

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of the Council held on Monday, 12th February 2018 (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) (Present)	0785 028 3529
Nirmal Tulwa (NT2) (Apologies)	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
Website: www.shadwell-parish-council.org

In attendance - the Clerk and, for parts of the meeting, Cllr Matthew Robinson and two members of the public.

The meeting opened at 7:00pm.

290/17 **Apologies for Absence** – apologies received and accepted from NT(2).

291/17 **Minutes** - The minutes of the meeting of 15th January 2018 were approved and signed by the chairman.

292/17 **Declarations of Interest** – None.

The Chairman suspended in the meeting for comments from members of the public.

293/17 **Parking issues Avon Court/Main Street/shops** – concerns regarding parking have once again been raised. Councillors thanked the members of the public for attending and agreed to consider the issue later in the meeting (see 316i/17).

294/17 **Crime Report** - the Police report for January was noted. Five burglaries/attempted burglaries and the robbery of a bicycle from a minor were reported during the month. Councillors also noted that three burglaries/attempted burglaries had been reported in Strickland Avenue during the early part of February. In view of the continuing high number of crimes, agreed to issue warning on Facebook and to invite the Police to the next meeting to provide reassurance.

Action: ES & Clerk. DP to contact PCSO Barratt about the alarming increase in crimes

The Chairman reconvened the meeting.

295/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – Clerk reported that potholes on Hobberley Lane and Winn Moor Lane had been reported to LCC and repaired.
 - ii. **Gulley between Gateland Lane and Minster View (264ii/17)** – already escalated. On LCC's work programme to reset.
 - iii. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (264iii/17)** – still awaiting removal.
 - iv. **White Lines/Colliers Lane/Main Street and at Ash Hill Drive (264iv/17)** – no progress, still On LCC's list to repaint when resources allow.
 - v. **Holywell Triangle Conservation Area (264v/17)** – Clerk reported that relevant LCC officer has been off sick but has indicated that comments on draft will be fed back shortly.
- Action:** Clerk to follow up before next meeting.

- vi. **Surface water run-off in Gateland Lane (264vi/17)** – Email response from LCC Flood Risk Management Officer noted. NT to follow up if no progress.
Action: NT.
 - vii. **Damage to bollard next to flower bed near junction of Main Street/Bay Horse Lane (264vii/17)** – Clerk reported now repaired.
 - viii. **Damaged wall next to Barnaby Cottages, Whinn Moor Lane (264viii/17)** – Clerk reported that a letter had been received from Agents confirming that the wall will be repaired shortly.
Action: Clerk to monitor progress.
 - ix. **Meal for elderly people (264x/17)** – VV reported that the event has been confirmed for 23rd March and will be for Shadwell residents who are 80 or over (and their spouses). The event is being widely publicised in the village and, so far, 15 people have indicated that they want to attend with three people volunteering to help. Cut-off date for confirming attendance has been set at 15th March.
Action: VV to take forward, and all councillors to encourage attendance.
 - x. **Repairs to stiles at Ash Hill Lane (264xiii/17)** – Quote from contractor accepted.
Action: Clerk to arrange for repairs.
 - xi. **Advertising for new councillor** – Clerk outlined the procedure for appointing a new councillor including the requirement to allow time for a group of local electors to formally seek a byelection before any decision regarding co-option could be taken. Agreed to seek expressions of interest through an advert in the next edition of the newsletter, and through the website, noticeboard and Facebook.
Action: Clerk.
- 296/17 **Dementia Friendly Councils** – National Association of Local Councils’ strategic commitment on dementia noted. VV confirmed that Shadwell is already acting as a “dementia-friendly council”. Agreed that Shadwell will formally register as such when the opportunity arises.
Action: VV.
- 297/17 **General Data Protection Regulation** – Clerk reported that the Society of Local Council Clerks (SLCC) is to issue guidance at the end of February. Clerk to raise issue at SLCC local meeting on 20th February 2018 and to check whether LCC are to provide assistance.
Action: Clerk to report back at next meeting.
- 298/17 **Neighbourhood Planning**
- i. **Development of Plan** – DP reported that the next meeting of steering group to be held on 27th February.
 - ii. **Grant** – noted that conditions require monies to be spent by 31st March. DP to ask for consultant’s invoice to be submitted.
Action: DP.
 - iii. **Registering of Community Assets** – draft application for Red Lion passed to steering group for comments. Clerk to draft a similar application for the Post Office.
Action: Clerk
- 299/17 **Recreation Centre** – concern expressed about apparent delay in preparing the deed of appointment for the new trustees. NT to check progress.
Action: NT.
- 300/17 **Community Relations with Village School** – meeting now arranged for 21st February. Agreed DP, ES and possibly NT(2) will accompany Matthew Robinson. Cllr Robinson is to prepare and circulate a loose agenda, which will focus on working together and building relationships.
- 301/17 **East Leeds Orbital Road**
- i. **Feasibility study** - LCC proposals for a feasibility study on possible improvements to Ring Road/Shadwell Lane junction noted.
 - ii. **ELOR Parish Forum** – noted that next meeting is at Scholes on 20th February. Due to diary clashes, DP to ask NT(2) and Denise Simpson to attend.
Action: DP.

