

SHADWELL PARISH COUNCIL
Draft Minutes of the Council Meeting of the Council held on
Monday 9th November 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 –PCOSs Susan Broadwell and Lisa Tate, one member of the public and the Clerk.

196/15 The Chairman opened the meeting at 7.31pm. Apologies from JS and GT, advising they would be late, were received and approved.

197/15 **Minutes** – KP then proposed and GW seconded the minutes for 12th October 2015 be approved and signed. All those who had been present at the last meeting agreed. The Chairman signed the minutes.

198/15 **Declarations of Interest** - There were no declarations of interest.

The Chairman then suspended the meeting at 7.36pm, to allow the member of the public to speak.

The member of the public expressed concerns over a wall opposite Viking Barn, which was on a dangerous corner and obstructed the view of motorists.

199/15 **Crime Report for period 1st October to 31st October 2015** –PCSO Broadwell advised that there had been no crimes in Shadwell. She stressed that no dogs had been held to ransom in Shadwell but there had been an incident of this in Bramham.

JS arrived at 7.40pm

The Chairman thanked PCSOs Broadwell and Tate for attending and reconvened the meeting at 7.45pm

200/15 **The Crime Prevention Panel – Outer North East Leeds** – Patricia Bullough sent her apologies, as she was unable to attend. She sent a message to members that a Neighbourhood Watch had been held recently, with only three people attending from Shadwell.

201/15 **Current items outstanding to include the Clerk's Report**

i. **Potholes** – The Clerk confirmed that potholes had been reported. DP advised that there was a large pothole at the Ash Hill Drive/Ash Hill Gardens.

ACTION: Clerk to report

ii. **Noticeboards (173ii/15 & (175/15)** TV advised that he had paid for the baize and was awaiting delivery. He agreed to chase the delivery. The Clerk advised that Kenny Harkiss (LCC Highways) had requested a meeting with a Councillor to discuss the siting of the noticeboard at Shadwell Parks. DP and DT agreed to meet him at noon on 17th November 2015.

ACTION: DP, DT and the Clerk

iii. **Councillors' Training (177/15)** – JS and GT had been unable to attend the training on 3rd November 2015 and had been offered 16th December. They were not able to attend this event and the Clerk advised that no more courses were being planned until well into the New Year.

iv. **Bin for Pitts Wood (173v/15)** – The Clerk advised that the officer from Locality, who was to make a site visit to see where a bin could be sited, was away until 11th November 2015.

v. **New Hard Drive (176/15)** – It was noted that this was installed.

- vi. **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.
- vii. **Footpath from Hobberley Lane (187iii)** – The Clerk advised that LCC Enforcement had been asked to track down the owners, as they were not responding to letters from the Clerk. It was noted that this item would be revisited in December.
- viii. **Path 102 (187i/15)** – The “No Cycling” signs had been received and the village maintenance contractor would be asked to erect one at each end of the footpath.
- ix. **Water in Bridle Path (191/15)** – The Clerk advised that the Clerk of Harewood had agreed to chase Highways. The Clerk was instructed to tell the Clerk of Harewood that the matter was urgent, as the water would freeze over during winter and become very dangerous.

ACTION: Clerk

GT arrived at 7.47pm

202/15 **Social Media** – It was noted that any items of interest could be forwarded to LCC for inclusion on the LCC webpage.

203/15 **Councillors’ email addresses** – Members were given instructions as to how to set up their SPC account emails. NT agreed to help JS, VV and GW. It was noted that DP, NT and DT could all receive emails to their SPC addresses.

ACTION: NT

204/15 **Christmas Lights and Santa’s Grotto** – It was discussed who should be asked to erect the Christmas lights by the 25th November 2015. DP agreed to ask Mark Savage. The suggestion of a Santa’s Grotto would be taken to the next meeting of the Library Committee.

ACTION: DP

205/15 **Meeting Dates for 2016/2017** – Councillors received the suggested dates for the meetings April 2016 to March 2017. No problems were foreseen.

206/15 **4-year Plan Working Group** – It was agreed that the next meeting of the 4-Year Plan Working Group should be on 25th January 2016 at 6.30pm.

207/15 **Archiving Policy** – The Clerk was instructed to add the Newsletter to the Archiving Policy, Retention of Documents and to post all back copies to the Archives Dept at Morley.

