

SHADWELL PARISH COUNCIL
Draft Minutes of the Council Meeting of the Council held on
Monday 11th April 2016 (subject to confirmation)

Chairman – Debbie Potter (DP) (Apologies)	01132657575
Keith Pickford (KP) (Present)	0113273701
Juliet Shenderey (JS) (Absent)	07946629309
Norman Taylor (NT) (Apologies)	01132737393
Denise Trickett (DT) (Present)	07850283529
Geoff Turnbull (GT) (Present)	01132659288
Vidya Venkatesh (VV) (Apologies)	07888734464
Ted Vickerman (TV) (Present)	01132738242
Geoffrey Wilson (GW) (Present)	01132737164

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Village website: www.shadwellvillage.co.uk

In attendance –The Clerk.

343/15 KP proposed that DT should be acting Chairman. This was seconded by GW and agreed unanimously.

344/15 The acting Chairman opened the meeting at 7.30pm. Apologies for absence were received from Cllrs Potter, Taylor and Venkatesh and approved.

345/15 **Minutes** – TV then proposed and GW seconded the minutes for 14th March 2016 be approved and signed. The Chairman signed the minutes.

346/15 **Declarations of Interest** - There were no declarations of interest.

347/15 **Crime Report** – A report was received advising of the following crime for April 2016 – Burglary Dwelling – Main Street – Occurrence time between 1300 – 1600
Property was left locked and secure whilst residents were on holiday. Entry was gained by snapping the Euro-Profile lock. A large amount of jewellery was stolen. Enquiries ongoing.

The Councillors received a copy of an email from the police, advising that Susan Broadwell would not be continuing as the PCSO for Shadwell. PCSO 747 Chris Barrett would be taking over. It was noted that DP had been very angry with the mis-information, as it had been reported to residents at the Annual Parish Meeting that PCSO Broadwell was to remain at Shadwell.

348/15 **The Crime Prevention Panel – Outer North East Leeds** – No report had been received.

349/15 **Current items outstanding to include the Clerk’s Report**

i. **Potholes** – The Clerk confirmed that potholes in Hobberley Lane, from Charville Gardens towards the Wellington had been reported.

ii. **Noticeboards at the shops (313ii/15)** DT reported that a new carpenter needed to be found. TV stated that he would ensure the work was done before the next meeting.

iii. **Noticeboard at Library (313iii/15)** – DT reported that a new carpenter needed to be found and that she would make enquiries.

ACTION: DT

vi. **Rats on Public Right of Way (313v/15)** – The Clerk advised that DP had visited the area and the rats appeared to have moved on.

v. **Missing “No Cycling” signs on Path 102 (313xiii/15)** – The Clerk advised that the signs were awaiting collection. NT to follow up.

ACTION: NT

vi. **Tablet Session at the Library (317/15)** – The Clerk advised that MAECare had agreed that the date of the tablet session would be 7th May 2016 and the event had been advertised in Shadwell News.

vii. **Bin for Shadwell Parks (291/15)** – The Clerk advised that NT had met with the local resident and it had been agreed that the bin should be situated at the entrance to Shadwell Parks, from Roundhay Park Lane.

viii. **Memorial Tree Planting (326/15)** – The resident had replied to Council’s suggestion stating that it would be borne in mind.

350/15 **The Queen’s 90th Birthday Celebrations** – GT proposed that a grant of up to £500 should be made available for the Birthday Celebrations on 12th June 2016. This was seconded by TV and agreed unanimously.

RESOLVED: to make up to £500 available for the Queen’s 90th Birthday Celebrations on 12th June 2016.

351/15 **Insurance Quotes** – The Clerk advised that the long-term agreement with Came and Co was not due to end until 1st June 2017.

352/15 **Terms of Reference for the Village Maintenance Committee and the School Parking Working Group** – It was noted that two amendments needed to be made to the School Parking Working Group Terms of Reference. GT proposed that the Terms of Reference should be accepted, once the amendments had been made. This was seconded by DT and agreed unanimously.

Resolved: to accept the amended Terms of Reference

It was noted that the School Parking Working Group should meet at least quarterly. This was to be an item on the May agenda.

353/15 **Asset Register** – GT proposed that the amended Asset Register be accepted. This was seconded by DT and agreed unanimously.

RESOLVED: to accept the amended Asset Register.

354/15 **Annual Parish Meeting 2016** – All agreed that the Annual Parish Meeting had been a success and was just long enough. The display boards had proved popular, as had the end of meeting “mingle”.

355/15 **Newsletter** – It was decided to publish the summer edition of the newsletter in July, so that photographs of the village celebrating the Queen’s 90th birthday could be included. Members were asked to bring suggestions to the next meeting for Parish Council articles for inclusion.

