path 102 Radar Kissing Gates** – Following a lengthy discussion, it was agreed that the provision of kissing gates was too expensive, unless funding could be found elsewhere.

iii. **Footpath from Hobberley Lane** – This is now overgrown. DP informed members that it was proving impossible to contact the landowners. The Clerk was instructed to ask PROW what could be done about non-compliance of requests.

ACTION: Clerk

187/15 **Risk Assessment** – It was noted that TV had been unable to complete the risk assessment this month. He asked that someone else take on the task. It was agreed that there should be a monthly rota, with DP undertaking to do the assessment in October; JS in November; GT in December and NT in January. The Clerk was instructed to provide a map with the location of the Parish Council assets clearly marked on it.

ACTION: Clerk

188/15 **Neighbourhood Planning** – An emergency meeting has been called by LCC, as detailed above. A meeting of the Steering Group will be arranged shortly. The application for grant funding has not yet been completed, due to the changing circumstances of site allocations. The Clerk was instructed to write to Peter Baker to remind him there was no parish Council funding in excess of £5000.

ACTION: Clerk

189/15 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** – At the recent minute of Shadwell in Bloom, it was decided by vote to withdraw from the Yorkshire in Bloom competition for 2016. Planting of beds is mainly

completed. Work has continued to improve beds with the building of wooden retainer walls. It was felt that the hanging baskets had performed well. Next year, these will be larger. Permanent planting is to be introduced in certain beds. The Parish Council is very grateful to the volunteers for their continuing hard work.

ii. **Shadwell Independent Library and Arts Centre (DT)** - The Centre is much improved. The renovation work is ongoing. A new kitchen will be installed, with new flooring in the entrance hall and kitchen. A volunteer has come forward to act as administrative assistant to support the Committee.

iii. **Outer North East Town & Parish Council Forum** – Members received notes from DP on the recent forum meetings. There were no questions.

190/15 **Parish Council Surgery** – i. DT reported that Neil Hargreaves had done litter picking in Blue Bell Woods. Over 2 bags collected evidence of Ducalax packets and canister sprays every time he does this. There was also evidence of 5 - 6 fires, using pallets, sprays etc. The Clerk advised that she had spoken to PCOS Susan Broadwell and the only way to stop this was for the landowners to fence off the wood and allow no access. In the meantime, a request for a litter bin had gone to LCC.

ii. Pam Hargreaves had been in touch with Barbara from MAECARE, as she was keen to be involved in older persons 'isolation' initiative. Barbara is doing a flyer and wants it to go out with PC newsletter. These were handed out with the newsletters for distribution.

iii. Neil had been in touch with LCC about speeding on Whinmoor Lane regarding the no speed restriction and had suggested signs saying 'no footpath' etc. It was agreed this should be included in the Parish Council's discussions with Nick Borrás, LCC Highways. **ACTION: DP, GW, JS, NT**

iv. After resurfacing Gateland Lane huge puddle develops out 89 - 91 Gateland Lane. LCC sent someone out and said would put a channel in as a priority but nothing has been done. The Clerk was instructed to follow this up. **ACTION: Clerk**

v. Margaret Walker wanted to borrow the PC projector for talk at Village Hall **ACTION: DT**

GW offered to host the surgery on Saturday 7th November 2015.

TV left the meeting at 9pm

191/15 **Correspondence** –

Letter from Enforcement – concerning the tree house in Crofton Rise - noted

Email from Dr Lee - concerning the water in the Bridle Path. KP was asked to check for the cause and the Clerk was instructed to contact Harewood Parish Council, as it is in its parish.

ACTION: KP/Clerk

JS left the meeting at 9.07pm

192/15 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** –

i. Use of the Parish Council Website

193/15 **Invoices** – GW proposed the payment of the following cheques. This was seconded by DP and agreed unanimously.

045	J Ford (Village Maintenance)	£388.00 (Highways Act 1980 s 43.50)
046	VA-L Trading (Payroll admin fee)	£9.50 (LGA 1963 s5)
047	Ridings (photocopier usage)	£64.67 (LGA 1963 s5)
048	Bardsey Landscapes (PPP)	£140.00 (Highways Act 1980 s 43.50)
049	L Hoff (Contribution to utilities)	£20.00 (LGA 1963 s5)
049	L Hoff (Petty Cash)	£10.71 (LGA 1963 s5)
049	L Hoff (Purchase of wreath)	£50.00 (LGA 1963 s5)
050	Simply Production (Noticeboard siting)	£60.00 LGA 1972 s232)
051	Solopress (Newsletters)	£246.00 (LGA 1982 s142)
052	C Renton (Annual maintenance)	£250.00 (LGA 1963 s5)
053	Julian Boffin (Work on Library)	£500.00 (LGA 1972 s139 (3))
054	N Taylor (Photocopier)	£522.96 (LGA 1963 s5)

193/15 **Part Two** – there was no Part Two

194/15 **The next Parish Council meetings are confirmed as –**

Full Council will be held on Monday 9th November 2015 at 7.30pm

Planning Committee meeting on Monday 9th November at 7.00pm

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

195/15 **Chairman closed the main meeting at 9.12pm.**

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