

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

Chairman – Debbie Potter (DP) (Present)	01132657575
Keith Pickford (KP) (Present)	0113273701
Norman Taylor (NT) (Present from 7.26pm)	01132737393
Denise Trickett (DT) (Present)	07850283529
Vidya Venkatesh (VV) (Present)	07888734464
Ted Vickerman (TV) (Present)	01132738242
Geoffrey Wilson (GW) (Absent)	01132737164

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Village website: www.shadwellvillage.co.uk

In attendance –Ward Cllr Matthew Robinson, PCSO Gaynor Duffy, Patricia Bullough, four members of the public and the Clerk.

64/16 Apologies for absence were received from Ward Cllr Ryan Stephenson. The Chairman opened the meeting at 7.05pm.

65/16 **Minutes** – TV then proposed and DP seconded the minutes for 13th June 2016 be approved and signed. The Chairman signed the minutes.

66/16 **Declarations of Interest** - There were no declarations of interest.

The Chairman suspended the meeting at 7.07pm

Cllr Robinson led the discussion with residents of Manor Court on the problems with inconsiderate parking during the opening and closing of the school. He explained the procedures for obtaining permit parking.

67/16 **Crime Report** – PCSO Duffy reported the following crimes for June 2016 –

1 x Burglary other. Holywell Lane. Occurred 01/06

UNKNOWN PERSON/S APPROACH OUTBUILDING AND BREAK CORRUGATED ROOF AND REMOVE PROPERTY FROM WITHIN.

1x Burglary other. Strickland Avenue. Occurred 01/06

PERSON/S APPROACH BOILER ROOM, GAIN ENTRY THROUGH INSECURE FRONT DOOR, BEFORE MAKING A VISABLE SEARCH, MOVING PROPERTY AND MAKING OFF FROM SCENE HAVING NOT TAKEN ANYTHING.

1x Burglary other. Crofton Rise. Occurred between 14/06-15/06

SUSPECTS HAVE APPROACHED THE GARAGE AND SMASHED A SIDE WINDOW TO GAIN ENTRY.. SUSPECTS HAVE MADE OFF UNSEEN WITH 3 BICYCLES.

1x Criminal Damage - Building non dwelling. Main Street. Occurred between 16/06-17/06

PERSON/S UNKNOWN APPROACH VILLAGE HALL AND SPRAY 4 SEPARATE PIECES OF GRAFFITI ONTO EXTERNAL WALLS AND DOOR. THEY MAKE OFF UNSEEN IN UNKNOWN DIRECTION.

PCSO Duffy advised that expensive bicycles were being targeted and suggested that garages and outbuildings were locked, with curtains up at any windows. She recommended that cycles were changed together and then to a secure support.

39/16 **The Crime Prevention Panel – Outer North East Leeds** – Patricia Bullough thanked the Parish Council for its donation and advised that the Panel had been busy attending events at Collingham, Thorner and Braham and were due to attend the Shadwell Horticultural Show and would be at an event at Harewood House for three days.

The Chairman thanked PCSO Duffy, Patricia Bullough and members of the public for attending and reconvened the meeting at 7.45pm

68/16 Current items outstanding to include the Clerk's Report

- i. **Potholes** – The Clerk confirmed that the potholes had been reported.
- ii. **Noticeboards at the shops (40ii/16)** – TV advised that the noticeboard had been repaired.
- iii. **Noticeboard at Library (40iii/16)** – DT advised that TV was to repair the noticeboard at the Library.
- iv. **Missing “No Cycling” signs on Path 102 (40iiiv/16)** – DP advised that she was still trying to find a contractor to erect the signs.
- v. **Casual Vacancy (40v/16)** – the Clerk advised that one application had been received. It was agreed that the closing date for applications should be the 15th August 2016.
- vi. **Path 102 Kissing Gates (41/16)** – discussed under agenda item 19.
- vii. **Parish Council Suggestion Box (45/16)** – DP advised that this would be discussed with the Library Committee on 14th July. NT agreed to speak to the postmaster on 12th July.
ACTION: DP and NT
- viii. **Purchase of Equipment (50iv/16)** – NT advised that the equipment had been purchased.
- ix. **Parking outside the Church (27ii/16)** –Highways Dept had replied that it foresaw no problems with the gravedigger accessing the churchyard via Church Farm Garth.

69/16 **Permit Parking for Manor Court** – Cllr Robinson informed members of the plan of action required. He would firstly contact Highways officers to start the parking permit procedures for Manor Court. Residents of Church Farm Garth should be sent a letter, advising them of the wishes of those living in Manor Court. Cllr Robinson would speak to the Headteacher and the Head of Highways Dept to obtain a longer term view. He would also speak to the Elizabeth Hastings Trust about purchasing or leasing land to use as a car park for parents dropping off their children at the school.

ACTION: Clerk to send a letter to residents of Church Farm Garth

70/16 **Holywell Lane Conservation Area** – DP advised that she had attended a meeting of Harewood Parish Council, who were pleased to support the proposed Holywell Lane Conservation Area.

71/16 **Triangle of Land at Cricketers View** – It was agreed that the Clerk should contact Emerald Garden Maintenance to arrange an immediate clearance of the triangle, followed by a tidy-up in September and twice annually thereafter.

ACTION: Clerk

72/16 **Disciplinary Policy** – DP proposed that the Disciplinary Policy be accepted. This was seconded by DT and agreed unanimously.

RESOLVED: to accept the Disciplinary Policy

73/16 **Grievance Policy** – DT proposed that the reviewed Grievance Policy be accepted. This was seconded by DP and agreed unanimously.

RESOLVED: to accept the Grievance Policy

74/16 **YLCA Training Programme** – DP reminded members that regular training should be undertaken. No one was available for any forthcoming training sessions but the Clerk was instructed to advise YLCA that DP, DT and VV wished to attend the Policies and Procedures training in the autumn.

