

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of the Council held on Monday, 13th November 2017 (Subject to Confirmation)

Chairman - Debbie Potter (DP) (Apologies)	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) (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, for parts of the meeting, PCSOs Duffy and Katkowski and Cllr Matthew Robinson.

The meeting opened at 7:00pm.

190/17 **Apologies for Absence** – apologies received and accepted from DP & GW. In the chairman's absence, the deputy chairman, DT, presided.

191/17 **Minutes** - The minutes of the meeting of 9th October 2017 were approved and signed by the deputy chairman.

192/17 **Declarations of Interest** – None.

193/17 **Questions from Members of the Public** – None present.

194/17 **Crime Report** - PCSOs Duffy and Katkowski presented the crime report for October. Only one crime (a domestic burglary on Shadwell Park Close) had been reported during the month, and crime levels within the village generally remain low. However, November & December are peak months for domestic burglaries, and residents need to remain vigilant. Agreed to put a warning on website and Facebook page.

Action: Clerk & ES.

195/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – a pothole at the junction Colliers Lane & Main Street was reported and has now been repaired.
- ii. **Gulley between Gateland Lane and Minster View (162ii/17)** – gulley now cleared. Still no progress on resetting.
Action: Clerk to follow up with LCC.
- iii. **Avon Court Parking (162iii/17)** – consultation letter to be distributed to nearby residents this week.
Action: DT.
- iv. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (162iv/17)** – still awaiting removal by LCC despite repeated requests. To monitor, and if no progress, Clerk to escalate.
Action: Clerk.
- v. **White Lines/Colliers Lane/Main Street (162vi/17) and at Ash Hill Drive (185iv/17)** – still "In progress" on LCC's database.
- vi. **P102 gate and fencing at Ring Road (162vii/17)** – Emerald Garden Services are to repair/reinstate "before the end of this month".

- vii. **Condition of trees outside Old Hall overlooking Main Street (162viii/17)** – LCC have now apparently accepted responsibility. Need to identify exactly which trees are causing concern.
Action: NT to check with SIB volunteers and inform Clerk. Clerk to pass on the LCC.
 - viii. **Holywell Triangle Conservation Area (162x/17)** – response from LCC noted. No progress likely until after Christmas.
Action: Clerk to monitor and pursue as necessary.
 - ix. **Himalayan balsam in the Brandon Crescent/Bay Horse Lane area and in Dan Quarry (162xii/17)** – response from LCC Parks & Countryside Service noted. Highways now dealing with problems on verges but are seeking help from community groups. To monitor and reconsider in spring 2018.
 - x. **Ivy in Ginnel adjacent to Crofton Rise (162vix/17)** – Clerk confirmed that the temporary contractor has cut back the ivy.
 - xi. **229 Main Street (162xv/17)** – members expressed concern about the scale of the development and its closeness to the boundary. LCC have agreed to inspect to ensure construction is in accordance with planning consent. Outcome awaited.
Action: Clerk to monitor and follow up as necessary.
 - xii. **Surface water run-off in Gateland Lane (185i/17)** – Clerk confirmed problem reported to LCC. “In progress” on LCC’s website.
 - xiii. **Dogs running off lead (185ii/17)** – LCC Dog Warden has confirmed that no action can be taken without a specific complaint with full details of the incident.
Action: Chairman to feed back to resident.
 - xiv. **Advertising hoarding outside 225 Main Street (185iii/17)** – Clerk confirmed reported to LCC ENE Locality Team.
 - xv. **Damage to flower bed near junction of Main Street/Bay Horse Lane** – Clerk confirmed that the incident has been reported to the Police. Letter from nearby resident expressing concern about danger from traffic noted. Clerk to reply to letter, to report damaged bollard and to reiterate specific concerns about safety to LCC Highways.
Action: Clerk.
- 196/17 **Urban Gulls** – emails from concerned resident and response from Clerk noted. No members currently aware of a problem with urban gulls either in the village or the surrounding area.
Action: Clerk to convey members views to resident.
- 197/17 **Damaged wall next to Barnaby Cottages, Winn Moor Lane** – concerns expressed about setting a precedent if Parish Council contributed to repair. NT to check condition (see 211/17).
Action: NT
- 198/17 **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
- 199/17 **Annual Return: Assertions 4 to 6** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management, internal audit and internal control.
- 200/17 **Dates for Parish Council meetings 2018-19** – proposed dates agreed without amendment.
Action: Clerk to agree with Recreation Centre team and to publish on website.
- 201/17 **Boundary Commission Consultation on Revised Proposals** – noted; no implications for Shadwell.
- 202/17 **Newsletter** – Clerk reported that preparation complete; now with printers.
- 203/17 **Neighbourhood Plan** – DT reported on recent meeting. Consultant is now reviewing policy document. A community walkabout has been arranged for 2nd December. Target date for the plan to come into effect is April 2019. Clerk requested to explore registration of community assets and to write to the Clinical Commissioning Group regarding the feasibility of a medical centre in the village.
Action: Clerk.