ACTION: All

356/15 **Rural Defibrillator** – It was agreed that the purchase of a second-hand defibrillator should be discussed at the Finance Committee meeting on 25th April 2016.

ACTION: Clerk to include on the agenda

357/15 **Dementia Friendly Shadwell** – In the absence of VV, it was agreed to hold this over to the next meeting.

358/15 **Memorial Bench** – GW agreed to accompany NT when meeting with local residents to agree the site for the memorial bench and to liaise with him on the date.

ACTION: GW

359/15 **Planning** - DT reported that there were no planning applications

360/15 **Finance**

i. **Payroll** – It was noted that the fee for administering the monthly payroll was to increase by £1.

ii. **Skipton Building Society** – Members noted the change of name of the deposit account. The Clerk was instructed to investigate other accounts for savings rates and take findings to the Finance Committee meeting on 25th April 2016.

ACTION: Clerk

361/15 **Highways**

i. **Carr Lane** – GT proposed that the Clerk should compose a draft letter to go to the Leader of Leeds City Council, copying in the Chief Executive and the Harewood Ward Councillors, complaining at the lack for response from the officers of Highways Dept. on repeated requests for information. This was seconded by GW and agreed unanimously.

RESOLVED: The Clerk to send a letter to the Leader of the Council regarding Highways Dept.

ACTION: Clerk

362/15 **Risk Assessment** – VV had carried out the March risk assessment but was unable to bring it to the meeting for signature. It was noted that DT was to do the April risk assessment and NT in May.

363/15 **Neighbourhood Planning** – DT advised that there was nothing to report.

364/15 – **Reports from Young People’s and Older Person’s Champions-**

- i. **Young People (NT)** – Members were referred to NT’s report to the Annual Parish Meeting.
- ii. **Older People (VV)** – A report had been received.

365/15 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell in Bloom (NT)** – Members were referred to NT’s report to the Annual Parish Meeting.
- ii. **Shadwell Independent Library and Arts Centre (DT)** – A report had been received.

366/15 **Parish Council Surgery** – i. There was no meeting on 2nd April, due to Cllr Wilson being rushed into hospital in the early hours.

KP offered to host the surgery on Saturday 7th May 2016.

367/15 **Correspondence (Previously copied to Cllrs)**

- i. **Shadwell Tennis Club, letter of thanks for grant** – Noted.
- ii. **Shadwell Methodist Church, letter of thanks for grant** – Noted.
- iii. **St Paul’s Church, letter of thanks for grant** – Noted.

368/15 **Questions from members of the Public** – there were no members of the public present.

369/15 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** –

Holywell Triangle - DT advised that she was meeting Matthew Bentley, LCC Conservation officer with DP from the Parish Council and Roberts Dyson and Graham Matthews from the History Society to see whether they could write a document, which would help Matthew, when he starts on the conservation project. The meeting was to be on 27th April 2016 at 10am, meeting outside the Recreation Centre. GW stated he would also attend. Feedback would be received at the next full Council meeting.

370/15 **Invoices** – GW proposed the payment of the following cheques. This was seconded by GT and agreed unanimously.

107	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
107	L Hoff (petty cash)	£52.51 (LGA 1963 s5)
108	Recreation Centre (room hire)	£90.00 (LGA 1972 s 133)
108	Recreation Centre (allotments)	£50.00(Small Holdings & Allotments Act 1908 s23(1))
109	EBS (Leeds) (Library)	£1683.00 (LGA 1972 s139 (3))
110	Falcon Electrics (Library)	£133.20 (LGA 1972 s139 (3))
110	Taps UK Ltd (Library)	£183.97 (LGA 1972 s139 (3))
111	J Ford (Village Maintenance)	£228.00 (Highways Act 1980 s 43.50)
112	Brenmore Electrical (Library)	£216.00 (LGA 1972 s139 (3))
113	N Taylor (APM refreshments)	£34.93 (LGA 1972 s 15(5))
S/O	VA-L Trading (payroll)	£629.42 (LGA 1963 s5)

371/15 **Part Two** – there was no Part Two

372/15 **The next Parish Council meetings are confirmed as –**

Annual Meeting of Council will be held on Monday 9th May 2016 at 7.30pm

Planning Committee meeting on Monday 9th May 2016 at 7.00pm

Finance Committee meeting on Monday 25th April 2016 at 7.00pm

Village Maintenance Committee meeting on Monday 25th April 2016 at 6.30pm

4-Year Plan Working Group meeting – TBA

All meetings are held in the Recreational Centre, Holywell Lane

373/15 **Chairman closed the meeting at 8.18pm.**

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