

# SHADWELL PARISH COUNCIL

## ***Draft Minutes of the Council Meeting held on Monday, 10<sup>th</sup> December 2018 (Subject to confirmation)***

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
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) (Apologies)	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](mailto:clerk@shadwell-parish-council.org)  
Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

In attendance - the Clerk.

*The Chairman opened the meeting at 7:05pm.*

245/18 **Apologies for Absence** – apologies received and accepted from ES and VV.

246/18 **Minutes** - the minutes of the Parish Council meeting held on 12<sup>th</sup> November 2018 were approved and signed by Chairman.

247/18 **Declarations of Interest** – GW declared an interest in regard to the Good Companions grant application (268i/18, below) and took no part in the discussion and vote on that item.

248/18 **Questions from members of the public** – none.

249/18 **Crime Report** – the Police report for November was noted; three crimes were recorded in the village during the month. A dumper truck was taken from a building site and there were two residential burglaries: one sneak-in burglary when the residents were in the garden, and one where an external lock-box was broken to gain entry.

250/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – no new potholes were reported during the month.
- ii. **Holywell Lane Playground** – the Clerk confirmed that LCC Parks and Countryside have been asked to update the play equipment. Clerk to monitor progress.  
**Action:** Clerk.
- iii. **Ginnel adjacent to the Tennis Club** – NT reported that SIB volunteers were planning to cut back overhanging bushes and undergrowth on 11<sup>th</sup> December.  
**Action:** NT to coordinate.
- iv. **Stiles between Manor Court and Gateland Lane** – Clerk reported that LCC Parks and Countryside have contacted the owner of the land to request that the stiles are repaired. Clerk to monitor progress.  
**Action:** Clerk.
- v. **Discarded plastic dog waste bags, Holywell Lane/Bridle Path Road junction** – NT to ask maintenance contractor to install a notice board at the site so that “no-fouling” stickers can be displayed.  
**Action:** NT.

**251/18 Items Awaiting Action from Leeds City Council**

- i. **Gulley in ginnel adjacent to 60 Ash Hill Drive** – no update available. Clerk to check whether cleared.  
**Action:** Clerk.
- ii. **Resetting gulley between Gateland Lane and Minister View** – still awaiting action by LCC.
- 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 despite further request by resident; agreed to write to LCC and copy in ward councillor Matthew Robinson.  
**Action:** Clerk.
- v. **Missing street nameplates at Blind Lane and Gateland Lane** – Still no progress; Clerk to chase again.  
**Action:** Clerk

**252/18 Main Street parking issues**

- i. **Double yellow lines** – no progress; still awaiting Traffic Regulation Order for Harewood ward.
- ii. **Parking outside shops** – Clerk confirmed that responses had been sent to concerned residents.

**253/18 Insurance Claim** – Clerk confirmed that interim payment had been received. NT reported that CCTV camera had been reinstalled and that only items outstanding to claim were for replacement locks, hasps, etc. NT to liaise with Scouts regarding an additional alarm system for hut and to arrange for installation.  
**Action:** Clerk/NT.

**254/18 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.

**255/18 Annual Return: Assertions 7 and 8** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

**256/18 Archiving Policy** – Clerk to update and incorporate references to the new General Data Protection Regulation. To reconsider at next meeting.

**Action:** Clerk.

**257/18 Risk Assessment and Management Arrangements** – reviewed and agreed with amendments; Clerk to update.

**Action:** Clerk

**258/18 Holywell Triangle Conservation Area** – agreed that the Clerk will attend a meeting with LCC Conservation Officer on 13<sup>th</sup> December to discuss next steps.

**Action:** Clerk.

**259/18 Recreation Centre** – Clerk confirmed that a letter has been sent to the trustees requesting that they meet to progress redevelopment plans. Agreed that there is no need for further parish council involvement at this stage.

**260/18 Neighbourhood Planning**

- i. **Updating draft plan** - DP reported that the draft plan is currently being revised to take account of consultation responses in preparation for submission to the independent examiner.
- ii. **Request for meeting** - request considered; agreed that it would not be appropriate to meet at this stage because there will be a further opportunity to make representations before the formal examination begins.

