

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of the Council held on Monday, 11th December 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) (Apologies)	0113 273 7164

Clerk: Mike Woods 0775 171 8483
Email: clerk@shadwell-parish-council.org
Website: www.shadwell-parish-council.org

In attendance - the Clerk and one member of the public.

The meeting opened at 7:03pm.

226/17 **Apologies for Absence** – apologies received and accepted from ES & GW.

227/17 **Minutes** - The minutes of the meeting of 13th November 2017 were approved and signed by the chairman.

228/17 **Declarations of Interest** – None.

The Chairman suspended the meeting for comments.

229/17 **Concerns raised by resident in attendance:**

- i. **Footpath** – the footpath between Manor Court and Gateland Lane appears to have been ploughed up. Agreed to write to the farmer concerned.
Action: Clerk.
Stiles – the stiles at Manor Court and at the continuation of Ash Hill Lane need repairing. Agreed to seek quotes from Emerald Garden Services for repairs.
Action: Clerk.
Shadwell News – the starting times for parish council meetings published in Shadwell News are sometimes incorrect. Agreed to check with Lesley Beales.
Action: Clerk.

230/17 **Crime Report** - the Police report for November was noted. Six burglaries/attempted burglaries were recorded during the month, one of which also resulted in the theft of three cars and a motorcycle.

The Chairman reconvened the meeting.

231/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – no new potholes were reported during the month.
- ii. **Gulley between Gateland Lane and Minster View (195ii/17)** – No progress on resetting. Still on LCC's long-list of outstanding repairs. Agreed that because this gulley is at a narrow part of Main Street and difficult to avoid, repair is urgent and should be escalated through the ward councillor.
Action: Clerk.

- iii. **Avon Court Parking (195iii/17)** – DT/Clerk reported that consultation letter has been distributed, but that no responses received. Agreed to take no further action unless parking problems reoccur.
- iv. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (195iv/17)** – still awaiting removal.
Action: Clerk to follow up if no progress by next meeting.
- v. **White Lines/Colliers Lane/Main Street and at Ash Hill Drive (195i/17)** No apparent progress.
Action: Clerk to report again.
- vi. **P102 gate and fencing at Ring Road (195vi/17)** – Emerald Garden Services have repaired the fencing but not reinstated the gate. DP to check whether satisfactory.
Action: DP.
- vii. **Condition of trees outside Old Hall overlooking Main Street (195vii/17)** – Tree causing concern identified and reported to LCC Arboricultural Officer.
- viii. **Holywell Triangle Conservation Area (195viii/17)** – no progress expected until after Christmas.
Action: Clerk to monitor and follow up as necessary.
- ix. **229 Main Street (195xi/17)** – Clerk reported that LCC Planning Enforcement have confirmed that there has been no breach of planning conditions.
- x. **Surface water run-off in Gateland Lane (195xii/17)** – Clerk reported that requested repairs are showing as “completed” on LCC’s website, but NT confirmed that nothing has been done.
Action: Clerk to report again.
- xi. **Advertising hoarding outside 225 Main Street (195xiv/17)** – noted that now removed from pavement.
- xii. **Damage to flower bed near junction of Main Street/Bay Horse Lane (195xv/17)** – Clerk confirmed that he had replied to resident and that damaged bollard and safety concerns have been reported to LCC Highways.
- xiii. **Urban Gulls (196/17)** – further email from resident and Clerk’s reply noted. Confirmed that Parish Council does not seek removal of bird-scaring devices provided they are being used responsibly.
- xiv. **Damaged wall next to Barnaby Cottages, Winn Moor Lane (197/17)** – estimate awaited. Agreed to write to managing agents to request that repairs be completed urgently.
Action: Clerk.
- xv. **Fly tipping at Colliers Lane** – Clerk reported that registration number of offending vehicle has been reported but LCC seen reluctant to take action. Clerk to pursue with ENE Locality Team.
Action: Clerk.
- xvi. **Planning Issue at Cricketers Fold (221/17)** – Clerk to do a desktop check of new information received against approved plans and report to Planning Enforcement if appropriate.
Action: Clerk.
- xvii. **Meal for Elderly People (213/17)** – VV reported that the suggestion had been generally well received. It is proposed that the meal would be held at lunchtime in the village hall in either late February or March and it would be open to anyone aged 80 and over (and their partners) who lives within the Parish. Around 50 to 60 people might be expected to attend. Agreed to support in principle. VV to take forward.
Action: VV.

232/17 **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – Deferred to next meeting.
Action: DP/DT.

233/17 **Annual Return: Assertions 7 and 8** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management, internal audit and internal control.

234/17 **Archiving Policy** – policy reviewed; resolved to readopt without amendment.

235/17 **Risk Assessment and Management Arrangements** – assessment undertaken with no changes to categories nor any additions; resolved to readopt without amendment.

236/17 **Newsletter** – confirmed that autumn edition has been distributed. Agreed to recognise the hard work of volunteers who deliver the newsletters by means of a small gift to each. VV to purchase suitable gifts and pass to NT(2) and DT to give out.

Action: VV.

237/17 **Community Relations with Village School** – deferred to next meeting.

238/17 **Neighbourhood Plan**

- i. **Update** – DP/DT reported that the “community walkabout” on 2nd December had been very helpful and that the next Steering Group meeting is planned for the 12th December.
- ii. **Community Assets** – the Clerk outlined options for seeking registration of community assets. Agreed to seek the views of the Steering Group before proceeding.

239/17 **Recreation Centre** – NT(2) reported no progress; planned meeting was cancelled and is still to be rescheduled.

