

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 12th November 2018 (Subject to confirmation)

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
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
David Ford (DF) (Present)	0776 050 8890

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, two members of the public and ward councillor Matthew Robinson.

The Chairman opened the meeting at 7:00pm.

207/18 **Apologies for Absence** – apologies received and accepted from NT2.

208/18 **Minutes** - the minutes of the Parish Council meeting held on October 2018 were approved and signed by Chairman.

209/18 **Declarations of Interest** - none.

The Vice-Chairman suspended the meeting at 7:02pm

210/18 **Questions from members of the public**

- i. **Holywell Lane Playground** – Concerns were raised about the lack of progress by LCC in preparing plans and estimates for updating the dated equipment despite repeated requests by the playground committee. Agreed to support the committee's efforts by writing to the Parks and Countryside section.
Action: Clerk.
- ii. **Sign at western entry to the village** – sign appears to have deteriorated. Agreed to ask village maintenance contractor to check condition and report back.
Action: NT.
- iii. **Update from Cllr Robinson** – Cllr Robinson provided brief updates on the 20mph zone, path 102, the speed indicator devices, the Local Centres Programme and ELOR. Details are included at appropriate points in the minutes below.

211/18 **Crime Report** – the Police report for October was noted; four crimes were recorded in the village during the month. There were two residential burglaries, on both occasions cars keys were taken and used to steal vehicles from driveways. There was one unsuccessful attempt to remove a motorcycle, and the Parish Council's hut on Main Street was broken into and several items of rechargeable garden equipment, batteries and a charger were taken.

The Vice-Chairman reconvened the meeting at 7:25pm.

212/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – no new potholes were reported during the month.

- ii. **Car Thefts and cannabis farms** – the Clerk confirmed that warnings have been placed on the website.
- iii. **Ginnel adjacent to the Tennis Club** – letters have been sent to the residents who were not contacted in person by SIB volunteers. No adverse comments received. SIB to cut back overgrowth at the earliest opportunity.
Action: NT to coordinate.
- iv. **Stiles between Manor Court and Gateland Lane** – TV reported that farmer is reluctant to carry out repairs to the stiles crossing his land; Clerk to contact LCC to seek enforcement action.
Action: Clerk.
- v. **Discarded plastic dog waste bags, Holywell Lane/Bridle Path Road junction** – agreed to ask village maintenance contractor to install a notice board at the site so that “no-fouling” stickers can be displayed.
Action: NT.
- vi. **Holywell Lane Playground** – tidying, including cleaning of surfaces to be undertaken by SIB volunteers on 13th November.
Action: NT to coordinate.

213/18 Items Awaiting Action from Leeds City Council

- i. **Gullies** - blocked gullies in the ginnel next to 60 Ash Hill Drive still awaiting action by LCC. Resident has also reported the problem separately.
- ii. **Resetting gulley between Gateland Lane and Minister View** – still awaiting action.
- iii. **Railings on Main Street Holywell Lane/Back Holywell Lane** – no progress; still on LCC’s list to do.
- iv. **Surface water run-off in Gateland Lane** – no progress; Clerk to pursue with LCC again.
Action: Clerk.
- v. **Missing street nameplates at Blind Lane and Gateland Lane** – Still no progress; Clerk to chase.
Action: Clerk

214/18 Main Street parking issues

- i. **Double yellow lines** – email received from LCC Highways: proposals are included in a Harewood ward traffic regulation order (TRO) which is “progressing”. Clerk to check when TRO is likely to be implemented.
Action: Clerk.
- ii. **Diagonal parking bays outside shops** – LCC Highways have confirmed that Main Street is not wide enough to allow diagonal bays to be installed.

215/18 **Insurance Claim** – the Clerk confirmed that claim for losses from recent burglary has been submitted to our insurers. Clerk to monitor progress. Thanks to Howard Wilkinson and Peter Hallas for their efforts in checking items stolen and in making the premises secure. NT to research costs for installing an audible alarm.
Action: Clerk/NT.

216/18 **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – held over to next meeting.
Action: DT/ES.

217/18 **Annual Return: Assertions 4 to 6** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

218/18 **Proposed meeting dates 2019-20** – dates agreed; Clerk to book Recreation Centre and update website.
Action: Clerk.

