

**SHADWELL PARISH COUNCIL**  
**Draft Minutes of the Council Meeting of the Council held on**  
**Monday 14<sup>th</sup> December 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](http://www.shadwellvillage.co.uk)

In attendance –Patricia Bullough and the Clerk.

225/15 The Chairman opened the meeting at 7.30pm. There were no apologies for absence, as all Councillors were present.

226/15 **Minutes** – GW then proposed and NT seconded the minutes for 9<sup>th</sup> November 2015 be approved and signed. The Chairman signed the minutes.

227/15 **Declarations of Interest** - There were no declarations of interest.

228/15 **Crime Report for period 1<sup>st</sup> November to 30<sup>th</sup> November 2015** –PCSO Broadwell was unable to attend but sent in a report.

Burglary Other x 1 - 29/11 overnight Main Street, suspect/s enter container used for storage and office and remove tools.

There had been numerous thefts from vehicles in the neighbouring village of Thorner over the past week. There have been no signs of damage caused to the vehicles suggesting that the vehicles were **not** locked.

*The Chairman then suspended the meeting at 7.33pm, to allow Patricia Bullough to speak.*

229/15 **The Crime Prevention Panel – Outer North East Leeds –**

Patricia stressed that it was particularly important at this time of year, to keep shopping hidden in the boot of the car and Christmas presents out of sight in the house.

The Chairman thanked Patricia for attending the meeting and for continuing to represent the Parish Council on the Panel.

*The Chairman reconvened the meeting at 7.35pm*

230/15 **Current items outstanding to include the Clerk's Report**

i. **Potholes** – The Clerk confirmed that potholes had been reported. KP advised that the road was cracking up between Temperance Cottage and Shadwell parks on the footway side of the road. It was noted that the puddling in Holywell Lane was getting worse and there was puddling by Bridge Cottage. It was thought that the gully needed clearing.

**ACTION: Clerk to report**

ii. **Noticeboards (201ii/150)** TV advised that the baize had arrived and he would ensure that both noticeboards were repaired. DP reported on a site visit with Kenny Harkiss, Highways Dept. regarding the proposed new noticeboard. The Clerk confirmed that documents had been received for safe-keeping and was instructed to contact Boston Spa Parish Council to ascertain who erected its noticeboard, as only authorised contractors could be used.

**ACTION: Clerk**

iii. **Bin for Pitts Wood (201iv/15)** – The Clerk requested that a member check the bin was not in situ, before she chased. The issue to be flagged up to Cllr Castle, if nothing had been done.

**ACTION: DP/Clerk**

iv. **New Head Teacher of the Primary School (201vi/15)** – DP advised that no date for a meeting with the new Head Teacher had yet been agreed and would be followed up in the New Year.

v. **Water in Bridle Path (201ix/15)** – The Clerk of Harewood had advised that a grid was blocked and would be repaired in the New Year. DP advised that the puddling in Winn Moor had been repaired within four days of reporting.

vi. **Councillors' email addresses (203/15)** – It was noted that all Councillors with computers could now receive emails on the @shadwell-parish-council.org address.

vii. **Christmas Lights (204/15)** – DP advised that the lights had been installed by Mark Savage, Ben Turner and John Macintyre. The Clerk was instructed to send letters of thanks to all three gentlemen.

**ACTION: Clerk**

viii. **MAECARE Neighbourhood Co-ordinator (218/15)** – The Clerk confirmed that Pam Hargreaves was able to attend the January full Council meeting but was still awaiting a response from Cllr Macniven.

**ACTION: Clerk to send another invitation to Cllr Macniven**

231/15 **ATC Data** – It was noted from the data that there was evidence of speeding in the village. It was agreed to look at the need for Speed Indicator Devices at the end of the financial year.

232/15 **Items for next Newsletter** – GT offered to forward an article on courses for adults. NT and VV agreed to provide reports on their work as champions for the young and older residents of the village. There would also be articles from Shadwell in Bloom and DP would provide an item on severe weather provision. The introduction of Pam Hargreaves as MAECare Neighbourhood Co-ordinator should also be included.

