

# SHADWELL PARISH COUNCIL

## Draft Minutes of the Meeting of the Council held on Monday, 11<sup>th</sup> September 2017 (Subject to Confirmation)

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

Clerk: Mike Woods 0775 171 8483  
Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)  
Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

In attendance - the Clerk and, from 7:30, one member of the public.

The meeting opened at 7:05pm.

126/17 **Apologies for Absence** – apologies received and accepted from ES.

127/17 **Minutes** - The minutes of the meetings of 10<sup>th</sup> July 2017 and 14<sup>th</sup> August 2017 were approved and signed by the deputy chairman.

128/17 **Declarations of Interest** – NT(2) declared an interest in respect of the grant application submitted by Shadwell United Football Club (140iib/17) and did not take part in the discussion or the subsequent vote.

129/17 **Questions from Members of the Public** – none.

### 130/17 **Crime Report**

- i. The monthly report from PSCO Barratt was noted. Five crimes were reported in the Shadwell area during August, two incidents of criminal damage and three thefts.

### 131/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – one pothole was reported and repaired during the month. A number of potholes on Hobberley Lane/Charville Gardens need repairing.  
**Action:** Clerk to report to LCC.
- ii. **Gulley between Gateland Lane and Minster View** – blocked and dropped gulley has been reported again. "In progress" on LCC's database.
- iii. **Thefts from External Post Boxes (99ii/17)** – publicised on website and via a notice in Library.
- iv. **Avon Court Parking (100iv/17)** – reply from LCC Principal Engineer (Traffic Management) noted. Agreed to query whether "no parking" signs can be erected on unadopted road and to request consultation on limited waiting outside the shops.  
**Action:** Clerk.
- v. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (100vii/17)** – still awaiting removal by LCC. To monitor, and if no progress, clerk to chase.  
**Action:** Clerk.
- vi. **Broken kerbstone opposite 25 Main Street (100x/17)** – Poorly repaired using tarmac rather than replacing the original kerbstone. Reported again, but no progress. Clerk to chase LCC.  
**Action:** Clerk.

- vii. **White Lines/Colliers Lane/Main Street (100xi/17)** – request for repainting reported to LCC. “In progress” on LCC’s database.
- viii. **P102 gate and fencing at Ring Road (80/17)** – quote received for reinstatement. Resolved to go ahead, funded from Public Paths Partnership grant.  
**Action:** Clerk to arrange.
- ix. **Trees in the grounds of Temperance Cottage and Old Hall (101/17)** – replies received and noted. To contact LCC regarding tree outside Old Hall.  
**Action:** Clerk.
- x. **Roundhay Free School** – noted response submitted by Clerk.
- xi. **Bus service problems 30<sup>th</sup> June & 28<sup>th</sup> July (117iii/17)** – Clerk still to write to First Bus to reiterate resident’s concerns.  
**Action:** Clerk.
- xii. **Advertising hoardings near Grove Cottage and Holywell Lane (121/17)** – confirmed that now removed.
- xiii. **Shadwell Traffic Management Scheme** – Clerk has confirmed Parish Council’s agreement to LCC.

132/17 **Financial Regulations** – resolved to adopt amended version as circulated.

133/17 **Recreation Centre** – NT(2) & GW reported that they and NT had been invited to a meeting to be held on 18<sup>th</sup> October.

134/17 **East Leeds Orbital Road** – Clerk confirmed that the agreed response had been submitted to LCC; no further progress.

135/17 **Holywell Triangle Conservation Area** – no apparent progress. Clerk to chase with LCC Conservation Officer.  
**Action:** Clerk.

136/17 **4-Year Plan** – ES has amended draft to be circulated for consideration at next meeting. Meeting of working group to be arranged thereafter.  
**Action:** ES & Clerk.

137/17 **Community Cinema** – to receive an update at next meeting.  
**Action:** ES.

138/17 **Storage of Christmas Lights** – no immediate alternative to Library identified. NT to investigate whether space can be found in Scout Hut.  
**Action:** NT.

#### 139/17 **Planning Committee**

- i. **Membership:** resolved to add NT(2) to the membership of the Planning Committee.
- ii. **11<sup>th</sup> September Meeting:** DT reported that three applications had been considered:
  - a. **21 Main Street:** dormer window to rear, rooflights to front, new windows to first floor side – no objections.
  - b. **175 Main Street:** single storey side extension – no objections.
  - c. **10 Shadwell Park Avenue:** part single storey, part two storey side extension; convert existing integral garage to habitable living space – no objections.
- iii. **229 Main Street** – DP requested that the plans be reviewed as the development does not seem to follow what was agreed by LCC.  
**Action:** Clerk to check with LCC.

#### 140/17 **Finance**

- i. **External Audit of 2016/17 Accounts** – the clerk reported PKF Littlejohn LLP have signed off the 2016/17 accounts. The only issue was a minor amendment to the 2015/16 comparisons on the 2016/17 accounting statement, but, as reported last month, this has not affected the overall financial position.  
**Action:** Clerk to arrange publication on website and parish noticeboard.