- 204/17 **Recreation Centre** – NT(2) reported no progress; planned meeting was cancelled and is still to be rescheduled.
- 205/17 **East Leeds Orbital Road** – LCC email stating that the city-wide review of housing requirements is unlikely to reduce the number of dwellings planned for the East Leeds Extension noted.
- 206/17 **Roundhay Free School** – noted that latest information from LCC indicates that requirement for addition school places is now to be met by making Moor Allerton Primary and Allerton Grange High a through school. Awaiting outcome of consultation.
- 207/17 **4-Year Plan Working Group** – ES reported that the working group had met recently, and a revised version of the strategy had been prepared (as circulated). Agreed to review and discuss at next meeting.
Action: All.
- 208/17 **Parish Website** – ES to prepare high-level specification. Clerk to look at how best to tender.
Action: ES & Clerk.
- 209/17 **Planning Committee Meeting, 13th November** – DT reported that two planning applications (3 Cricketers View and 22 Blind Lane) were discussed – no objections.
- 210/17 **Finance**
- i. **Finance Committee Meeting 23rd October 2017** – the Clerk reported that the Committee had checked and agreed the bank reconciliation and financial statements for the period ending 30th September 2017 and that there were no issues of concern.
- 211/17 **Public Rights of Way**
- i. **Parish Paths Partnership** – nothing to report. Query whether wall repairs could be funded from PPP funds (see 197/17).
Action: Clerk to check with DP
- 212/17 **Village Maintenance**
- i. **Village Maintenance Committee Meeting 23rd October 2017** – NT reported that the new contractor has begun work on a trial basis. The Committee agreed to recommend to Full Council to purchase a nearly-new self-propelled sweeper/snow plough which could be used to remove leaves and snow from footways. Resolved to proceed with purchase at price agreed.
Action: NT to arrange.
 - ii. **Recognition of voluntary litter-picker** – the hard work by Ray Milburn in regularly collecting litter in the Whinn Moor Lane area was formally recognised.
Action: NT to pass on the Parish Council's thanks for this very valuable contribution to the cleanliness of the village. Clerk to note for next newsletter.
 - iii. **Temporary Contractor** – work completed during October included cutting back ivy, taking down hanging baskets, preparing and planting flowerbeds, induction of new contractor and strimming and mowing the village green and various verges.
 - iv. **Contracts for snow clearing** – Clerk reported that both contractors had been in touch, but final documents still awaited.
 - v. **Strimming and clearing footpaths** – Clerk confirmed that Emerald Garden Services have agreed to do their normal autumn round.
- 213/17 **Meal for elderly people** – agreed not feasible to arrange before Christmas; VV to explore options for the new year.
- 214/17 **Risk Assessment**
- i. November assessment completed by VV; bench on Colliers Lane (nearest Blind Lane) beginning to split. TV to check and repair.
Action: TV.
 - ii. VV to undertake assessment in December, NT(2) in January.

215/17 **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.

216/17 **Parish Council Surgery** – DT reported no attendees for November. NT(2) to conduct surgeries in December & January.

217/17 **Correspondence**

- i. **LCC consultation on Public Space Protection Orders** – email from LCC noted; no response from Parish Council proposed, but to publicise on website.
Action: Clerk

218/17 **Questions from members of the public** - none.

219/17 **Shadwell Traffic Management Scheme Consultation**

- i. Emails from residents and responses from clerk noted.
- ii. Councillor Robinson gave a verbal update of progress since the last meeting: Numerous further responses, mainly from parents of children at the school, means that only the 20mph speed limit is now likely to go ahead, and the other elements of the scheme, including the residents only parking restrictions are unlikely to be implemented.

220/17 **Items for next agenda** – Neighbourhood Plan, 4-Year Strategy, parish website, ELOR and community relations with village school

221/17 **Urgent items which have arisen since publication of agenda and councillors' queries**

- i. **Planning issue at Cricketers Fold** – Clerk to check whether planning permission granted and to report if necessary.
Action: Clerk.

222/17 **Invoices** – Resolved that the following payments should be made:

265	M. S. Woods (reimbursement for postage/travel)	£27.01	(LGA 1972 s111)
265	M. S Woods (wreath for Remembrance Day)	£50.00	LGA (1963 s5)
265	M. S. Woods (USB thumb drive for back ups)	£11.99	(LGA 1972 s111)
265	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
266	B. Turner (maintenance of grass verges, planting, etc.)	£441.00	(HA 1980 s96)
266	B. Turner (reimbursement for fuel for horticultural equip.)	£20.43	(HA 1980 s96)
266	B. Turner (pallet of compost)	£306.00	(HA 1980 s96)
267	Office Depot (pack of 250 A4 envelopes)	£13.46	(LGA 1972 s111)
268	L Beales (preparation of newsletter)	£50.00	(LGA 1972 s142)
269	Bardsey Tree Services (Snowploughing retention fees 2015-16 and 2016-17)	£240.00	(HA 1980 s96)
270	Cheque Cancelled		
271	I. Beasley (Mountfield Manor 95 2-wheel tractor, plus attachments)	£650.00	(LGA 1972 s111)
S/O	Yorkshire Water	£24.81	SH&AA 1908
S/O	VA-L Trading (payroll)	£448.12	(LGA 1972 s111)

Sub Total

£2,302.82

FUNDED FROM NEIGHBOURHOOD FUND GRANT

272 Shadwell Independent Library (Neighbourhood Plan meetings: £25.00 (LGA 1972 s111)

Overall Total

£2,327.82

223/17 **Part Two** – no members of the public or press present; the clerk was excluded by resolution whilst one matter was discussed.

224/17 **The next Parish Council meetings are confirmed as follows:**

Planning Committee – Monday, 11th December 2017 at 6.30pm.

Full Council – Monday, Monday, 11th December 2017 at 7.00pm.

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

225/17 **The Chairman closed the meeting at 9:15pm.**

Signed _____ Dated _____