

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 14th January 2019 (Subject to confirmation)

Debbie Potter (DP) (Chairman) (Apologies)	0113 265 7575
Denise Trickett (DT) (Deputy) (Present)	0785 028 3529
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
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
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 part of the meeting, PCSO Sue Broadwell.

The Deputy Chair opened the meeting at 7:05pm.

283/18 **Apologies for Absence** – apologies received and accepted from DP and GW.

284/18 **Minutes** - the minutes of the Parish Council meeting held on 10th December 2018 were approved and signed by the Deputy Chair.

285/18 **Declarations of Interest** – None.

286/18 **Questions from members of the public** – none.

287/18 **Crime Report** – PCSO Broadwell reported that two crimes were recorded in the village during December: the theft of a wrought iron table and four chairs from a garden on Gateland Drive and an early-evening burglary through a patio door at a property on Holywell Lane.

288/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – the Clerk confirmed that potholes at various locations on Hobberley Lane and at the junction where Ash Hill Drive splits were reported to LCC Highways during the month.
- ii. **Ginnel adjacent to the Tennis Club** – NT reported that the overhanging bushes and undergrowth have now been cut back.
- iii. **Stiles between Manor Court and Gateland Lane** – Clerk to check whether repairs have been completed.
Action: Clerk.
- iv. **Discarded plastic dog waste bags, Holywell Lane/Bridle Path Road junction** – NT confirmed that suitable signs have been ordered and that he will arrange for noticeboard(s) to be put in place once signs are ready.
Action: NT.

289/18 **Items Awaiting Action from Leeds City Council**

- i. **Gulley in ginnel adjacent to 60 Ash Hill Drive** – no further problems reported. Clerk to check current situation.
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** – Clerk confirmed that the issue has been reported again by the Parish Council and by a resident. If no progress, to request ward councillor Matthew Robinson to escalate.
Action: Clerk.
- v. **Missing street nameplates at Blind Lane and Gateland Lane** – Reported again; Clerk to monitor progress.
Action: Clerk.

290/18 **Main Street parking issues**

- i. **Double yellow lines** – no progress; still awaiting Traffic Regulation Order for Harewood ward.
- ii. **Parking at Stocks Hill** – concerns raised by resident noted. Councillors to look at the feasibility of installing “residents parking only” signs or similar.
Action: DT/ES.

291/18 **Insurance Claim** – the Clerk confirmed that the final claim for replacement locks, hasps, etc. had been submitted to the insurers. NT confirmed that a new alarm system has been installed in the storage hut. Agreed payment of £100 to system installer.
Action: Clerk to arrange.

292/18 **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – agreed with minor amendments after clarification that the roles of “proper officer” and “responsible financial officer” as set out in the document are undertaken by the Clerk.
Action: Clerk to update and upload onto website.

293/18 **Archiving Policy** – agreed as amended.
Action: Clerk to upload to website.

294/18 **First Bus Services** – meeting this morning noted; Clerk to check outcome(s) with ward councillor Sam Firth.
Action: Clerk.

295/18 **Outer North East Parish and Town Council Forum** – NT2 to attend next meeting on 24th January in Wetherby Town Hall.
Action: NT2.

296/18 **Tour de Yorkshire 2019** – the Clerk reported that this year’s Tour is scheduled to pass through Shadwell on 3rd May. Options to mark the event were discussed. DF to contact village organisations and local businesses. DT to discuss with Library and Arts Centre committee. To pass any ideas to DF and to consider in more detail at next meeting.
Action: All

297/18 **Holywell Triangle Conservation Area** – the Clerk reported on his meeting with LCC’s Senior Conservation Officer (SCO) on 13th December. The Conservation Area Appraisal and Management Plan is now ready for formal consultation, but the SCO confirmed that LCC do not have the resources to support the consultation and it is for the Parish Council as “owner” of the plan to organise. Agreed that Clerk will draw up an action plan to discuss at next meeting.
Action: Clerk.

298/18 **Neighbourhood Planning** – meeting arranged for later in January.

