

**SHADWELL PARISH COUNCIL**  
**Draft Minutes of the Council Meeting of the Council held on**  
**Monday 19<sup>th</sup> September 2016 (subject to confirmation)**

Chairman – Debbie Potter (DP) (Present)	01132657575
Keith Pickford (KP) (Apologies)	01132737013
Norman Taylor (NT) (Present)	01132737393
Denise Trickett (DT) (Present)	07850283529
Vidya Venkatesh (VV) (Present)	07888734464
Ted Vickerman (TV) (Present)	01132738242
Geoffrey Wilson (GW) (Present)	01132737164

Telephone Clerk: 01132037662

Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)

Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

Village website: [www.shadwellvillage.co.uk](http://www.shadwellvillage.co.uk)

In attendance –Maureen Brewer, Patricia Bullough, Cllrs Matthew Robinson and Ryan Stephenson and the Clerk.

122/16 Apologies for absence were received from Cllr. Pickford and PCSO Barrett. The Chairman opened the meeting at 7.00pm.

123/16 **Minutes** – DP then proposed and NT seconded the minutes for 11<sup>th</sup> July 2016 be approved and signed. GW proposed and DT seconded the minutes for 15<sup>th</sup> August 2016 be approved and signed. The Chairman signed the minutes.

124/16 **Declarations of Interest** - There were no declarations of interest.

125/16 **New Councillors** – DP proposed that Emma Stapleton (ES) and Nirmal Tulwa (NT2) be co-opted onto the Parish Council. This was seconded by NT and agreed unanimously.

**RESOLVED: Emma Stapleton and Nirmal Tulwa be co-opted onto the Parish Council**

*The Chairman suspended the meeting at 7.06pm*

126/16 **Crime Report** – PCSO Barrett had sent a report for following crimes in August.

17/08/2016 – BURGLARY DWELLING – MAIN STREET, SHADWELL.

SUSPECT/S DRAG WHEELIE BIN TO SIDE OF HOUSE. CLIMB ON SAME. USE JEMMY TYPE INSTRUMENT TO OPEN 1FT X 2FT WOODEN WINDOW ABOVE FRENCH DOORS TO KITCHEN. SUSPECT/S ARE DISTURBED AND NOTHING TAKEN, THEY THEN MAKE GOOD THEIR ESCAPE UNSEEN IN UNKNOWN DIRECTION.

29/08/2016 – BURGLARY DWELLING – MAIN STREET, SHADWELL.

SUSPECT/S DAMAGE DOOR AROUND THE YALE LOCK AND ENTRY GAINED, AN UNTIDY SEARCH OF THE HOUSE IS MADE AND PROPERTY REMOVED, VICTIM HAD REMOVED ALL HIS WORK TOOLS FROM HIS VAN AND PLACED THEM IN THE LIVING AREA, ALL TOOLS WERE STOLEN. SUSPECT/S MAKE OFF UNSEEN IN UNKNOWN DIRECTION

127/16 **The Crime Prevention Panel – Outer North East Leeds** – Maureen Brewer reported around Patlocks for French doors; Smartwater for marking valuable items; a device for having a “mock” television in a bedroom; a small wallet for prevent cards from being scanned. It was agreed that details of the all the devices should be in the winter edition of the newsletter.

**ACTION: Clerk to arrange**

*The Chairman thanked Maureen Brewer and Patricia Bullough for attending and reconvened the meeting at 7.22pm*

128/16 **Current items outstanding to include the Clerk’s Report**

i. **Potholes** – The Clerk confirmed that the potholes had been reported under reference 558870. DP reported that two on the Strickland Avenue/Strickland Close junction had not been repaired and there was also one at the fork in the road on Ash Hill Drive.

**ACTION: Clerk to report**

ii. **Permit Parking in Manor Court (100/16)** – Cllr Robinson updated the members on his progress to date.

iii. **Severe Weather (103/16)** – It was noted that Mr Pickford had returned his signed contract and the request for a small bin for the Library would be on the October agenda.

iv. **Parish Council surgery/correspondence (114 & 115/16)** – The Clerk confirmed that the queries had been answered.

