

## SHADWELL PARISH COUNCIL

### **Draft Minutes of the Meeting of the Council held on Monday, 13th March 2017 (Subject to confirmation)**

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Keith Pickford (KP) (Present)	0113 273 7013
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
Denise Trickett (DT) (Apologies)	0785 028 3529
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	0788 873 4464
Ted Vickerman (TV) (Apologies)	0113 273 8242
Geoffrey Wilson (GW) (Apologies)	0113 273 7164

Clerk: Mike Woods 0775 171 8483

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In attendance - four members of the public and the Clerk.

296/16 Apologies for absence were received and approved from Cllrs Trickett, Venkatesh, Vickerman & Wilson. The Chairman opened the meeting at 6:03pm

297/16 **New Clerk** - ES proposed that Mike Woods should be appointed as the new Clerk with immediate effect. This was seconded by NT(2) and agreed unanimously.

**Resolved: Mike Woods to be the new Clerk**

298/16 **Minutes** - NT proposed and NT(2) seconded that the minutes of 13th February be approved and signed. The Chairman signed the minutes.

299/16 **Declarations of Interest** - There were no declarations of interest in any of the agenda items.

300/16 **Questions from Members of the Public**

*The Chairman suspended the meeting at 6:07pm for members of the public to speak.*

The four members of the public all spoke about their concerns regarding parking problems in the vicinity of Avon Court which have arisen since the Pilates Studio opened late last year. The issue was considered by Council at item 303/16.

*The Chairman thanked the members of the public for attending and reconvened the meeting at 6:27pm.*

301/16 **Crime Report** - The Chairman read out a report provided by PCSO Chris Barratt:

#### **17/02/2017 - Attempted burglary dwelling - Hastings Court**

Suspect/s approach rear door and using mole grips or similar snap and remove bottom half of handle cover exposing Euro Profile lock, and snap lock off failing to expose locking pins. Suspect/s make off on foot in unknown direction after failing to gain entry to the property.

#### **25/02/2017 Burglary other - Tarn Lane**

Suspect/s enter two separate stable yards by breaking chain/padlocks to gate, entry gained with a vehicle as wide tyre tracks at scene. Suspect/s proceed to enter a number of insecure stables and a small caravan. Property removed and suspect/s make off unseen or heard in unknown direction.

302/16 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** - no further reports; email received from Highway Operations Manager confirming that LCC will repair section of Avon Court which is their responsibility. An officer will also investigate whether any funding available to bring the rest of the private road up to standard.

- ii. **Carr Lane Letter (272/16)** - Cllr Robinson has confirmed of receipt letter which is to be kept on file.
- iii. **Social Media (275/16)** - It appears that the link that fed posts on the Parish website automatically through to the Facebook page has been removed successfully.
- iv. **Trees Outside Library (277/16)** - Advice received that trees would bleed if cut back now. Autumn likely to be better; contractors to check and report back. Trees at the entrance Cricketers View will also need cutting back in the autumn.

**ACTION: Clerk to diarise**

- v. **Speed Restrictions in Shadwell Lane (288i/16)** - see communication in wider context from LCC (Item 321/16ii.).
- vi. **Dog Excrement (288/16)** - "Please clean up after you pet..." posters received and will be distributed after the meeting.
- vii. **Traffic Lights at Slaid Hill (250/16)** - E-mail received from the LCC Highways Manager indicating that that the junction will be inspected to scope the extent of the work to replace the faded lines, and that a work instruction will be issued to the contractor.
- viii. **Otley Courthouse** - posters advertising spring activities received. To be distributed after the meeting.

303/16 **Avon Court** - Parking problems discussed in the context of concerns raised earlier by members of the public. Adequate alternative parking for Pilates Studio clients would seem to be available across the road at the start of Colliers Lane and in the Red Lion and Scout hut car parks. ES to discuss options with the Pilates Studio owner, in the first instance. DP to clarify the situation regarding parking at the Red Lion.

**ACTION: ES/DP**

304/16 **Village Website** - The need for separate websites for the Parish and Village was discussed. A separate Parish website is a precondition for "Quality Parish" status, and it was agreed that the Parish website should remain in place. ES reported that she was investigating the feasibility of moving to a new platform for the website to make it more user-friendly and easier to administer. Agreed that:

- i. ES will contact Simon Dobson to discuss links with village website;
- ii. Parish website needs to incorporate Neighbourhood Plan; and
- iii. Clerk to investigate whether shadwellpc.gov.uk domain would be available.

305/16 **Annual Parish Meeting** - The draft agenda was discussed. In view of e-mail from school PTA (Amy Paterson), suggested that a joint slot with Rev. Young on the Church anniversary and May Fest may be appropriate. Clerk to feed back to PTA and prepare updated agenda. NT(2) to source wine and soft drinks from village shop. NT to provide wine glasses.

**ACTION: Clerk, NT & NT(2)**

306/16 **Four-Year Plan Working Group** - Agreed next meeting 5:30, Monday, 20th March 2017, at 20 Manor Court. DP, ES, DT & NT(2) plus Clerk to attend. Clerk to prepare agenda.

307/16 **Annual Return - Assertion 6 (Internal Audit)** - confirmed assertion is undertaken as stated.

308/16 **Freedom of Information Policy** - reviewed and agreed - no changes.

309/16 **Cinema in Shadwell** - ES to contact Simon Shaw. To be discussed at next meeting.

310/16 **Fly-Tipping in Stoney Lane** - The successful prosecution was noted.