ACTION: Clerk

208/15 **Items for the Next Newsletter** – DP asked that all articles for the next newsletter be forwarded to the Clerk by 10th January 2015. She reminded JS, GT and VV that they must let the Clerk have a profile, with photograph, for the Newsletter and the website. DT offered to bring in her camera to the next meeting, to take a group photograph. Suggested items included Shadwell in Bloom, an interview with Cllr Castle by GT, parking on footways and Shadwell News. Cllrs were asked to bring more suggestions to the December meeting. It was noted that John Macintyre would be unable to help with the editing, after the next issue. It was agreed that he would be sorely missed. DP asked for a volunteer to do the Crofton Rise newsletter delivery.

ACTION: All Councillors

209/15 **Laying of the Wreath** – Cllr Wilson stated he had been pleased to lay the wreath on behalf of the Parish Council at the Remembrance Day Service. He was thanked for undertaking this duty.

210/15 **Meeting with the Shadwell Horticultural Society** – DP and DT advised that they had had a meeting with the Shadwell Horticultural Committee members, who had confirmed that the 2016 show had been booked.

DP proposed that the grant of £1500 be released. This was seconded by DT and agreed unanimously.

RESOLVED: to release £1500 to the Shadwell Horticultural Society

211/15 **Defibrillator** – As the School was not a suitable location, it was agreed to approach the Village Hall Committee, to see whether the members would be willing to house a defibrillator on the outside of the Village Hall.

ACTION: Clerk

212/15 **Planning** –DT reported on three planning applications – **15/04759/FU/NE** - Pump House, Bay Horse Lane - Alterations and extensions to form enlarged dwelling house

It was agreed to ascertain whether this was a retrospective application and to obtain the details of the original alterations to the building. Comments would then be considered and forwarded to Planning Dept.

15/06009/FU/NE - 38 Ash Hill Drive - Two storey rear extension; porch to front and canopy to side - It was noted that approval had previously been given for a two storey rear extension in 2013 and this application was a redesign. The Committee offered **No Objection**

15/06312/FU/NW - 5 Cricketers Fold - Proposed front porch extension - **No Objection**

213/15 **Finance** – i. & ii. Members received the draft minutes and noted that all was well with the budget and accounts.

iii. **Clerk's Salary Payments** – Councillors were advised that the Clerk should go onto monthly pay, to avoid having to pay any pension contributions. DP proposed that the Clerk should go onto monthly pay, with effect from December. This was seconded by GT and agreed unanimously.

RESOLVED: The Clerk to be paid monthly with effect from December

iv. **Public Contract Regulations** – DP proposed that the new Public Contract Regulations become part of the Council's Standing Orders. This was seconded by DT and agreed unanimously.

RESOLVED: The Public Contract Regulations to become part of the Council's Standing Orders

v. **Grant** – NT proposed that the application for a grant of £200 towards fireworks for Shadwell Cricket Club be approved. This was seconded by GW and agreed unanimously.

RESOLVED: to approve a grant for £200 to the Cricket Club

vi. GW proposed a transfer of £5000 from the deposit account to the current account be agreed. This was seconded by DP and agreed unanimously

RESOLVED: to transfer £5000 from the deposit account to the current account

vii. KP proposed a payment of £300 be made to the Neighbourhood Planning Steering Group to cover the cost of incidentals, such as postage. This was seconded by DT and agreed unanimously.

RESOLVED: to issue a cheque for £300 in favour of the NPSG.

214/15 **Highways – Meeting with Nick Borrás from Highways** – It was agreed that DP would arrange for Cllrs Taylor, Wilson and Shenderey, and herself to meet Nick Borrás on Wednesday 18th November 2015, after 2pm at the Library to discuss the various highways issues in Shadwell.

ACTION: DP

215/15 **Risk Assessment** – DP confirmed the monthly risk assessment had taken place and there was nothing that needed attention. This was passed to Chairman for signing. JS to undertake the November risk assessment.

