

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of the Council held on Monday, 9th April 2018 (Subject to Confirmation)

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Apologies)	0113 273 7393
Denise Trickett (DT) (Present)	0785 028 3529
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	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.

The meeting opened at 7:07pm.

353/17 **Apologies for Absence** – Apologies received and accepted from NT and VV.

354/17 **Minutes** - The minutes of the meeting of 12th March 2018 were approved and signed by the Chairman.

355/17 **Declarations of Interest** – None.

356/17 **Questions from members of the public** – None.

357/17 **Crime Report** - The police report for March was noted. Two residential burglaries and one theft of a bike holder from a garden were recorded during the month

358/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – A large pothole outside 62 Ash Hill Drive had been reported to LCC. In addition, Cllr Robinson has reported several potholes in Manor Court and along Hobberley Lane. Clerk requested to report a pothole outside 12 Ash Hill Drive and to additionally report potholes on Hobberley Lane to support Cllr Robinson.
Action: Clerk.
- ii. **Gulley between Gateland Lane and Minster View (326ii/17)** – No progress, still awaiting repair.
- iii. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (326iii/17)** – Still awaiting removal.
- iv. **White Lines/Colliers Lane/Main Street and at Ash Hill Drive (326iv/17)** – No progress, still On LCC's list to repaint when resources allow.
- v. **Holywell Triangle Conservation Area (326v/17)** – Still waiting feedback on proposals would be provided shortly.
- vi. **Surface water run-off in Gateland Lane (326vi/17)** – Still no clarity on who is responsible for cable ducting. Clerk to contact LCC Highways again.
Action: Clerk.
- vii. **Damaged wall next to Barnaby Cottages, Winn Moor Lane (326vii/17)** – Clerk confirmed that a letter of thanks had been sent to the land agents.
- viii. **Repairs to stile at Ash Hill Lane (326ix/17)** – Clerk reported that the contractor has repaired the stile.
- ix. **Parish Charter (326xi/17)** - Clerk confirmed that Cllr Robinson will be seeking volunteers to help with the review later in the year.
- x. **Defibrillator (332/17)** – Clerk confirmed that the transfer of ownership to the Parish Council had been initiated.

- xi. **Tree Felling on Outer Ring Road (347/17)** – Response to Cllr Robinson from LCC City Development noted; agreed to contact LCC Parks and Countryside to clarify timescales for replanting.
Action: Clerk.
 - xii. **Ditch to the south side of Shadwell Lane between Shadwell Park Avenue and Temperance Cottage** – Clerk confirmed that flooding had been reported to LCC and that a case officer is investigating.
- 359/17 **Meal for Elderly People 23rd March 2018** – DP reported that 42 people attended the event and that it had been very well received, with a number of expressions of appreciation. Agreed that the event should be repeated next year. Clerk to write to the volunteers who helped prepare and serve the meal to thank them for their contribution.
Action: Clerk.
- 360/17 **Asset Register** – Agreed to add noticeboard at the Library and bench at Colliers Lane. Clerk to check CCTV camera near bottle bank in Red Lion car park.
Action: Clerk.
- 361/17 **General Data Protection Regulation** – Clerk booked to attend YLCA course in Ilkley on 1st May.
Action: Clerk.
- 362/17 **Shadwell Primary School**
- i. **Flowerbeds** – DP to check on progress with NT.
Action: DP/NT.
 - ii. **School crossing patrol** – Response to advert for volunteer not known. Queried whether PTA could fund a paid position. Agreed to query with school at APM on 16th April.
Action: ES/DP
 - iii. **Annual Parish Meeting** – Clerk confirmed that Paul Menham had agreed to attend and speak at the meeting on behalf of the school governors.
 - iv. **Newsletters** – DP to check with VV that she delivered the copies of the newsletter to school.
Action: DP/VV.
- 363/17 **Annual Parish Meeting** – Agenda, speakers and practical arrangements agreed. NT(2) to arrange drinks, NT to provide wine glasses. DP to check with Jeremy Thompson regarding brief presentation on progress with Neighbourhood Plan. ES to supply report for Supper Club. Clerk to print reports received.
Action: DP/ES/NT/NT(2) and Clerk.
- 364/17 **Neighbourhood Planning**
- i. **Development of Plan** – DP reported that the consultation session held on 7th April was well attended and that the issues were explained clearly. The next step will be pre-submission consultation.
 - ii. **Grant** – Clerk reported that total spend against the grant was £5,458, leaving a surplus of £92 unspent. Clerk to complete grant return in consultation with Jeremy Thompson. Deadline for completion is 14th April 2018.
Action: Clerk.
 - iii. **Community Right to Bid** – Landlord of Red Lion and sub-postmaster have raised no objections. Clerk still to complete application for the Post Office.
Action: Clerk.
- 365/17 **Recreation Centre** – GW/NT(2) reported that new trustees have now been appointed. NT is to arrange a meeting with Cllr Robinson to explore grant funding to improve the building.
Action: NT.
- 366/17 **Parish Website Refresh** – Clerk reported that Amy Shaw is developing new structure and that removal of redundant material will start shortly. Need to ensure integration with social media platforms emphasised.
Action: Clerk.

