

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 13th May 2019 (Subject to confirmation)

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	0785 028 3529
Emma Stapleton (ES) (Apologies)	0789 438 6860
Norman Taylor (NT) (Apologies)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Present)	0788 873 4464
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 part of the meeting, LCC ward councillor Sam Firth.

- 1/19 **Election of Chairman** – resolved to appoint Debbie Potter as Chairman for the coming year.
- 2/19 **Declarations of acceptance of office and notifications of disclosable pecuniary interests (DPIs)** – declarations of interest were signed by councillors present and countersigned by the Clerk. DPIs were passed to the Clerk for forwarding to Leeds City Council.
- 3/19 **Chairman’s declaration of acceptance of office** - signed by DP and countersigned by the Clerk.

The chairman opened the meeting at 7:04pm.

- 4/19 **Apologies for Absence** – apologies received and accepted from ES and NT.
- 5/18 **Election of Vice Chairman** – resolved to appoint Denise Trickett as Vice Chairman for the coming year.
- 6/19 **Appointments to Committees, Sub-Committees and Working Groups** – resolved to make the following appointments:
 - i. Finance Committee: DP, GW, VV, NT and NT2.
 - ii. Planning Committee: DT, NT2, DF and ES with M. Wilford as community representative.
 - iii. Village Maintenance Committee: DP, NT, DF and NT2.
 - iv. Four-Year Plan Working Group: DP, DT, ES and VV.
 - v. Newsletter Working Group: DP, Lesley Beales and the Clerk.
- 7/19 **Representatives to Outside Bodies** – resolved to make the following appointments:
 - i. Town and Parish Council NE Forum – DP.
 - ii. YLCA – the Clerk.
 - iii. Library Committee – DP.
 - iv. ELOR Forum – Denise Simpson on behalf of the Parish Council.
 - v. Neighbourhood Planning Steering Group – DP and DT.
- 8/19 **Minutes** - the minutes of the Parish Council meeting held on 8th April 2019 were approved and signed by the Chairman.

9/19 **Declarations of Interest** – none.

The Chairman suspended the meeting at 7:12pm.

10/19 **Questions from members of the public** – none.

11/19 **Crime Report** – the crime report for April was noted. Two crimes were reported during the month: the daylight theft of roof tiles from a property undergoing renovation on Winn Moor Lane and an attempted burglary at a property on Shadwell Park Court.

12/19 **Ward councillor's update** – Cllr Firth provided updates as follows:

- i. **Main Street parking** – LCC Highways intend to include two short-stay parking spaces immediately outside the shops in their next traffic regulation order for Harewood Ward. Subject to consultation, the parking spaces should be installed before the end of the year. Further consultation on possible changes to junctions may be issued by Highways in the coming months, but no details are yet available.
- ii. **20mph Limit** – no apparent progress; LCC lead member lost his seat at the recent election which may delay matters.
- iii. **Proposal to install flashing warning lights near school** – Cllr Firth to check progress with colleagues.
- iv. **Bus services** – New timetable comes into force on 19th May; next meeting with First Bus to be arranged in early June.

The Chairman thanked Cllr Firth for attending and reconvened the meeting at 7:25pm.

13/19 **Current items outstanding including the Clerk's report**

- i. **Potholes** - potholes at various points on Hobberley Lane have been reported to LCC.
- ii. **Path 102** – the Clerk confirmed that a contractor had been requested to cut back brambles that are encroaching onto the path.

Action: DP to check

14/19 **Items awaiting action by Leeds City Council**

- i. **Surface water run-off in Gateland Lane** – residents have had some work done, but underlying problem with highway still remains.

Action: Clerk, homeowner and Cllr Robinson still pursuing with LCC Highways.

- ii. **Missing street nameplate at Blind Lane and Gateland Lane** – still not replaced.

Action: Clerk pursuing with LCC Highways.

- iii. **Village sign at western entrance to village** – LCC have agreed to replace, but no progress as yet.

Action: Clerk to follow up.

15/19 **Parish council vacancy** – Clerk to check procedure and to arrange advert.