302/17 **YLCA Leeds Branch** – noted that next meeting is at Horsforth on 20th February. Agreed that Clerk should attend.

Action: Clerk.

303/17 **Parish Website Refresh** – ES reported on helpful meeting with Amy Shaw and the Clerk. As the website is already in “WordPress” no major rewrite should be necessary. Amy has agreed to provide ad-hoc support to Clerk and to prepare a short paper setting out options for improving the website.

Action: ES and Clerk to take forward.

304/17 **Highways**

- i. **Illuminated Speed Warning Sign(s)** – Clerk reported on various conversations and e-mails with adjacent parishes, the Police and possible suppliers. Next steps will be for councillors to suggest suitable sites and then to meet with LCC Highways to finalise location(s).
Action: Councillors to suggest sites; Clerk to arrange meeting and to explore funding options.
- ii. **20mph speed limit and parking restrictions** – see update from Cllr Robinson in 317i/17, below.
- iii. **LCC Clean Air Survey** – noted; agreed to encourage individual responses through website and Facebook, but to not to submit a Parish Council response. No Parish Council representatives available to attend LCC meeting on 15th February.
Action: ES and Clerk.
- iv. **Adoption of highways by LCC** – noted response from LCC that adoption would need to be self-funded.
Action: Clerk to feed back to resident.
- v. **Faded white lines at Carr Lane junction with Coal Road and Bay Horse Lane** - Clerk confirmed that he had reported matter to LCC as urgent. Noted recent reports of vehicle collisions.
Action: Clerk to escalate.

305/17 **First Bus Services** – Clerk confirmed he has written to First Bus asking for comments on specific missed services and asking what actions are being taken to improve matters. Response awaited. Agreed to post a reminder on Facebook to encourage users to report any further problems. To pursue meeting with First Bus if problems persist.

Action: ES/Clerk.

306/17 **Planning**

- i. **Planning Committee meeting, 12th February** – DT reported that three planning applications were discussed – no objections to applications relating to 3 Hastings Court and 15 Shadwell Park Court, but the committee resolved to object to an application for 1 Manor Court on the grounds that the proposals would result in over-development of the plot and that parking facilities would be inadequate.
- ii. **Community Infrastructure Levy (CIL)** – Clerk reported that the CIL levy for the houses being built on the 229 Main Street site would be £52,271.24. The Parish Council should receive a 15% share i.e. £7,840.68. Councillors to suggest suitable use of these funds.
Action: All.

307/17 **Public Rights of Way**

- i. **Parish Paths Partnership** – nothing to report.
- ii. **Stiles off Old Brandon Lane** – concerns raised by resident about recent repairs noted; alterations to improve access for dog-walkers considered likely to compromise safety of livestock.
Action: Clerk to feed back to resident.

308/17 **Village Maintenance**

- i. **Snow Clearing**
 - a) Clerk reported that only two responses received to letters distributed in Cricketers development.
Action: Clerk to feed back to resident on weight of snowplough used by preferred contractor.
 - b) Premium on hourly-rate proposed by second contractor noted.
- ii. **Village Maintenance Contractor** – NT and the Clerk reported that the contractor had completed 21 hours during January mainly assisting SIB volunteers in tidying, clearing debris and gritting side roads and pavements.

iii. **Ginnels** – request from LCC for list of ginnels noted; DP to prepare.

Action: DP.

iv. **Charges for the disposal of soil, rubble and builders waste** – new charges at LCC waste disposal sites noted.

v. **Grit Bins** – noted that the new arrangements appear to be working satisfactorily.

vi. **Removal of fly-tipping** – noted that LCC Environment Action have requested that they be informed if any fly-tipping is removed by the Parish Council or SIB.

vii. **Fly-tipping on Colliers Lane/Winn Moor Lane bridle path** – Clerk has reported to LCC but not yet removed.