**ACTION: All**

231/15 **Defibrillator** – It was noted the Village Hall Committee had given permission to house a defibrillator on the outside wall of the Village Hall, once funding had been obtained. JS advised that the code was coming off the defibrillator outside the Post Office.

**ACTION: Clerk to advise Yorkshire Ambulance**

232/15 **Planning** –DT reported on four planning applications – **15/06611/FU/NE** - 1 Bay Horse Cottages, Bay Horse Lane - Increasing height to existing boundary wall and gate to front. **Objection** as it would change the street view and the character of the row of cottages.

**15/06711/FU/NE** - 12 Manor Court - First floor extension and first floor window to side; single storey front extension and new pitched roof to front. **No Objection**

**15/06860/FU/NE** - 27 Ash Hill Drive - Two storey/single storey rear/side extension; replacement pitched roof to existing garage/front porch; conversion of garage to part habitable room/store. **No objection**

**No objection**

**15/06944/FU/NE** - 15 Ash Hill Lane - Single storey rear extension - As no proposed elevation was included, the Committee were unable to make any comment at this time.

**Letter from Dr Peter McParlin** – The contents of Dr McParlin's letter to Alec Shelbrooke MP were noted.

233/15 **Finance** – i. **Grant** – NT proposed that the application for a grant of £200 towards the purchase of footballs for Shadwell in Football Club be approved. This was seconded by JS and agreed unanimously.

**RESOLVED: to approve a grant for £200 to Shadwell Football Club**

ii. **Grant** – NT proposed that the application for a grant of £200 towards the cost of Employer's Liability Insurance and a Red Cross course for Shadwell Babies and Toddlers Group be approved. This was seconded by DP and agreed unanimously. **RESOLVED: to approve a grant for £200 to Shadwell Babies and Toddlers Group**

iii. **Grant** – JS proposed that the application for a grant of £200 towards the annual party for volunteers of Shadwell in Bloom be approved. This was seconded by GT and agreed unanimously. *DP and NT did not take part in the discussions or voting.*

**RESOLVED: to approve a grant for £200 to Shadwell in Bloom**

iv. **Skipton Building Society** – DP proposed that DT become a signatory on the Council's Skipton Building Society account. This was seconded by VV and agreed unanimously.

**RESOLVED: DT to become a signatory on the Council's Skipton Building Society Account.**

v. **Finance meeting** – It was noted that the meeting would be held on 4<sup>th</sup> January 2016.

#### 234/15 Highways

i. **Meeting with Nick Borrás from Highways** – DP reported back on the meeting with Nick Borrás from Highways. A full report would be included in the next newsletter.

#### **ACTION: DP**

ii. **Suggestions for Road Safety from a local resident** – Members noted the suggestions of a local resident towards road safety, which had been discussed with Nick Borrás.

iii. **Carr Lane/Wetherby Road** – Cllr Castle is to arrange a meeting with officers from Highways and members of Shadwell and Thorne Parish Councils to discuss LCC's suggestion to close Carr Lane. It was noted that Highways did not agree with Shadwell parish Council's suggestion to install traffic lights, rather than close Carr Lane.

iv. **Parking of Vehicles on Footways** – The parking of vehicles on footways and the advice from PCSO Broadwell was discussed. It was noted that a gap large enough for a double buggy or wheelchair should be left, otherwise this would be deemed an obstruction and should be reported to the police by ringing 101. It was agreed this should be included in the newsletter.

#### **ACTION: Clerk**

v. **Puddling in Gateland Lane** – It was noted that the work to reduce the puddling had been completed.

235/15 **Public Rights of Way** – Information concerning the footpath from Hobberley Lane had been received. It was noted that the owners of the land had not responded to any correspondence.

236/15 **Trees** – NT reported that he had had a meeting with James Jesson that morning at 8am and they had undertaken a complete tour of trees in the village. NT reported that James Jesson had concerns about the elm tree at the bus terminus and that the felling licence for trees in Dan Quarry had not yet been received. It was noted that the trees at the Village Hall were subject to a preservation order but minor work could be carried out. He was willing to help with the planting of trees along the back of Holywell Park. He also asked that any signs of fungal growth on trees be reported. It was suggested this was included in the newsletter. James had also advised that the thinning out of trees at the bridge was not advised, as at present, the density slowed down traffic. The Clerk was instructed to ascertain when the felled tree at Old Hall would be replaced.