ACTION: Clerk

75/16 **Review of Standing Orders** – DP and DT agreed to review the Standing Orders to report back to Council at the September meeting.

76/16 Annual Return – Assertion 1 (Financial Management and Preparation of Accounts) – members noted the details of the Assertion 1 and agreed that this was followed already. It was noted that the Clerk would produce bank statement reconciliations for the Finance Committee on a quarterly basis.

77/16 Planning -

Due to the Planning meeting not being quorate DT proposed that the recommendations of the Committee be accepted. This was seconded by KP and agreed unanimously.

RESOLVED: to accept the recommendations of the Planning Committee

DT reported on four planning applications

16/03804/FU/NE – 24 Ash Hill Gardens

Single storey side extension with rooms in roof space

No objection

16/03914/FU/NE - 2 Gateland Lane

Attached garage to side/rear

No objection

16/02002/FU/NE - Beechwood Farm, 127 Main Street

Two storey side/rear extension incorporating steps with balustrade above to side

The Committee was pleased to see the improvement in the windows on the application but required confirmation that the original farm building was not to be demolished. As this would threaten the integrity of the original farm, members expected to see the farm building converted, rather than demolished, especially as this property is in the Conservation Area. Until this confirmation is received, the Committee **objects** to the planning application.

DP informed members that the farm building had already been demolished. The Clerk was instructed to request a site visit from a Planning Enforcement officer and to copy in the Ward Councillors.

ACTION: Clerk

ii. **Temporary member of the Planning Committee** – due to unforeseen circumstances, it was agreed that the meetings due on 8th August should be postponed to the 15th August.

ACTION: Clerk to advise all concerned.

iii. **Leeds Development Framework – Housing Standards Development plan Document (DPD) Consultation** - noted

78/16 Finance

i. **The Queen’s Birthday Celebrations** – DP proposed that the surplus funds from the grant be donated for a permanent memorial, being a bench in the churchyard with a plaque. This was seconded by NT and agreed unanimously.

RESOLVED: the surplus funds to be donated towards a bench in the Churchyard.

ii. **Funds for the Café Project** – It was agreed that the funds for the café, should be held by the Parish Council until a bank account in the name of the Library Café had been opened.

iii. **Library Roof** – It was noted that between £18,000 and £20,000 was required to repair the roof. It was agreed that financial support for the ceiling replacement should be discussed at the August meeting.

ACTION: Clerk

79/16 Highways

Carr Lane and other Highways Issues – Cllr Robinson advised that there was no news concerning Carr Lane and agreed to chase Highways Dept for the signage in Gateland Lane and to request that the hedges and verges be cut back.

80/16 Public Rights of Way – Path 102 – Correspondence from Bob Buckenham was read out by DP. It was noted that the Parish Council should arrange for the installation of a chicane. The Clerk was instructed to ascertain what the required standard was and whether PROW agreed that a chicane was not required at the ring road end of the footpath. It was noted that funding may be available under the Parish Paths Partnership scheme.

ACTION: Clerk

81/16 Risk Assessment – KP advised that he had been unable to undertake the risk assessment in June. It was noted that KP would do the July risk assessment, DP in August.

82/16 **Neighbourhood Planning** – DP advised that there was nothing to report. As there had been no meetings recently, there was no change to the membership.

83/16 – **Reports from Young People’s and Older Person’s Champions-**

- i. **Young People (NT)** – NT had nothing to report, as there was to be no meeting until the autumn.
- ii. **Older People (VV)** – A report had been received.

84/16 **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.

85/16 **Parish Council Surgery** – i. GW hosted the surgery but there were no visitors. GW to be asked to host the surgery on Saturday 7th August 2016.

86/16 **Correspondence (Previously copied to Cllrs)**

Came & Co – Change of Trading Style - noted

87/16 **Questions from members of the Public** – There were no members of the public still present.

88/16 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** – none

89/16 **Invoices** – NT proposed the payment of the following cheques. This was seconded by DT and agreed unanimously.

133	LexisNexis (Arnold Baker)	£97.45 (LGA 1963 s5)
134	L Hoff (petty cash)	£13.89 (LGA 1963 s5)
134	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
135	J Ford (Village Maintenance)	£84.00 (Highways Act 1980 s 43.50)
136	Ripon Farm Services (Equipment)	£980.40 (Highways Act 1980 s 43.50)
137	VA-L Trading (payroll)	£1.00 (LGA 1963 s5)
138	M&J Nurseries ((bedding plants)	£5218.80 (Highways Act 1980 s 43.50)
139	Recreation Centre (Room hire)	£75.00 (LGA 1972 s 133)
140	Village Hall (grant)	£500.00 (LGA 1972 s139 (3))
141	Recreation Centre (grant)	£500.00 (LGA 1972 s139 (3))
142	Shadwell Scouts (grant)	£500.00 (LGA 1972 s139 (3))
143	Deposit Account	£5000.00 (LGA 1963 s5)
S/O	VA-L Trading (payroll)	£655.26 (LGA 1963 s5)

90/16 **Part Two** – There were no members of the public or the Press present.

91/16 **The next Parish Council meetings are confirmed as –**

- Full Council meeting will be held on Monday 15th August 2016 at 7.00pm
- Planning Committee meeting on Monday 15th August 2016 at 6.30pm
- Finance Committee meeting on Monday 18th July 2016 at 7.00pm
- Village Maintenance Committee meeting on Monday 18th July 2016 at 6.30pm
- 4-Year Plan Working Group meeting – tba

All meetings are held in the Recreational Centre, Holywell Lane

92/16 **Chairman closed the meeting at 9.20pm.**

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