Action: Clerk

16/19 **Asset register** – register revised to include recently installed speed warning devices. Updated version agreed.

17/19 **Revised bus timetable** – changes to 7S service that are being introduced from 19th May noted; to monitor impact and to discuss any emerging issues with First Bus at June liaison meeting.

18/19 **Supporting Local Businesses**

- i. **Village shops** – recent concerns expressed on social media noted; NT to follow up options with Scouts, NT2 to seek a meeting with owner of Post Office and village store, Clerk to respond to email from resident with an outline of actions already taken and those still being pursued by the Parish Council.

Action: NT, NT2 & the Clerk.

- ii. **Local Centres Programme** – email from LCC asset management officer noted; Clerk to contact ES to discuss how best to take forward.

Action: Clerk and ES.

- 19/19 **Holywell Triangle Conservation Area** - LCC have confirmed that local consultation can proceed. Clerk to update consultation timetable, draft letter for hand-delivery and arrange date for evening consultation meeting in the Recreation Centre. Consultation expected to begin before the end of May and run for five weeks.
Action: Clerk.
- 20/19 **Neighbourhood Plan** – DP reported that the plan is ready to go to Submission and Consultation, pending outcome of the Holywell Triangle Conservation Area consultation.
- 21/19 **Four Year Plan** - DP to arrange a working-group meeting.
Action: DP.
- 22/19 **Tour de Yorkshire Friday, 3rd May** – councillors agreed that it was a very successful event with a great atmosphere and a high degree of community involvement. DF to arrange for disposal of decorative bikes; bunting to be removed urgently where becoming detached, otherwise removed by SIB volunteers when hanging baskets put up. DF requested to contact Tour de Yorkshire organisers to ask for the Tour to visit the village again.
Action: DF.
- 23/19 **Parish website refresh** – quotes from three contractors noted; agreed to accept quote from local contractor because that appeared to offer the best balance of quality, price and accessibility.
Action: Clerk to inform unsuccessful bidders and take forward with successful contractor.
- 24/19 **East Leeds Orbital Road** – nothing new to report.
- 25/19 **Highways**
- i. **20mph speed limit** – no apparent progress, see 12ii/19, above.
 - ii. **Flashing warning lights outside school** – nothing to report, see 12iii/19, above.
- 26/19 **Planning committee** – DT reported on the meeting held earlier in the evening:
- i. **Quorate committees** – YLCA have advised that planning applications considered by the committee should also be listed on the full council agenda, so that if the committee is inquorate, they can still be considered the same evening.
Action: Clerk to implement for June meeting
 - ii. **Building work opposite 130/132 Main Street** – concerns of resident that planning conditions are not been adhered to noted; resolved to write to LCC planning enforcement team to reiterate resident’s concerns.
Action: Clerk
 - iii. **New planning** application – 15 Old Brandon Lane – porch to side, extension to form dormer window at other side, bi-folding doors and glass balustrade to rear to form balcony and reconfiguration of doors – no objection.
- 27/19 **Finance**
- i. **Finance committee meeting 29th April** – draft minutes noted.
 - ii. **2018/19 Outturn** – the outturn against budget was considered; surplus of £10,135.51 and balance carried forward of £41,315.57 noted.
 - iii. **Annual Governance and Accountability Return 2018/19** – the items listed in section 1 of the return were considered. Resolved that the Parish Council considers that the system of internal control in place is sound, and that appropriate arrangements for the preparation of accounting statements are in place. Section 1 was signed by the Chairman and Clerk.
 - iv. **Internal Audit** – Noted that the internal audit was completed on 30th April and that the auditor has agreed that all relevant internal control objectives were achieved during the year.

- v. **Annual Accounting Statements (Section 2)** – Resolved to formally approve the Annual Accounting Statements for 2018/19. Section 2 was signed by the Clerk as Responsible Financial Officer and the Chairman.
- vi. **Insurance** – annual renewal documents noted. Agreed to renew without any amendments.
- vii. **Recommendation from Finance Committee** - grant of £250 to Tennis Club for repairs/equipment – agreed.
- viii. **Annual grant to support Shadwell Library, Arts Centre and Café** – £3,000 agreed.