- ii. **Grant Applications** – the following applications were considered:
  - a. **Shadwell Cricket Club** - towards the cost of fireworks for the annual village firework display. Resolved to provide a grant of £250.
  - b. **Shadwell United** – towards the cost of practice and match footballs for the new season. Resolved to provide a grant of £250.

#### 141/17 Highways

- i. **Bay Horse Lane/Main Street Junction** – email received from resident considered. Agreed that existing tree canopy should be retained, but that the hedge needs to be kept trimmed. To monitor and to report as required.

#### 142/17 Public Rights of Way

- i. **Parish Paths Partnership** – nothing to report.

#### 143/17 Village Maintenance

- i. **Appointment of New Village Maintenance Contractor/Lengthsman** – the Clerk reported that no responses had been received. Agreed to advertise again in Shadwell News and to circulate adjacent parish councils.  
**Action:** Clerk.
- ii. **Temporary Contractor** – The Clerk reported on the work undertaken by the temporary contractor during August which included, strimming, mowing and cutting hedges.
- iii. **Gate to Dan Quarry** – TV confirmed that now the foliage had been cleared the gate is opening and closing satisfactorily. Reapplication of wood preservative required.  
**Action:** TV.
- iv. **Rock Salt** – NT reported that supplies should be adequate for this winter. No action required.
- v. **Contracts for Snow Clearing** - Clerk to prepare and send out new contracts.  
**Action:** Clerk.

144/17 **Risk Assessment** – DT has completed the assessment for September; no new issues. NT(2) volunteered for October, VV for November.  
**Action:** NT(2) & VV.

145/17 **Neighbourhood Planning** – DP reported that the grant application has apparently been successful. Will update further at the October meeting.

146/17 **Parish Website** – ES to provide update.  
**Action:** ES.

#### 147/17 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Library Committee** – report from DT noted; noted in particular the closure of Library between 18<sup>th</sup> September and 16<sup>th</sup> October for the replacement of the ceiling and installation of new lighting.
- ii. **Shadwell in Bloom** – report from NT noted; SIB meeting arranged for 13<sup>th</sup> September.

148/17 **Parish Council Surgery** – GW reported no attendees at September surgery; agreed to cancel surgery for October as Library will be unavailable.

#### 149/17 Correspondence – noted:

- i. Letter of thanks for grant from 1<sup>st</sup> Shadwell Scouts Group.
- ii. Email from LCC Waste Management regarding “Recycle Me” campaign.
- iii. Letter of thanks from St Paul’s Church for support with the 175<sup>th</sup> Anniversary celebrations.

150/17 **Questions from members of the public** – Resident raised the problem of Himalayan balsam in the Brandon Crescent/Bay Horse Lane area and in Dan Quarry.  
**Action:** Clerk to report to LCC.

151/17 **Items for next agenda** – ELOR, parish website, Recreation Centre, Cinema, Holywell Triangle and Newsletter: publication date and ideas for articles.

152/17 **Urgent items which have arisen since publication of agenda and Councillors' questions:**

- i. NT(2) drew councillors' attention to the Shadwell United Disco to be held in the village hall on Saturday, 14<sup>th</sup> October.
- ii. **Hedge at 47 Main Street** – clerk to write to occupiers.  
Action: Clerk.
- iii. **Building work at site of 229 Main Street** – Clerk requested to check on LCC's criteria for clearance of mud on road and pavements and on building control.

153/17 **Invoices** – Resolved that the following payments should be made:

|     |  |         |                              |
|-----|--|---------|------------------------------|
| 252 | M. S. Woods (reimbursement for postage/travel)       | £11.38  | (LGA 1972 s111)              |
| 252 | M. S. Woods (contribution to clerk's utilities)      | £20.00  | (LGA 1972 s111)              |
| 253 | B. Turner (maintenance of grass verges, etc.)        | £349.40 | (HA 1980 s96)                |
| 254 | Shadwell Recreation Centre (venue hire)              | £15.00  | (LGA 1972 s111)              |
| 255 | L. Dunne (maintenance of footpaths, etc)             | £297.00 | (HA 1980 s96)                |
| 256 | Shadwell Cricket Club (fireworks for annual display) | £250.00 | LG (Misc. Prov.) 1976 s19.3) |
| 257 | Shadwell United (footballs for new season)           | £250.00 | LG (Misc. Prov.) 1976 s19.3) |
| D/D | Yorkshire Water (allotments)                         | £28.22  | (SH&A 1908 s29(2))           |
| S/O | VA-L Trading (payroll)                               | £448.12 | (LGA 1972 s111)              |

**TOTAL**

**£1,669.12**

154/17 **Part Two** – there were no confidential items.

155/17 **The next Parish Council meetings are confirmed as follows:**

Planning Committee – Monday, 9<sup>th</sup> October 2017 at 6.30pm.

Full Council – Monday, 9<sup>th</sup> October 2017 at 7.00pm.

Village Maintenance Committee – Monday, 23<sup>th</sup> October at 7:00pm.

Finance Committee – Monday, 23<sup>rd</sup> October at 7:30pm.

All meetings are held in the Recreation Centre, Holywell Lane and are open to the public.

156/17 **The Chairman closed the meeting at 8:20pm.**

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