311/16 **Parliamentary Boundary Review Update** - Noted; no immediate implications for Shadwell.

**312/16 Planning:**

- i. **Planning Minutes** - The draft minutes of the February 2017 meeting were noted;
- ii. **Recent Planning Applications** – No planning applications had been received.
- iii. **Leeds Site Allocations Plan** - Advertisement of Pre-Submission Changes - Noted that submissions have been published.

### 313/16 Finance

- i. **Application for a Grant from Shadwell Tennis Club (£250 for new gazebo and window repairs)** - Proposed by ES, seconded by NT(2). Agreed unanimously.
- ii. **Laptop for use by Parish Council Clerk** - DP proposed that a laptop be purchased up to the value of £500.00 (net of VAT) plus appropriate software, seconded by ES; agreed unanimously.  
**ACTION: Clerk.**
- iii. **Red Lion Car Park Resurfacing** - Suggested that a grant of £250 be provided with a letter in the hope and anticipation that the businesses opposite would also make a contribution. Proposed NT(2), seconded NT; agreed unanimously.  
**RESOLVED: To make the above payments**
- iv. **Shadwell Tennis Club Resurfacing of Courts** - in view of amount involved, agreed to write to club seeking business case, etc.  
**ACTION: Clerk**

314/16 **Crofton Terrace Signage and Access Issues** - to seek clarification on required action from Cllr Robinson.

**ACTION: Clerk**

### 315/16 Public Rights of Way:

- i. **Parish Paths Partnership** - nothing to report, Emerald Gardening Maintenance to be reminded about path clearing in April.  
**ACTION: Clerk**
- ii. **P102 Gate and Fencing at Ring Road** - NT to ask John Gosling whether he would be prepared to undertake the repairs.  
**ACTION: NT**

316/16 **Risk Assessment** - March completed by NT(2); no issues. The Chairman duly signed off the return.

317/16 **Neighbourhood Planning** - ES reported that minutes had been received but that next meeting is still to be arranged.

318/16 **Older Persons' Champion (VV)** - Not present.

### 319/16 Reports from Council Representatives on Local Committees and Forums:

- i. **Shadwell in Bloom** - Report received and noted.
- ii. **Shadwell Library Cttee** - DP reported that bookings were increasing and that Pam Hargreaves has received an award – Women of Inspiration in the Community.

320/16 **Parish Council Surgery** - March report not yet available; NT(2) to attend surgery 01/04/2017.

### 321/16 Correspondence:

- i. Yorkshire Water - noted that alternative suppliers are available; no action at present.

*There were no members of the public present to ask questions or make comments.*

### 322/16 Urgent items arising since publication of the agenda and Councillors' questions.

- i. **Yellow Lines Gateland Lane** - Email from Linda Davison. Agreed that yellow lines not required; Clerk to write to LCC requesting removal.  
**ACTION: Clerk**
- ii. **20mph Limit** - LCC Transport Policy Section have asked for comments on the need for a 20mph limit within the village. Clerk to feedback that limit required in the vicinity of the school.
- iii. **Children's Playground** - ES reported that the surface and some of the equipment is in very poor condition. To request urgent action by LCC Leisure Services.  
**ACTION: Clerk**

323/16 **Items for next agenda** - New village maintenance contractor, Cinema, lorry parked on Winn Moor Lane.

324/16 **Invoices** - ES proposed the payment of the following cheques. This was seconded by NT(2) and agreed unanimously.

196	N Taylor (shed lock repairs)	£61.72 (Gen. Power of Competence)
197	L Hoff (petty cash)	£9.90 (LGA 1963 s5)
197	L Hoff (contribution towards utilities)	£20.00 (LGA 1963 s5)
198	L Hoff (printer cartridge)	£55.68 (LGA 1963 s5)
199	D Potter (postage stamps)	£26.40 (LGA 1963 s5)
200	Office Depot (stationery)	£23.26 (LGA 1963 s5)
201	M S Woods (March salary)	£266.74 (LGA 1963 s5)
202	M S Woods ((mileage & petty cash)	£31.64 (LGA 1963 s5)
202	M S Woods (contribution to utilities)	£20.00 (LGA 1963 s5)
203	VA-L (payroll)	£77.10 (LGA 1963 s5)
204	St Paul's Church (grant)	£250.00 (LGA 1972 s139(3))
205	Shadwell Horticultural Society (grant)	£1,500.00 (LGA 1972 s139(3))
206	Shadwell Tennis Club (grant)	£250.00 (LGA 1972 s139(3))
207	Parish Magazine Printing	£127.50 (LGA 1982 s142)
208	L Beales (Admin assistance)	£50.00 (LGA 1982 s142)
S/O	VA-L (payroll)	£448.12 (LGA 1963 s5)
DD	Yorkshire Water	£16.17 (Highways Act 1980 S43.50)

**TOTAL** **£3,265.24**

325/16 **Part Two** - there were no confidential items.

326/16 **The next Parish Council Meetings are confirmed as follows:**

Annual Parish Meeting, Monday, 3rd April 2017 at 7:00pm  
Planning Committee Meeting, Monday, 10th April 2017 at 6:30pm  
Full Council Meeting, Monday, 10th April 2017 at 7:00pm  
Village Maintenance Meeting, Monday 24th April at 6:30pm  
Finance Committee Meeting, Monday, 24th April at 7:00pm

327/16 **The Chairman closed the meeting at 8:12pm.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_