28/19 Village Maintenance

- i. **Village Maintenance in April** - the Clerk reported that the contractor completed 21¼ hours during the month which included cutting grass, cutting back hedges, weeding, trimming and shaping trees and bushes, planting out flower beds and collecting and removing waste to tip.
- ii. **Abandoned lorry on land adjacent to Winn Moor Lane** – noted that lorry has now been removed.

29/19 Footpaths

- i. **Creation of a public right of way between Path 102 and Path 245** – agreed to pursue; Clerk to write to relevant team(s) in LCC.
Action: Clerk
- ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – nothing to report; Clerk to check progress with consultant acting for LCC.
Action: Clerk.
- iii. **Parish Paths Partnership** – nothing to report.

30/19 Risk Assessment

- i. **Issues identified** – NT2 reported the following:
 - a. Overgrown shrubs are limiting access to one the benches on Colliers Lane.
Action: Clerk to request SIB to cut back
 - b. Part of the wall adjacent to the Library needs repairing and the History Society information sign is unstable.
Action: Clerk to ask village maintenance contractor to look at and advise.
- ii. **June Assessment** - DF.

31/19 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** – NT to report at next meeting.

32/19 **Parish Council Surgery** – DP reported that one person attended the May surgery; GW volunteered for June and July.

33/19 **Correspondence** – DP reported that MAE Care had requested copies of minutes. Clerk to advise that they are available to view and download on our website.
Action: Clerk.

34/19 **Questions from members of the public** – none.

35/19 **Items for next agenda** – updating four-year plan, parish website, ELOR, Local Centres programme, parish councillor vacancy and Holywell triangle conservation area.

36/19 **Urgent items which have arisen since publication of agenda and councillors' queries** - none.

37/19 **Invoices** – Resolved that the following payments should be made:

Shadwell Parish Council

415	VA-L Trading (payroll) Paid 15th April	£20.61	(LGA 1972 s111)
416	Colour Display Ltd (Sign for allotments) Paid 15th April	£60.00	(SM&A Act 1908)
417	Parish Magazine Printing (Newsletter) Paid 15th April	£154.50	(LGA 1972 s142)
418	V. Venkatesh (Foods for over 80's meal) Paid 15th April	£32.94	(LGA 1972 s145)
419	M. S. Woods (reimbursement for postage, travel & stationery)	£121.71	(LGA 1972 s111)
419	M. S. Woods (reimbursement for Office 365 subs.)	£113.76	(LGA 1972 s111)
419	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
420	P. Hallas (village maintenance April 19)	£217.50	(HA 1980 s96)
421	B Turner Landscapes Ltd (putting up bunting for Tour de Yorkshire)	£120.00	(HA 1980 s96)
422	Yorkshire Local Councils Associations (training courses)	£345.00	(LGA 1972 s175)
423	Shadwell Yorkshire Countrywomen's Association (bunting materials)	£159.40	(LGA 1972 s145)
424	Came & Company (insurance)	£593.52	(LGA 1972 s111)
425	Shadwell Tennis Club (Grant)	£250.00	(LG (MP)A 1976 s19)
427	Shadwell Recreation Centre (room hire)	£30.00	(LGA 1972 s111)
428	Shadwell Independent Library Ltd (Annual grant)	£3,000.00	(LGA 1972 s145)
429	P. Hallas (putting up bunting for Tour de Yorkshire)	£40.00	(LGA 1972 s145)
S/O	VA-L Trading (payroll)	£648.12	(LGA 1972 s111)
Total		<u>£5,932.06</u>	

Neighbourhood Plan

426	Shadwell Independent Library Ltd	£25.00	(Localism Act 2011)
-----	----------------------------------	--------	---------------------

38/19 **Part Two** – No items.

39/19 **The next Parish Council meetings are confirmed as follows:**

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

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

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

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

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

40/18 **The Chairman closed the meeting at 9:05pm.**

Signed: _____ Dated: _____