- 367/17 **East Leeds Orbital Road** – noted that detailed planning documents are now available to view in the Library.
- 368/17 **Moor Allerton Hall Primary School** – consultation exercise noted; agreed no Parish Council response necessary.
- 369/17 **Highways**
- i. **Illuminated Speed Warning Sign(s)** – Clerk to chase Nick Borrás from LCC Highways regarding a site visit.
Action: Clerk.
 - ii. **20mph speed limit and parking restrictions** – no apparent progress.
Action: Clerk to chase LCC Highways.
- 370/17 **Public Rights of Way**
- i. **Parish Paths Partnership** – nothing to report.
- 371/17 **Planning Committee**
- DT reported that two applications had been considered by the Committee earlier in the evening:
- i. **43 Main Street** – Double garage with first floor above – agreed no objections.
 - ii. **269 Main Street** – Single storey side/rear extension, raised roof ridge and chimney stack to create new first floor with dormer windows to front/rear and first floor window to side – agreed to object on the grounds that the development would be out of character with the row of bungalows, would affect the privacy and access to light for nearby properties and would set an unwelcome precedent for future planning applications.
- 372/17 **Village Maintenance**
- i. **Village Maintenance Contractor** – Clerk reported that the contractor had completed 16 hours during March which included snow-clearing, gritting, checking grit bins, tidying verges, trimming grass and litter picking.
 - ii. **Ginnels** – Confirmed that list has been forwarded to LCC Environment Action.
 - iii. **Grit Bins** – No immediate action required – to review in the summer.
 - iv. **Bridle path from Bridle Path Road to Brandon Crescent** – Harewood Parish Council investigating.
Action: Clerk to monitor progress.
 - v. **Trees overhanging the allotments** – Trees have now been cut back by a resident.
 - vi. **11 Shadwell Park Court** – Clerk reported that he and NT had visited the site. Beech hedge is high but does not impede access to the adjacent footpath and the trees do not overhang adjacent properties.
Action: Clerk to check planning conditions and feed back to resident.
 - vii. **Red Lion Lost Garden** – Agreed to discuss with landlord and to consider options for reinstatement in consultation with SIB.
Action: DP/DT.
- 373/17 **Risk Assessment** – April assessment completed by NT(2) – minor problems with coronation bench and bench in Colliers Lane to be dealt with by TV when weather improves. DT to conduct assessment in May, NT(2) in June.
- 374/17 **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Independent Library, Arts Centre and Café** – Report from DT noted.
- 375/17 **Parish Council Surgery** – April surgery combined with Neighbourhood Planning consultation session; GW to conduct surgeries in May and June.
- 376/17 **Correspondence**
- i. **Campaign for the Protection of Rural England** – Joint meeting with Wetherby Civic Society on 17th May to discuss inappropriate development on greenbelt and green field land noted. Councillors asked to volunteer to attend.

- ii. **Concerns regarding equipment in Holywell Lane play area** – Agreed to contact the Playground Committee in the first instance and then refer to LCC.
Action: Clerk.
- iii. **Land for allotments** – Agreed to refer suggestion to Village Maintenance Committee for consideration.
- iv. **Noise from ice-cream van** – Concerns of resident noted, but information limited, and Parish Council has no powers to intervene.
Action: Clerk to feed back to resident.

377/17 **Questions from members of the public** – None present.

378/17 **Items for next agenda** – Main Street parking, 20mph limit and parking restrictions, ELOR, raising profile of Parish Council and illuminated speed warning signs.

379/17 **Urgent items which have arisen since publication of agenda and councillors' queries:**

- i. **Signage at new carpet shop** – Agreed to check planning conditions with LCC.
Action: Clerk.
- ii. **Stiles near Old Brandon Lane** – TV reported that stiles are difficult to negotiate. Agreed to check standards for stiles with LCC.
Action: Clerk.
- iii. **St Paul's Churchyard** – Noted that some memorials are collapsing and that some gravestones have been laid down.
Action: NT(2) to discuss options with Rev. Young.

380/17 **Invoices** – resolved that the following payments should be made:

Shadwell Parish Council

303	Shadwell Village Hall (Grant to Cinema Club agreed 12/03/18)	£250.00	(LG (Misc. Prov.) Act 1976 s19.3)
305	V. Venkatesh (reimbursement for cost of over 80's meal)	£250.74	(LGA 1972 s145)
307	M. S. Woods (reimbursement for postage)	£4.82	(LGA 1972 s111)
307	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
308	P. Hallas (village maintenance)	£188.00	(HA 1980 s96)
309	John R Sheret (Newspapers for Library)	£50.05	(LGA 1972 s145)
310	Ripon Farm Services (equipment for village maintenance)	£427.84	(HA 1980 s96)
311	Yorkshire Local Councils Associations (annual subscription)	£544.00	(LGA 1972 s143)
312	Shadwell Recreation Centre (Room rental Feb 18)	£15.00	(LGA 1972 s111)
313	Parish Magazine Printing	£134.00	(LGA 1972 s142)
314	Yorkshire Local Councils Associations (GDPR Course 1st May)	£45.00	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£579.41	(LGA 1972 s111)

Total £2,513.86

Funded from Neighbourhood Planning Grant

304	Peter Baker Associates (consultancy fees)	£2,700.00
306	Shadwell Independent Library (Room hire NP meetings)	£50.00
315	S Dobson (NP website maintenance)	£148.00

Total £2,898.00

381/17 **Part Two** – No members of the public present; two items were discussed.

382/17 The next Parish Council meetings are confirmed as follows:

Annual Parish Meeting – Monday, 16th April 2018 at 7:00pm.

Village Maintenance Committee – Monday, 30th April 2018 at 6:30pm.

Finance Committee – Monday 30th April 2018 at 7:00pm.

Planning Committee - Monday, 14th May 2018 at 6.30pm.

Full Council – Monday, 14th May 2018 at 7:00pm.

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

383/17 The Chairman closed the meeting at 9:10pm.

Signed: _____ Dated: _____