240/17 **East Leeds Orbital Road** – DP summarised notes prepared by Denise Simpson of LCC consultation meeting held on 29th November. Numerous issues still to be clarified. Further meeting to be held in the New Year.

241/17 **Roundhay Free School** – no further progress. Preferred option of making Moor Allerton Primary and Allerton Grange High a through school may be affected by the findings of forthcoming Ofsted inspection report(s).

242/17 **4-Year Plan Working Group** – discussion deferred to next meeting.

243/17 **Parish Website** – No progress; awaiting high-level specification.

Action: ES.

244/17 **Highways**

- i. **LCC Register of Shadwell Community Assets** – list reviewed; one correction to an address, two additions: well at the bus terminus and boundary stone on Main Street. Clerk to feed back to Highways.
Action: Clerk.
- ii. **Highways Meeting 14th November** – Clerk provided a verbal update. LCC officers confirmed large backlogs and limited resources, but indicated that serious defects would be dealt with urgently. No significant maintenance projects planned for Shadwell in 2018/19. Clerk to circulate Planned Maintenance Programme for information.
Action: Clerk.
- iii. **20mph speed limit and parking restrictions** – no apparent progress; Clerk to chase.
Action: Clerk

245/17 **Planning Committee Meeting, 11th December** – DT reported that two planning applications (16 Blind Lane and 10 Shadwell Park Avenue) were discussed – no objections.

246/17 **Finance**

Two Grant applications were considered:

- i. **Shadwell Guide Company** – agreed to provide a grant of £250.00 towards start-up costs.
- ii. **Shadwell Good Companions** – agreed to provide a grant of £250.00 to help defray costs of room rental and organised trips.

247/17 **Public Rights of Way**

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

248/17 Village Maintenance

- i. **Maintenance Contractor** – the new contractor has now taken over and is working alongside SIB volunteers. Work completed in November included strimming and mowing, clearing an overgrown hedge, clearing grass and soil from a footpath and removal of leaves and rubbish from various locations.
- ii. **Contracts for snow clearing** – Insurance documents now provided by one contractor; retention fee requested by the other contractor was queried. Clerk to clarify.
Action: Clerk.
- iii. **Strimming and clearing footpaths** – Clerk confirmed that Emerald Garden Services have completed their normal autumn round.
- iv. **Litter Pickers** – NT to pass on the Parish Council's thanks and appreciation for all the hard work done.
Action: NT.
- v. **Benches on Colliers Lane and the Village Green** – TV reported that they both need repairing and varnishing; to pursue when weather permits.
Action: TV.

249/17 **Risk Assessment** - December assessment completed by VV - no new issues. NT(2) has already volunteered to carry out the assessment in January.

250/17 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Library Committee** – report from DT noted.
- ii. **Shadwell in Bloom** – report from NT noted.

251/17 **Parish Council Surgery** – NT(2) reported no attendees for December. Agreed to cancel surgery in January.

252/17 **Correspondence** – none.

253/17 **Questions from members of the public** – comment in support of registering the Post Office as a Community Asset.

254/17 **Items for next agenda** – Neighbourhood Plan, 4-Year Strategy, parish website, ELOR, community relations with village school and illuminated speed warning sign.

255/17 **Urgent items which have arisen since publication of agenda and councillors' queries** – none.

256/17 **Invoices** – Resolved that the following payments should be made:

273	Dalby's Nurseries Ltd (autumn planting)	£1,128.96	(HA 1980 s96)
274	M. S. Woods (reimbursement for postage/travel)	£16.70	(LGA 1972 s111)
274	M. S Woods (replacement printer cartridge)	£62.35	(LGA 1972 s111)
274	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
275	L. Dunne (agreed village maintenance - autumn tidy-up)	£108.00	(HA 1980 s96)
275	L. Dunne (repairs to fencing at entrance to Path 102)	£290.00	(HA 1980 s96)
276	P. Hallas (maintenance of grass verges, planting, etc)	£225.00	(HA 1980 s96)
276	P. Hallas (reimbursement for fuel for horticultural equip.)	£23.18	(HA 1980 s96)
277	Office Depot (5 reams of A4 printer paper)	£15.97	(LGA 1972 s111)
278	VA-L Trading (payroll additional hours Nov. & Dec)	£262.58	(LGA 1972 s111)
279	Shadwell Recreation Centre (venue hire)	£45.00	(LGA 1972 s111)
280	The Society of Local Council Clerks (annual subscription)	£115.00	(LGA 1972 s111)
281	Parish Magazine Printing (Newsletter)	£127.50	(LGA 1972 s142)
282	Ripon Farm Services (consumables for village maintenance)	£74.34	(HA 1980 s96)
283	Shadwell Good Companions (grant towards hire of rooms, etc)	£250.00	LG (Misc. Prov.) 1976 s19.3)
283	Shadwell Guide Company (Grant towards start-up costs)	£250.00	LG (Misc. Prov.) 1976 s19.3)
S/O	VA-L Trading (payroll)	£448.12	(LGA 1972 s111)
Total		£3,462.70	

257/17 **Part Two** – there were no confidential items.

258/17 **The next Parish Council meetings are confirmed as follows:**

Village Maintenance Committee – Monday, 8th January 2018 at 6.30pm.

Finance Committee - Monday, 8th January 2018 at 7:00pm.

Planning Committee - Monday, 15th January 2018 at 6.30pm.

Full Council – Monday, 15th January 2018 at 7:00pm.

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

259/17 **The Chairman closed the meeting at 8:40pm.**

Signed _____ Dated _____