**ACTION: Clerk to include fungal growth on trees in the newsletter and to ascertain when the felled beech at Old Hall would be replaced.**

*TV left the meeting at 9pm*

237/15 **Risk Assessment** – JS confirmed the monthly risk assessment had taken place and there was nothing that needed attention. This was passed to Chairman for signing. GT to undertake the November risk assessment.

#### **ACTION: GT**

238/15 **Neighbourhood Planning** – i. DP advised that no meeting at been held

ii. **Headley Hall** – the contents of the letter from Cllr Hall to Bramham parish Council were noted

iii. **SHLAA Sites Brandon Golf Course** – the letters to and from Harewood Parish Council were noted.

iv. **Becca Hall** – The letter was received and members were awaiting further information.

239/15 – **Reports from Young People's and Older Person's Champions-**

i. **Young People** – NT reported that he had spoken on the telephone with Parvez Aziz from Youth Services and was to have a meeting with him in the near future.

ii. **Older People** – VV reported that she had had a meeting with Pam Hargreaves, who is keen to make Shadwell a dementia-friendly village. She is arranging meetings with groups at Otley and Chapelton, which are already dementia friendly and will bring a model to the Parish Council. GT suggested a course on autism be held at the Library. VV asked the Clerk to find training courses on dementia.

**ACTION: Clerk to enquire of Andrea Holgate, LCC in the first instance**

**240/15 Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** – A report had been received. It was noted that Gill Knowles had now been moved to Leeds hospital.

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

**241/15 Parish Council Surgery** – i. GW hosted the surgery on 5<sup>th</sup> December. A resident had asked for a 20mph speed limit in the Stricklands estate. Members agreed with the suggestion and instructed the Clerk to ascertain whether Cllr Robinson would support the suggestion.

**ACTION: Clerk**

GW offered to host the surgery on Saturday 2<sup>nd</sup> January 2016.

**242/15 Correspondence –**

**243/15 Items for next agenda** Items for next agenda and urgent items which have arisen since publication of agenda – NT asked the purchase of a battery operated trimmer be included on the next agenda

**ACTION: Clerk**

**244/15 Invoices** – GW proposed the payment of the following cheques. This was seconded by VV and agreed unanimously.

070	J Macintyre (newsletters)	£246.00 (LGA 1982 s142)
071	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
071	L Hoff (petty cash)	£20.38 (LGA 1963 s5)
072	Office Depot (stationery)	£31.91 (LGA 1963 s5)
073	Colour Display Ltd (signs)	£72.00 (Highways Act 1980 s 43.50)
074	D Potter (postage stamps)	£19.44 (LGA 1963 s5)
075	J Ford (Village Maintenance)	£156.00 (Highways Act 1980 s 43.50)
076	CommuniCorp (Subscription)	£12.00 (LGA 1963 s5)
077	AS Decorators (work on Library)	£525.00 (LGA 1972 s139 (3))
079	SLCC (membership)	£118.00 (LGA 1963 s5)
080	VA-L Trading (payroll)	£2107.69 (LGA 1963 s5)
081	Mark Savage (Christmas tree)	£100.00 (Highways Act 1980 s 43.50)
082	Peter Baker Assoc (NPSG)	£1092.00 (Localism Act 2011)
083	Shadwell FC (grant)	£200.00 (LGA 1972 s139 (3))
084	Shadwell Babies & Toddlers Group (grant)	£200.00 (LGA 1972 s139 (3))
085	Shadwell in Bloom (grant)	£200.00 (LGA 1972 s139 (3))

**245/15 Part Two** – there was no Part Two

**246/15 The next Parish Council meetings are confirmed as –**

Full Council will be held on Monday 11<sup>th</sup> January 2016 at 7.30pm

Planning Committee meeting on Monday 11<sup>th</sup> January 2016 at 7.00pm

Finance Committee meeting on Monday 4<sup>th</sup> January 2016 at 7.00pm

Village Maintenance Committee meeting on Monday 4<sup>th</sup> January 2016 at 6.30pm

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

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

**247/15 Chairman closed the main meeting at 9.20pm.**

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