219/19 **Register of Interests** – updated guidance from LCC noted.

220/18 **Holywell Triangle Conservation Area review** – review is progressing; nothing new to report.

- 221/18 **Recreation Centre redevelopment** – still no progress on convening a meeting. Agreed that Clerk should write to trustees.
Action: Clerk.
- 222/18 **Assets of Community Value** – Noted that the Red Lion and the Post Office/Village Store have now been added to LCC’s list of Assets of Community Value. The properties will remain on the list for five years, after which re-registration will be required.
Action: Clerk to note for September 2023.
- 223/18 **Neighbourhood Planning** – DP reported that the open day on 20th October was very successful and that pre-submission consultation has now closed. All responses have been collated and will be examined by the steering group over the next few weeks.
- 224/18 **Local Centres Programme** – ES reported that our proposals have been received very positively by LCC. The next steps will be to supply the full programme of proposed works to LCC and to complete a formal expression of interest so that the proposals can be scored against the Local Centres Programme criteria.
Action: ES to progress.
- 225/18 **“There, but not there” World War I commemoration** – DP and DF reported that the event had been very successful with over 100 attendees and over £1,100 being raised for the “There, but not there” charities. Councillors thanked DF for his hard work in organising the event.
Action: DF & Clerk to feedback to “There, but not there” campaign.
- 226/18 **Parish Website** –ES reported that she is liaising with contractor and that website refresh should be completed shortly.
Action: ES.
- 227/18 **East Leeds Orbital Road** – LCC and contractors are now gearing up for Stage 2 and the next forum meeting is expected to be scheduled for before Christmas. Assurances have been given that the trees felled along the ring road will be replaced by 4,000 new trees, of varying sizes.
- 228/18 **Highways**
- i. **Illuminated Speed Warning Signs** – Clerk confirmed that the locations had been finalised and that an order had been placed with LCC Highways. One sign will be provided through the LCC Wellbeing Fund, the other will be funded by the Parish Council.
Action: Clerk to monitor progress.
 - ii. **20mph speed limit** – Cllr Robinson has met with LCC’s Highways chief officer, and the Parish Council’s objections to a blanket approach has been clearly conveyed. Similar objections have been voiced elsewhere and it now appears that there will be a further round of consultation by LCC before the scheme is implemented.
- 229/18 **Planning Committee** –DT reported on the meeting held earlier in the evening:
- i. The Committee agreed that two or three committee members would meet with an applicant who has mobility issues to discuss her application before the next meeting on 10th December.
 - ii. Two planning applications were considered by the Committee:
 - a. **6 Shadwell Park Drive** – part single storey, part two storey side and rear extension and demolition of garage – no objection.
 - b. **11 Manor Court** – remove single storey side extension; construction of two storey side extension and basement rooms under; Juliet balconies to first floor rear, single storey front extension with canopy - no objection.
- 230/18 **Finance** – DP reported on the Finance Committee meeting held on 23rd October: The bank reconciliation for September 2018 and the financial statements for the quarter ending 30th September 2018 were

checked and agreed. The totals on one line of the budget summary were corrected, but otherwise there were no issues.

231/18 Village Maintenance

- i. **Village Maintenance** – the Clerk reported that the contractor completed 32.75 hours during October which included preparing flower beds for replanting, delivery of compost and plants to volunteers, planting beds taking rubbish to the waste disposal facility.
- ii. **Stiles near the stream on the path between Old Brandon Lane and Bridle Path Road** – still awaiting repair by contractor.
- iii. **Crofton Terrace** – email from resident concerned about potholes and overhanging trees noted. As road is unadopted, agreed to write to residents reminding them of their responsibilities regarding maintenance.
- iv. **Winter grit** – Clerk confirmed that the grit had been delivered and that email had been sent to suppliers complaining about how the bags had been left.
- v. **Grit Bin outside Post Office** – Clerk confirmed that an order had been placed for a 3.5 cu. ft. bin. Delivery is expected next week.
- vi. **Snow Clearing for 2018/19 season** – Contractor has responded; agreed to accept quoted hourly rate.
Action: Clerk to confirm with contractor.
- vii. **Christmas lights at library** – DP confirmed that volunteers have agreed to put up the lights towards the end of November. Agreed that new or replacement lights may be purchased if necessary.
- viii. **Christmas trees** – the owners of the house on the corner of Hastings Drive have agreed to allow a tree to be sited in their garden over the festive period. NT to arrange for installation.
Action: NT.

