

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 11th February 2019 (Subject to confirmation)

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Deputy) (Present)	0785 028 3529
Emma Stapleton (ES) (Apologies)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
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
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In attendance - the Clerk, and, for parts of the meeting, ward councillor Matthew Robinson and one resident.

The Chairman opened the meeting at 7:00pm.

320/18 **Apologies for Absence** – apologies received and accepted from ES and VV.

321/18 **Minutes** - the minutes of the Parish Council meeting held on 14th January 2019 were approved and signed by the Chairman.

322/18 **Declarations of Interest** – None.

The Chairman suspended the meeting at 7:03pm.

323/18 **Questions from members of the public** – queries were raised regarding the proposed 20mph limit, parking near the school and the merits of installing a flashing school warning sign.

324/18 **Ward councillor's update** – Cllr Robinson responded to the resident's queries and provided updates as follows:

- i. **20mph speed limit** – Highways officers are still favouring a blanket approach and another round of consultation is expected to be launched in the next couple of months.
- ii. **Parking issues** – LCC's proposals for double yellow lines are still awaiting implementation. At least one other nearby parish is still waiting.
- iii. **Safety issues near school** – a number of options have been considered previously, but the narrow road and pavements limit what can be done. Installation of flashing warning signs may be feasible, but LCC budgets are severely constrained. MR/Clerk to raise with LCC Highways officers.
Action: Clerk
- iv. **Highway resurfacing** - resurfacing of Manor Court by LCC is planned before the end of the current financial year. Similar work on Ash Hill Drive is being scheduled for 2019-20.
- v. **Site Allocation Plan (SAP)** – LCC are consulting on the main modifications to the SAP on behalf of the independent planning inspectors. The consultation closes on 4th March 2019.
- vi. **Alwoodley Gates junction** – LCC are about to consult on modifications including the construction of a park-and-ride site opposite the Grammar School entrance.

325/18 **Crime Report** – one crime was recorded in the village during January: theft from a horsebox on Main Street. PCSO Barratt has also reported that there have been two incidents of windows being deliberately broken. Residents are also warned about a silver Jaguar car with a “59” number plate and a white van being used to collect scrap metal, both of which are suspected of being used in recent crimes in the area.

The Chairman reconvened the meeting at 7:25pm.

326/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – no new potholes were reported to LCC Highways during the month.
- ii. **Stiles between Manor Court and Gateland Lane** – Clerk to check again whether repairs have been completed, and to pursue with LCC if not.
Action: Clerk.
- iii. **Discarded plastic dog waste bags, Holywell Lane/Bridle Path Road junction** – NT confirmed that signs have been collected and will be put up in the next couple of weeks
Action: NT to arrange.
- iv. **Damaged Shadwell sign at the western entrance to the village** – LCC have agreed to draw up and manufacture a replacement sign.
Action: Clerk to monitor progress.
- v. **Water leaks at Holywell Lane/Bridle Path Road junction** – DT confirmed that repairs to one leak have been completed and Yorkshire Water have indicated that second leak will be repaired this week.

327/18 **Items Awaiting Action from Leeds City Council**

- i. **Gulley in ginnel adjacent to 60 Ash Hill Drive** – no further problems reported.
- ii. **Surface water run-off in Gateland Lane** – issue has been raised again by Cllr Robinson, the Clerk and the homeowner. LCC have agreed to undertake remedial action.
Action: Clerk to monitor progress.
- iii. **Missing street nameplates at Blind Lane and Gateland Lane** – No progress despite being reported again.
Action: Clerk to pursue with LCC Highways.

328/18 **Main Street parking issues**

- i. **Double yellow lines** – see minute 324/18, above.
- ii. **Parking at Stocks Hill** – roadway in front of the cottages is “unadopted” and is believed to be owned by the Elizabeth Hastings Trust. Agreed to write to Trust requesting repairs to roadway and the installation of “residents parking” or “no access” signs.
Action: Clerk.

329/18 **Annual review of Code of Conduct** - resolved to readopt without amendment.

330/18 **Annual review of Equal Opportunities Policy** – resolved to readopt without amendment.

331/18 **First Bus Services** – minutes of 14th January meeting between ward members and First Bus noted. First Bus’s analysis shows that overall punctuality of the 7S service improved for Nov 18 to Jan 19, compared to the equivalent period in the previous year. Service is currently being reviewed for timetable changes on 19th May. Clerk to continue to report problems direct to First Bus.
Action: Clerk.

332/18 **Outer North East Parish and Town Council Forum** – NT2’s feedback on 24th January meeting noted. Items discussed included LCC’s Site Allocation Plan (see 324v/18, above), widespread problems with discarded doggy bags and concerns regarding levels of crime. Residents are encouraged to telephone 101 to report non-urgent crimes but to avoid posting CCTV footage or other evidence on social media sites as this can hamper police evidence gathering.