**129/16 Review of Standing Orders** – the review would take place shortly and any amendments brought to the next meeting for approval.

**130/16 Production of Parish Maps** – Following a brief discussion, it was agreed that a parish map was not required at this time.

**131/16 Proposed Free School, Roundhay Park Lane** – A site meeting had taken place in August with Parish Councillors, Ward Councillors and an LCC officer. The Parish Council had sent a letter to the Ward Councillors, objecting to the proposals. Cllr Robinson and Cllr Stephenson had agreed with the Parish Councillors that the site in Roundhay Park Lane was inappropriate, as it was a dangerous location and in the green belt. They had stated that they were not opposed to a free school in the area but just not on this site. A further meeting was to be held with the Ward Councillors and council officers to suggest alternatives.

**132/16 2016 Electoral Review of Leeds – Start of Ward Patterns Consultation** – Cllr Stephenson explained that the alteration to the ward patterns was to equalise the populations within the wards, with approximately 18,000 residents in each ward. This would take into account new builds, such as Bramley Fields. There would be a consultation in November.

**133/16 Working Groups** – Due to all the work Cllr Robinson was undertaking with regard to parking at the school, it was agreed to disband the School Parking Working Group. The 4-Year Plan Working Group would meet on Wednesday 2 November at 6.30pm. The members would be DP, NT, DT and ES.

**134/16 SLCC 2016 Regional Roadshow** – it was agreed that the Clerk should attend the roadshow on behalf of the Parish Council.

**ACTION: Clerk**

**135/16 WYCA Transport and Bus Strategy Consultation** – EB agreed to reply to consultation, stating a bus was required to divert into Shadwell bus terminus to take residents to and from Wetherby. A bus was also needed to go to Seacroft, as that would open up the local bus network to other parts of Leeds, such as St James' Hospital. MR asked that this request also go to the LCC consultation, which closed on 20<sup>th</sup> September

**ACTION: ES**

**136/16 Highways – Carr Lane** – DP agreed to move item 21 up the agenda, so Cllr Robinson and Cllr Stephenson could discuss before departing. Cllr Robinson advised that he was arranging a meeting and site visit with Nick Hunt, LCC and members of the Shadwell and Thorner Parish Councils. NT asked that it be stressed that this was an important exit for residents of Shadwell.

**137/16 Annual Return – Assertion 2 (Internal Control)**

DP read out the assertion and it was agreed that the Parish Council followed all procedures. It was noted that the effectiveness on the system of internal control was to be reviewed by the Finance Committee at the October meeting.

**138/16 Delivery of newsletters** – DP offered to alter the rounds to make it easier for those delivering the newsletters. It was noted that both new councillors would take on a round.

**ACTION: DP**

**139/16 Planning -**

i. The minutes were received.

ii. Due to the Planning meeting being held after full Council, the plans were discussed by all members, with a possibility of being repeated if any local residents attended the planning meeting.

#### **16/05046/FU/NE - 77 Ash Hill Drive**

Two storey side and single storey side/rear extension: new pitched roofs to front bay window and side porch - **No objection** although members were concerned at the proximity to the boundary of the extension.

**16/04922/OT/NE - Spencer House, Holywell Lane** - Outline application for residential development - **Objection** for the following reasons –

Holywell Lane is **not** a quiet country lane as Optima seems to say. The Parish Council agrees with comments made by residents re any increase in traffic on Holywell Lane. Access to the site is a major issue. Construction vehicles would not have easy access from Holywell Lane and would cause huge problems.

The site is in the centre of the proposed Holywell Triangle Conservation Area. The area almost certainly would have been designated a Conservation Area had there not been cut backs in the Conservation Office of LCC. The Parish Council is currently working with Matt Bentley (Conservation Officer on this). Any development application in this area should be accompanied by a statement of how it meets Conservation requirements, so that it preserves and enhances the area.

The number and size of houses are a concern. One of the objectives of the draft Shadwell Neighbourhood Plan (after consultation) is ‘to deliver the provision of retirement dwellings on an appropriate scale and in an appropriate location’. This objective should be taken into account in any building application in the parish.

Environment. Concern over the loss of trees and its impact on the wildlife.