**Action:** Clerk to reply.

**261/18 Local Centres Programme** – to receive update from ES at next meeting.

**Action:** ES.

- 262/18 **Newsletter** - agreed that next edition should be published in early in the new year. Topics to include: warnings about sneak-in burglaries and cannabis farms (Clerk), Tour de Yorkshire (Clerk), installation of speed warning signs (Clerk), upcoming elections (Clerk), update on Local Centres Programme (ES), ELOR (DP) and Friends of Shadwell in Bloom (NT).  
**Action:** DP and Clerk to collate articles.
- 263/18 **“There, but not there” World War I commemoration** – DF reported that the required feedback had been provided to the Armed Forces Covenant Fund.
- 264/18 **Parish Website** – Clerk to check for any progress with ES.  
**Action:** Clerk.
- 265/18 **East Leeds Orbital Road**
- i. **Open evening 18<sup>th</sup> December 2018** – noted; councillors and residents encouraged to attend.
  - ii. **Air quality monitoring** – monitoring undertaken in Barwick and Scholes noted; Clerk to explore whether similar monitoring would be helpful in Shadwell.  
**Action:** Clerk.
- 266/18 **Highways**
- i. **Illuminated Speed Warning Signs** – LCC have ordered signs; delivery and installation expected after Christmas.  
**Action:** Clerk to monitor progress.
  - ii. **20mph speed limit** – Nothing to report.
- 267/18 **Planning committee** - DT reported on the meeting held earlier in the evening. Four planning applications were considered by the committee:
- i. **Charville, Hobberley Lane** – detached dwelling to garden - Members believe it is their duty to protect the green belt, oppose development in the green belt and are concerned about setting a precedent in the green belt if this development goes ahead. However, members have every sympathy with the applicants and fully understand the very exceptional circumstances of this application. The Parish Council defers this decision to Leeds City Council’s Planning Service.
  - ii. **Oakfield House** – retrospective application for a 1 to 2-metre-high fence – agreed to object on the grounds that the fence encroaches on the already narrow pavement and adversely affects sight lines for vehicles exiting adjacent properties.
  - iii. **15 Church Farm Garth** – single storey rear extension – no objection.
  - iv. **464 Shadwell Lane** – outline application for dwelling house to garden – agreed to object on the grounds that the site is too constricted, and the proposed dwelling would be too close to the neighbouring house.
- 268/18 **Finance**
- i. **Grant application for Good Companions** – grant of £250.00 approved.
- 269/18 **Village Maintenance**
- i. **Village Maintenance** – the Clerk reported that the contractor completed 15 hours during November which included watering flower beds, collecting plant waste, clearing leaves, assisting with cleaning the all-weather surface at playground, repairs to shed and taking rubbish to the waste disposal facility.
  - ii. **Replacement equipment** – resolved that NT be authorised to order gardening equipment costing up to £1,500 (excl. of VAT) to replace items lost in recent burglary.
  - iii. **Sign at western entry to village** – NT to ask contractor to assess condition and make recommendations for renovation/repair.  
**Action:** NT
  - iv. **Stiles near the stream on the path between Old Brandon Lane and Bridle Path Road** – Clerk to check whether repairs have been completed.

**Action:** Clerk.

- v. **Crofton Terrace** – repairs appear to have been made to road surface. NT to check on overhanging trees.  
**Action:** NT.
- vi. **Grit bin outside Post Office** – NT reported that SIB volunteers plan to put bin in place on 11<sup>th</sup> December.
- vii. **Snow Clearing for 2018/19 season** – Clerk to confirm contact arrangements and pass to DP.  
**Action:** Clerk.
- viii. **Christmas lights and Christmas Tree** – thanks were recorded to Ben Turner and Mark Savage for putting up the excellent display of lights outside the library. Christmas tree in the garden near village green is now in place. NT to arrange for lights to be installed shortly.  
**Action:** NT.

#### 270/18 Allotments

- i. **Additional Provision** – Clerk reported that there are no particular legal issues with using part of a garden for allotments, providing a proper contract is drawn up.  
**Action:** NT and VV to continue discussions.
- ii. **Sign to discourage unauthorised access** – DP to collect sign from supplier later in week and pass to NT to arrange to attach to fence.  
**Action:** DP/NT.

#### 271/18 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** – Consultant has now contacted remaining residents. Clerk to monitor progress.  
**Action:** Clerk.
- ii. **Parish Paths Partnership** – nothing to report.

272/18 **Risk Assessment** – December assessment completed by DF – one new issue: condition of sign at western entrance of village (see 269iii/18, above). NT reported that redundant fence next to Library would be difficult to remove. Agreed to leave in place.

#### 273/18 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report from DT noted.
- ii. **Shadwell in Bloom** – nothing to report.

274/18 **Parish Council Surgery** – GW reported that there were no attendees at December surgery. GW volunteered for January.  
**Action:** GW.

#### 275/18 Correspondence

- i. **Bridle way at Red Hall** – noted letter from LCC Parks and Countryside regarding possible designation as a definitive bridleway. Agreed to support.  
**Action:** Clerk to respond to LCC.

276/18 **Questions from members of the public** – none.

277/18 **Items for next agenda** – ELOR, Holywell Triangle, illuminated speed warning signs and newsletter.

#### 278/18 Urgent items which have arisen since publication of agenda and councillors' queries:

- i. **Potholes on Ash Hill Drive** – Clerk requested to report to LCC.  
**Action:** Clerk.

279/18 **Invoices** – Resolved that the following payments should be made:

**Shadwell Parish Council**

381	M. S. Woods (reimbursement for postage & stationery)	£11.18	(LGA 1972 s111)
381	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
382	P. Hallas (village maintenance November)	£150.00	(HA 1980 s96)
382	P. Hallas (christmas lights and items for shed repair)	£71.34	(LGA 1972 s144 & s111)
383	D Potter (gifts for volunteers delivering newsletters)	£34.50	(LGA 1972 s142 )
384	SLCC (Clerk's annual subscription)	£122.00	(LGA 1972 s111)
385	M Savage (new Christmas lights for outside Library)	£138.94	(LGA 1972 s144)
386	B Turner Landscapes Ltd (putting up Christmas lights)	£100.00	(LGA 1972 s144)
387	J R Sheret (newspapers for Library)	£86.50	(LGA 1972 s145)
388	Leeds City Council (cont.towards speed warning signs)	£3,190.00	(HA 1980 s274A)
S/O	VA-L Trading (payroll)	£627.51	(LGA 1972 s111)
<b>Total</b>		<b><u>£4,556.97</u></b>	

280/18 **Part Two** – No items.

281/18 **The next Parish Council meetings are confirmed as follows:**

**Village Maintenance Committee** – Monday, 7<sup>th</sup> January at 6:30pm.

**Finance Committee (Precept meeting)** – Monday 7<sup>th</sup> January at 7:00pm.

**Planning Committee** – Monday, 14<sup>th</sup> January at 6:30pm.

**Full Council** – Monday, 14<sup>th</sup> January at 7:00pm.

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

282/18 **The Chairman closed the meeting at 9:05pm.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_