- 299/18 **Local Centres Programme** – ES reported that the meeting planned for 7th January is to be rearranged because LCC's lead officer is currently indisposed.
Action: ES.
- 300/18 **Newsletter** – Deferred to next meeting.
- 301/18 **Parish Website** – No progress. ES to explore options with other potential service suppliers.
Action: ES.
- 302/18 **East Leeds Orbital Road** – ES confirmed that air quality monitoring is continuing at two sites in village. Nothing else to report.
- 303/18 **Highways**
- i. **Illuminated Speed Warning Signs** – Clerk confirmed that signs have been installed and are operational. Location of the sign at the western side of the village has been queried by residents. Agreed to monitor for effectiveness and reconsider at April meeting.
 - ii. **20mph speed limit** – Still awaiting revised proposals from LCC Highways. Clerk to follow up.
Action: Clerk.
- 304/18 **Planning committee** - DT reported on the meeting held earlier in the evening. Six planning applications were considered by the committee:
- i. **23 Ash Hill Gardens** - single storey side extension and single storey front extension – no objection.
 - ii. **25 Ash Hill Gardens** - two storey front extension; two storey part single storey side/rear extension; part conversion of integral garage to utility room/storage – agreed to object to on the grounds that the extension would overdevelop the site and that it would adversely affect the privacy and right to light of immediate neighbours. Agreed to also ask officers to carefully consider these issues and suggest alterations to the application so that a compromise can be achieved that is acceptable to both the applicants and the neighbours who have raised objections.
 - iii. **3 Ash Hill Lane** - alterations to previous approval of carport to form garage – agreed to make no objection to the application, but to ask that officers take account of the comments made by the immediate neighbours.
 - iv. **2 Ash Hill Lane** - two storey rear extension – agreed to make no objection to the application in principle, but to ask that officers take account of the objection by a nearby resident regarding a possible loss of privacy.
 - v. **2 Shadwell Park Gardens** - porch to front – no objection.
- 305/18 **Finance**
- i. **Finance Committee meeting 7th January 2019** – NT2 reported that the bank reconciliation for November 2018 and the financial statements for the quarter ending 31st December 2018 were checked and agreed. The Q3 budget summary was examined and minor overspends noted; otherwise no issues.
 - ii. **2019-20 Budget** – the recommendations of the Finance Committee were accepted; resolved to set a precept of £37,874 for 2019-20, an increase of 3.0% in cash terms over 2018-19, and equivalent to a council tax band D charge of £38.99. The Deputy Chairman and the Clerk signed the precept return.
Action: Clerk to send return to LCC.
 - iii. **Transfer of funds** – resolved to transfer £5,000 from the building society deposit account to the bank current account to cover fourth quarter payments.
Action: Clerk.
- 306/18 **Village Maintenance**
- i. **Village Maintenance Committee meeting, 7th January** – NT reported that equipment to the value of £1,469.17 (excl. VAT) had been purchased to replace the items stolen from the shed in October. The committee recommended the purchase of a battery-powered garden blower to complete the equipment requirements. Resolved to purchase blower at a cost of £187.50 (excl. VAT).
Action: NT to place order with suppliers.

- ii. **Village Maintenance in December** - the Clerk reported that the contractor completed 14.5 hours during the month which included repairs to the shed door, assisting with the transport, erection and decoration of the village Christmas tree, placing and filling the new grit bin, removing leaves from footpaths, tidying the shed area, collecting plant waste and taking rubbish to the waste disposal facility.
- iii. **Village sign** – the Clerk confirmed that Leeds City Council have been asked to repair or replace the sign at the western entrance to the village.
- iv. **Stiles near the stream on the path between Old Brandon Lane and Bridle Path Road** – the Clerk confirmed that repairs have been completed.
- v. **Crofton Terrace** – agreed no further action required.
- vi. **Snow Clearing for 2018/19 season** – the Clerk to confirmed that contact arrangements for the new contractor have been passed to DP.
- vii. **Abandoned lorry on land adjacent to Winn Moor Lane** – service to allow tracing of registered keeper noted. Agreed to try to contact landlord in first instance.
Action: ES.

307/18 Allotments

- i. **Additional Provision** – agreed not to pursue the proposal to use part of garden any further at this time.
- ii. **Sign to discourage unauthorised access** – NT to collect sign from supplier and to arrange installation at a suitable point on the fence.
Action: NT.

308/18 Footpaths

- i. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – no update yet; Clerk to monitor progress.
Action: Clerk.
- ii. **Parish Paths Partnership** – nothing to report.

309/18 **Risk Assessment** – January assessment completed by VV – no new issues; ES to conduct risk assessment in February.

310/18 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.

311/18 **Parish Council Surgery** – DT reported that there were no attendees at the January surgery. GW to attend February surgery if available.
Action: GW.

312/18 Correspondence

- i. **Benefice of Moor Allerton and Shadwell Team Ministry** – noted letter confirming that new scheme came into effect on 1st January 2019.

313/18 **Questions from members of the public** – none.

314/18 **Items for next agenda** – Tour de Yorkshire, newsletter, meal for older people, ipad/tablet training, annual meeting and Holywell Triangle.

315/18 Urgent items which have arisen since publication of agenda and councillors' queries:

- i. **Ditch to the west of Temperance Cottage** – needs clearing again; NT to arrange with village maintenance contractor.
Action: NT.

316/18 **Invoices** – Resolved that the following payments should be made:

390	M. S. Woods (reimbursement for postage & travel)	£16.16	(LGA 1972 s111)
390	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
391	P. Hallas (village maintenance December)	£145.00	(HA 1980 s96)
392	Shadwell Good Companions (grant agreed 10/12/18)	£250.00	(LGA 1972 s145)
393	Ripon Farm Services (replacement equipment)	£1,763.00	(HA 1980 s96)
394	Mrs L Moore (internal audit 2018)	£30.00	(A & A Regs 2015)
395	N Taylor (Christmas tree)	£50.00	(LGA 1972 s144)
396	L. Dunne (repairs to stiles)	£90.00	(HA 1980 s96)
397	H. Wilkinson (components for alarm system for shed)	£178.62	(LGA 1972 s111)
398	T. Wilkinson (installation of alarm system)	£100.00	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£627.51	(LGA 1972 s111)
Total		£3,275.29	

317/18 **Part Two** – No items.

318/18 **The next Parish Council meetings are confirmed as follows:**

Planning Committee – Monday, 11th February at 6:30pm.

Full Council – Monday, 11th February at 7:00pm.

Planning Committee – Monday, 11th March at 6:30pm.

Full Council – Monday, 11th March at 7:00pm

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

319/18 **The Deputy Chairman closed the meeting at 8:40pm.**

Signed: _____ Dated: _____