309/17 **Newsletter** – agreed to aim for publication early March. Items suggested: new councillor advert, annual parish meeting, becks restoration project, options for new allotments and considerate disposal of dog waste.

Action: DP and clerk to collate.

310/17 **Risk Assessment** – February assessment completed by DP – no issues, but to clarify some responsibilities at next meeting. DT volunteered for March.

311/17 **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.

312/17 **Parish Council Surgery**

i. matters raised at February surgery were:

a. **Hoarding advertising tree surgeon** - still visible in residential area opposite bus stop.

Action: Clerk to ask LCC Environmental Action for clarification.

b. **Potholes between Main Street and Ash Hill Lane and outside 12 Ash Hill Drive.**

Action: Clerk to report.

c. **Parking on Gateland Lane and on pavement by Library** – agreed to seek views in next edition of the newsletter.

ii. **Next surgery** – GW to conduct surgery in March.

313/17 **Correspondence** – none received.

314/17 **Questions from members of the public** – none present.

315/17 **Items for next agenda** – Red Lion car park, bridle path between Bridle Path Road and Brandon Crescent, Avon Court parking, parish website, ELOR, and illuminated speed warning sign.

316/17 **Urgent items which have arisen since publication of agenda and councillors' queries:**

i. **Avon Court parking** – following on from the concerns raised by residents (see 293/17), agreed that the Parish Council should facilitate a meeting of interested parties at the earliest opportunity to try to resolve the issue.

Action: DP/DT to arrange.

ii. **Discarded bags of dog waste in Holywell Lane play area** – agreed to publicise problem on Facebook and in next newsletter.

Action: ES and Clerk.

iii. **Trees at the side of Library** – agreed that they need trimming/cutting back. Clerk to arrange quote.

Action: Clerk.

iv. **Trees overlooking allotments** – agreed to seek owners' permission to cut back from allotment side.

Action: NT.

v. **Excessive hedge clippings on Gateland Lane** - agreed that Clerk should write to farmer to express concern.

Action: Clerk.

- vi. **Cordless hedge trimmer** – resolved to purchase an additional hedge trimmer for use in the village. Estimated cost £250.
Action: NT to arrange.
- vii. **Litter Pickers** – resolved to authorise purchase of up to 10 new litter pickers (total cost limited to £100).
Action: NT to arrange.

317/17 Update from Cllr Matthew Robinson

- i. **20mph limit on Main Street** – Cllr Robinson reported that Highways officials are seeking to install blanket 20mph limits in communities where schemes are outstanding. Cllr Robinson is opposing this in Shadwell and had a site meeting with Highways today. He now anticipates that the 20mph scheme will be implemented as planned in Shadwell without any further consultation before the financial year end.
- ii. **Yellow line parking restrictions** – Highways are still keen to install these in Manor Court. Cllr Robinson is to write to Manor Court residents to determine preference for single or double yellow lines. Also, to clarify Highways stance on yellow lines on Main Street alongside Parish Church.
- iii. **Faded white lines at Carr Lane junction with Coal Road and Bay Horse Lane** – Cllr Robinson is aware of issue and is also pressing for urgent action (see also 304v/17, above).
- iv. **First Bus** – Cllr Robinson has contacted First Bus separately about the problems with the 7S service (see also 305/17, above). If no improvement will seek meeting with First Bus management.

318/17 Invoices – resolved that the following payments should be made:

292	M. S. Woods (reimbursement for postage and travel)	£20.85	(LGA 1972 s111)
292	M. S Woods (replacement printer cartridge)	£95.63	(LGA 1972 s111)
292	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
293	P. Hallas	£162.00	(HA 1980 s96)
293	J. R. Sheret (newspapers for library)	£60.77	(LGA 1972 s145)
DD	Public Works Loans Board	£1,689.32	(LGA 1972 Schedule 13)
S/O	VA-L Trading (payroll)	£579.41	(LGA 1972 s111)
Total		£2,627.98	

319/17 Part Two – there were no confidential items.

320/17 The next Parish Council meetings are confirmed as follows:

- Planning Committee** - Monday, 12th March 2018 at 6.30pm.
- Full Council (Grants meeting)** – Monday, 12th March 2018 at 7:00pm.
- Planning Committee** - Monday, 9th April 2018 at 6.30pm.
- Full Council** – Monday, 9th April 2018 at 7:00pm.
- Annual Parish Meeting** – Monday, 16th April 2018 at 7:00pm

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

321/17 The Chairman closed the meeting at 9:30pm.

Signed: _____ Dated: _____