232/18 Allotments

- i. **Additional Provision** – Clerk still to seek advice from YLCA on legal implications of using part of a domestic garden.
Action: Clerk.
- ii. **Sign to discourage unauthorised access** – quote not yet received; DP and Clerk to chase.
Action: DP/Clerk.

233/18 Footpaths

- i. **Application for the path adjacent to Wainscott Cottage, Winn Moor Lane to be added to the definitive list of public rights of way** – Clerk reported that consultant has confirmed that the path will not be directly affected by ELOR and that she is now contacting remaining residents who put their names to the original application to take things forward. Clerk to monitor progress.
Action: Clerk.
- ii. **Parish Paths Partnership** – nothing to report.
- iii. **Path 102** – Cllr Robinson reported that LCC Highways are considering our request to install a crossing at the Ring Road.

234/18 **Risk Assessment** – November assessment completed by DP – various benches need repairing or staining. TV to deal with as weather allows. The former SRA noticeboard at the shops is starting to fail and replacement will need to be considered. The treatment for the Library noticeboard has been found. Agreed that the village maintenance contractor should be asked to deal with this. Agreed that NT will arrange for redundant fence next to Library to be removed.
Action: TV/Clerk/NT.

235/18 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Independent Library, Arts Centre and Café** – Report from DT noted.
- ii. **Shadwell in Bloom** – Report from NT noted.

236/18 **Parish Council Surgery** – GW reported that one resident attended and raised concerns about proposed 20mph limit and parking on Main Street outside the shops.

Action: Clerk to respond to resident.

237/18 **Correspondence**

i. **Shadwell Baby and Toddler Group** – email of thanks for recent grant payment noted.

ii. **ONE Forum meeting, 22nd November** – DF or ES to attend, depending on availability.

Action: DF/ES.

238/18 **Questions from members of the public** - none

239/18 **Items for next agenda** –ELOR, Holywell Triangle, Recreation Centre, illuminated speed warning signs, rainwater runoff at Gateland Lane and next newsletter.

240/18 **Urgent items which have arisen since publication of agenda and councillors' queries:**

i. **Digital inclusion** – VV reported that a digital inclusion course for elderly people is being scheduled for February 2019.

241/18 **Invoices** – Resolved that the following payments should be made:

Shadwell Parish Council

372	M. S. Woods (reimbursement for postage)	£32.31	(LGA 1972 s111)
372	M. S. Woods (reimbursement for grit bin)	£80.39	HA 1980 s96)
372	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
373	H. Wilkinson (replacement padlocks to secure hut)	£104.67	(HA 1980 s96)
374	P. Hallas (village maintenance October)	£327.50	(HA 1980 s96)
374	P. Hallas (grease for equipment)	£7.70	(HA 1980 s96)
375	Ripon Farm Services (village maintenance supplies)	£5.81	(HA 1980 s96)
376	Office Depot (printer paper)	£19.42	(LGA 1972 s111)
377	Holme Dodsworth (Rocksalt) Ltd	£183.00	(HA 1980 s96)
380	N. Taylor (hasps, staples and keys - break in)	£37.56	(HA 1980 s96)
S/O	VA-L Trading (payroll)	£627.51	(LGA 1972 s111)

Total

£1,450.87

Funded from Neighbourhood Planning Grant

378	Shadwell Independent Library Ltd (room rental)	£25.00
379	S Dobson (website maintenance)	£140.00

Total

£165.00

242/18 **Part Two** – One item was discussed.

243/18 **The next Parish Council meetings are confirmed as follows:**

Planning Committee – Monday, 10th December at 6:30pm.

Full Council – Monday, 10th December at 7:00pm.

Village Maintenance Committee – Monday, 7th January at 6:30pm.

Finance Committee (Precept meeting) – Monday 7th January at 7:00pm.

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

244/18 **The Chairman closed the meeting at 9:10pm.**

Signed: _____ Dated: _____