ACTION: JS

216/15 **Neighbourhood Planning** – DP advised that there had been no recent meeting but members of the Steering Group had attended a meeting in Wetherby, led by Cllr John Proctor. Cllr advised that Leeds University had dictated that they did not wish to proceed with Headley Hall as a site for 2000 houses, although there were hopes it would go ahead. The NPSG were in a state of limbo until the final decision is made and the implications for Shadwell were known.

ii. Councillors were asked to look at the Neighbourhood plans for Collingham and Linton.

iii. **SHLAA Sites Brandon Golf Course** - Members were informed that this site had previously been sifted out but were asked to monitor, in case of any developments.

217/15 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** – A report had been received.

ii. **Shadwell Independent Library and Arts Centre (DT)** – A report had been received.

218/15 **Parish Council Surgery** – i. GW hosted the surgery on 7th November but had no visitors. Pam Hargreaves was unable to attend the surgery but sent a letter, asking for the Council's help with her role as MAECare neighbourhood coordinator. It was agreed to invite her to attend a meeting of full Council to share her ideas for helping the elderly and to ask Cllr Macniven to be present as well. Her suggestion to apply for an Access bus to visit the village twice a week was well received.

ACTION: Clerk to contact Pam Hargreaves and Cllr Macniven to invite them to a full Council meeting.

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

TV left the meeting at 9pm

219/15 Correspondence – Email from N Hunt (LCC Highways) on a proposal to close Carr Lane

There followed a lengthy discussion where members agreed that it would be impossible for large vehicles to turn left onto the A58 from Coal Road and also right into Coal Road from the A58. Members were shocked and surprised that this should now come up, when the Council had been asking for traffic lights at this junction for years and there were already traffic lights in villages all along the A58. Members thought the suggestion was ill thought through and were totally opposed. The Clerk was instructed to contact Thorner PC for its views before sending the Councillors comments back.

ACTION: Clerk

220/15 Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda – DT asked the Clerk to supply details of invoices paid against work carried out on the Library by the contractor

ACTION: Clerk

DP advised of verge creep between the Wellington public house and the New Inn – LCC advised DP advised members that Locality had been informed that leaf clearing was required in the village. The Officer is away until 11th November 2015.

DP asked that the parking of vehicles on footways was causing large lorries to mount the kerb to avoid them, be included on the next agenda. This was churning up the verges, particularly in Strickland Avenue.

VV asked that the champions for the young and older people of the village report back monthly.

221/15 Invoices – GW proposed the payment of the following cheques. This was seconded by JS and agreed unanimously.

055	Shadwell Recreation Centre (room hire)	£90.00 (LGA 1972 s 133)
056	L Hoff (hard drive)	£76.99 (LGA 1963 s5)
057	Office Depot (stationery)	£21.02 (LGA 1963 s5)
058	J Ford (Village Maintenance)	£192.00 (Highways Act 1980 s 43.50)
059	Crime Prevention Panel (donation)	£100.00 (LGA 1972 s139 (3))
060	C Renton (installation hard drive)	£30.00 (LGA 1963 s5)
061	M&J Nurseries (plants)	£2008.41 (Highways Act 1980 s 43.50)
062	S Gee (NPSG)	£88.16 (Localism Act 2011)
063	Julian Boffin (work on Library)	£180.00 (LGA 1972 s139 (3))
064	Shadwell in Bloom (watering)	£360.00 (Highways Act 1980 s 43.50)
065	Emerald Garden Maintenance (village maint.)	£127.50 (Highways Act 1980 s 43.50)
066	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
066	L Hoff (petty cash)	£14.37 (LGA 1963 s5)
067	Shadwell Cricket Club (grant)	£200.00 (LGA 1972 s139 (3))
068	Shadwell Neighbourhood Planning	£300.00 (Localism Act 2011)
069	Shadwell Horticultural Society (grant)	£1500.00 (LGA 1972 s139 (3))
DD	Yorkshire Water	£77.01 (Highways Act 1980 s 43.50)

222/15 Part Two – there was no Part Two

223/15 The next Parish Council meetings are confirmed as –

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

Planning Committee meeting on Monday 14th December 2015 at 7.00pm

Finance Committee meeting on Monday 4th January 2016 at 7.00pm

Village Maintenance Committee meeting on Monday 4th January 2016 at 6.30pm

4-Year Plan Working Group meeting on Monday 25th January 2016 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane

224/15 Chairman closed the main meeting at 9.10pm.

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