#### **16/05317/FU/NE - 89 Main Street**

Single storey extension to side and rear - **No objection**

iii. **Site Allocations Plan – Progress of the Outer North East HMCA** – the progress was noted.

#### **140/16 Finance**

i. **Library Ceiling** – DP and DT stated that they had an interest, as on the Library Committee. ES proposed that the Parish Council donate £3000 towards the cost of replacing the ceiling. This was seconded by NT2 and agreed unanimously by the members who could vote.

**Action: Clerk to prepare a cheque for signing at the October meeting.**

GW reported that a local resident had attended the surgery and suggested a scheme to “buy a slate” to repair the roof. It was noted that enough grant funding had been received for the roof but it was deemed to be a good idea and the Clerk was instructed to contact the resident to see whether a similar idea for raising funds for the ceiling could be produced.

**ACTION: Clerk**

ii. **Purchase of Wreath** – It was agreed that the Clerk should order a wreath as usual. GW confirmed that he was willing to represent the Parish Council and lay the wreath at the Remembrance Day service.

**ACTION: Clerk and GW**

iii. **Grant for Shadwell Cricket Club** – DT proposed a grant of £250 towards the fireworks display should be approved. This was seconded by VV and agreed unanimously.

**RESOLVED: to approve a grant of £250 for the Shadwell Cricket Club annual firework display.**

iv. **Library Café Donation** – It was agreed to donate £144 for 12 people to undertake a food handling course for the Library café.

**141/16 Village Maintenance Committee** – members received the draft July statement and noted that Emerald Garden Maintenance had completed all the required tasks, except the clearing of the Strickland Avenue/Crofton Rise ginnel. The Clerk advised that she had contacted the contractor, who would be undertaking the work very shortly. DP asked that the contractor clear the footpaths twice a year.

**ACTION: Clerk**

#### **142/16 Public Rights of Way**

i. **Path 102** – the Clerk advised that a site visit was being arranged with Bob Buckenham of PROW and two councillors.

143/16 **Risk Assessment** – DP had completed the risk assessment for September, which was duly signed off by the Chairman. NT2 agreed to carry out the risk assessment in October, DT in November and ES in December.

144/16 **Neighbourhood Planning** – It was noted that the next meeting of the Steering Group was on 8<sup>th</sup> November 2016.

145/16 **Parish Council Surgery** – GW agreed to host the surgery on Saturday 1<sup>st</sup> October 2016.

**146/16 Correspondence (Previously copied to Cllrs)**

Email from Howard Wilkinson, thanking for the grant for the Scouts. It was noted that NT would be attending the meeting on 20<sup>th</sup> September, as the representative of the Parish Council.

147/16 **Questions from members of the Public** – There were no members of the public still present.

148/16 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** - None

149/16 **Invoices** – DP proposed the payment of the following cheques. This was seconded by DT and agreed unanimously.

154	J Ford (Village Maintenance)	£84.00 (Highways Act 1980 s 43.50)
155	L Hoff (petty cash)	£18.03 (LGA 1963 s5)
155	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
156	L Hoff (LCN web hosting)	£71.94 (LGA 1963 s5)
157	Shadwell Independent Library (monies held)	£80.00 (LGA 1972 s139 (3))
158	Shadwell Cricket Club (grant)	£250.00 (LGA 1963 s5)
160	P Hargreaves (food hygiene)	£144.00 (LGA 1972 s139 (3))
S/O	VA-L Trading (payroll)	£636.63 (LGA 1963 s5)
<b>TOTAL</b>		<b>£1304.60</b>

150/16 **Part Two** – There was no Part Two.

**151/16 The next Parish Council meetings are confirmed as –**

Full Council meeting will be held on Monday 10<sup>th</sup> October 2016 at 7.00pm

Planning Committee meeting on Monday 10<sup>th</sup> October 2016 at 6.30pm

Finance Committee meeting on Monday 24<sup>th</sup> October 2016 at 7.00pm

Village Maintenance Committee meeting on Monday 24<sup>th</sup> October 2016 at 6.30pm

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

152/16 **Chairman closed the meeting at 9.24pm.**

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