- 333/18 **Tour de Yorkshire 2019** – DF reported that he was in the process of contacting village organisations and local businesses. A number of bicycles have been donated to decorate the route. The big screen at the village hall is to be used to televise the event, and the village school and the Library and Arts Centre have agreed to take part. The YCA have been asked to provide bunting. DF to host a planning meeting for interested parties on 28th February. Clerk to ask Scholes Parish Council for advice and supplier details.
Action: DF & Clerk.
- 334/18 **Holywell Triangle Conservation Area Consultation** – action plan agreed in principle, with proposed evening consultation session during w/c 3rd April. Clerk to forward plan to Jeremy Thompson and Robert Dyson for comments and to check with LCC conservation team for availability to take part in the consultation session.
Action: Clerk.
- 335/18 **Neighbourhood Planning** – consultant still working on responses. Meeting to be arranged shortly.
- 336/18 **Annual Parish Meeting 15th April** – agreed to approach Balfour Beatty to provide a speaker on ELOR and to ask the Police to provide crime prevention advice. Agenda also to include proposals for the Tour de Yorkshire and an update on local issues from Cllr Matthew Robinson. Clerk to send out invitations.
Action: Clerk.
- 337/18 **Meal for older people 22nd March** - preparations continuing, but more helpers needed to serve meals; VV to ask whether the village school would allow the school choir to perform.
Action: VV.
- 338/18 **Tablet/smartphone familiarisation for older people** – first session has been arranged for 20th March at 11:00am in the Library.
- 339/18 **Local Centres Programme** – No update available; but LCC are still planning to take forward this financial year.
Action: ES.
- 340/18 **Newsletter** – Agreed to include features on bus complaints, neighbourhood watch, ELOR, brown bin collections, grit bins, Leeds Fest and the Local Centres Programme. The front cover will advertise the APM.
Action: DP and Clerk to co-ordinate
- 341/18 **Parish Website** – No progress. Clerk to check with ES, then approach potential service suppliers.
Action: Clerk.
- 342/18 **East Leeds Orbital Road** – January newsletter noted.
- 343/18 **Highways**
- i. **20mph speed limit** – No progress; awaiting LCC consultation (see minute 324i/18, above).
 - ii. **Illuminated Speed Warning Signs** – email comments from resident regarding costs noted; Clerk to reply.
Action: Clerk.
- 344/18 **Planning committee** - DT reported on the meeting held earlier in the evening. The committee noted the progress report on key case enforcement in Harewood ward and confirmed that two committee members and the Clerk had been booked on YLCA planning seminars in March/April. Two planning applications were considered:
- i. **Oakfield House, Roundhay Park Lane** - Felling of a one sycamore and one beech tree currently subject to a Tree Preservation Order – no objection but requested that both trees should be replaced with new planting.

- ii. **25 Ash Hill Gardens** – the committee endorsed a further objection on grounds that the removal of the previously proposed stone facing to the right elevation and replacement by white render would result in the dwelling being even more out of character with the surrounding properties, the street and the estate.

345/18 Finance

- i. **2019-20 Council Tax Base** – noted that LCC have confirmed the tax base as 971.4 band D equivalent properties (an increase of 0.5 compared to 2018/19).
- ii. **2019-20 Precept** – noted that the precept is due to be formally agreed by LCC on 27th February.

346/18 Village Maintenance

- i. **Village Maintenance in January**- the Clerk reported that the contractor completed 18.75 hours during the month which included preparing the snow blower and sweeper, spreading rock-salt, clearing overgrown branches, making safe a fallen branch, clearing nettles, putting up signs, grass cutting, collecting plant waste and assisting with its removal to the waste disposal facility in Seacroft.
- ii. **New equipment** – NT reported that a cordless blower had been purchased as agreed at the January meeting. One of the rechargeable batteries has been exchanged for one with a greater capacity.
- iii. **Crofton Terrace** – NT confirmed that waste sack left by SIB volunteers has now been removed; no further action required.
- iv. **Inappropriate use of rock-salt** – in response to email from resident agreed that Clerk should reply confirming that the rock-salt in roadside grit bins is provided for use on public roads and pavements only and should NOT be used by residents to clear their own drives and pathways. NT to arrange for suitable signs to be affixed to grit bins.
- v. **Abandoned lorry on land adjacent to Winn Moor Lane** – attempts to contact landlord continuing.
Action: NT2.

347/18 Allotments

- i. **Sign to discourage unauthorised access** – NT confirmed that the sign has now been put in place; email of thanks from allotment holder noted.

348/18 Footpaths

- i. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – nothing to report; Clerk to monitor progress.
Action: Clerk.
- ii. **Parish Paths Partnership** – nothing to report.

349/18 Risk Assessment – ES to complete February assessment in the next few days; DF and NT2 volunteered for March and April respectively.

350/18 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.

351/18 Parish Council Surgery – no attendees at the February surgery. GW to conduct March surgery.
Action: GW.

352/18 Correspondence

- i. **Sewer Problems** – email from resident regarding unpleasant odours noted, but issue is not within the Parish Council's remit – to advise resident to contact Yorkshire Water.
Action: Clerk.
- ii. **Leeds Site Allocation Plan** – new round of consultation by LCC noted (see minute 324v/18, above).
- iii. **Recreation Centre** – request for volunteer to lead redevelopment project noted. NT to approach possible candidate(s).

353/18 **Questions from members of the public** – none.

354/18 **Items for next agenda** – Tour de Yorkshire, newsletter, meal for older people, ELOR, annual parish meeting and Holywell Triangle.

355/18 **Urgent items which have arisen since publication of agenda and councillors' queries:**

- i. **Problems with Holywell Lane Park** – email from resident noted; Clerk to contact appropriate officers at LCC Parks & Countryside.

Action: Clerk.

366/18 **Invoices** – Resolved that the following payments should be made:

399	M. S. Woods (reimbursement for postage & travel)	£44.00	(LGA 1972 s111)
399	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
400	P. Hallas (village maintenance January)	£187.50	(HA 1980 s96)
401	Ripon Farm Services (horticultural equipment)	£294.47	(HA 1980 s96)
402	Colour Display Ltd	£81.60	(RTRA 1984 s72)
S/O	VA-L Trading (payroll)	£627.51	(LGA 1972 s111)

Total

£1,260.08

367/18 **Part Two** – No items.

368/18 **The next Parish Council meetings are confirmed as follows:**

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

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

Planning Committee – Monday, 8th April at 6:30pm.

Full Council – Monday, 8th April at 7:00pm.

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

369/18 **The Chairman closed the meeting at 9:05pm.**

Signed: _____ Dated: _____