

## SHADWELL PARISH COUNCIL

### **Draft Minutes of the Council Meeting of the Council held on Monday 9<sup>th</sup> May 2016 (subject to confirmation)**

Chairman – Debbie Potter (DP) (Present)	01132657575
Keith Pickford (KP) (Present)	0113273701
Juliet Shenderey (JS) (Absent)	07946629309
Norman Taylor (NT) (Present)	01132737393
Denise Trickett (DT) (Present)	07850283529
Vidya Venkatesh (VV) (Apologies)	07888734464
Ted Vickerman (TV) (Present)	01132738242
Geoffrey Wilson (GW) (Apologies)	01132737164

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In attendance – Patricia Bullough, PCSO Gaynor Duffy, Pam Hargreaves and the Clerk

1/16 **Election of Chairman** - DT proposed that DP should continue as Chairman and this was seconded by NT. It was agreed unanimously that DP should continue as Chairman.

2/16 **Declaration of Acceptance of Office** – The declaration of office was signed by DP and received by the Clerk.

The Chairman opened the meeting at 7.32pm. Apologies were received from VV and GW and were approved by Members. It was noted that Geoff Turnbull had resigned from the Parish Council. The Clerk was instructed to send Geoff a letter, thanking him for all his hard work. It was noted that he would be greatly missed.

**ACTION: Clerk**

3/16 **Election of Vice Chairman** – DP proposed NT should be Vice Chairman. This was seconded by DT and agreed unanimously.

#### **4/16 Appointments to Committees and sub-Committees**

It was agreed to propose all appointments at the end of this agenda item

**Finance Committee** - DP proposed that DP, NT, TV, VV and GW to be Committee members.

**Planning Committee** - DP proposed that KP, JS, DT, TV and DP (ex-officio) to be Committee members; Meryll Wilford as non-voting member.

**Village Maintenance Committee** – DP proposed that DP, KP, NT and one other be members of the working group.

**Mission Statement and 4-Year Plan Working Group** – DP proposed that DP, DT, VV and GW to be members of the working group.

**Newsletter Working Group** - DP proposed that DP and the Clerk should be members of the working group; John Macintyre to be a non-voting member.

**School Parking Working Group** - DP proposed that NT and GW should be members of the working group; John Macintyre to be a non-voting member.

NT seconded the appointments and they were agreed unanimously.

**RESOLVED: All the above appointments were approved.**

#### **5/16 Appointments of representatives to outside Bodies**

It was agreed to propose all appointments at the end of this agenda item

**Town and Parish Council NE Forum** – DP & any other member wishing to attend.

**Shadwell independent Library Ltd** – The Chairman

**Outer North East Crime Prevention Panel** –Patricia Bullough agreed to continue to represent the Parish Council.

**Bramley Fields Consultative Group** – Denise Simpson

**Bus Liaison Representative** – tba

**Neighbourhood Planning Steering Group** – DP, NT and DT

The above appointment of representatives was proposed by DP, seconded by NT and agreed unanimously.

**RESOLVED: All the above appointments were approved**

6/16 **Minutes** – KP proposed and TV seconded the minutes for 11<sup>th</sup> April 2016 be approved and signed. All agreed and the Chairman signed the minutes.

7/16 **Declarations of Interest** – Members present signed new declarations of interest, to be held by the Clerk

8/16 **Questions from members of the public** – There were no questions from the members of the public.

*The Chairman suspended the meeting at 7.43pm*

9/16 **Crime Report** – the crime report for 11 April 2016 to 9 May 2016 was received from PCSO Duffy  
Burglary Dwelling – Shadwell Park Drive 17/04/16 between 22:30 and 06:30

Patio doors attacked using mole grips. Entry is gained and a search carried out. Property is removed.

Burglary Dwelling – Gateland Drive 09/05/2016 between 04:15 and 04:45

Vehicle is parked insecure on driveway. Entry is gained and fob for electric garage removed. Attempt made to enter garage, alarm sounds and suspects make off.

Criminal Damage – Path 102 on 23/03/2016 reported 27/04/2016

Anti-cycle gate removed from frame and damaged.

It was also noted that “No Cycling” signs has been removed and a fence damaged and that there had been altercations between pedestrians and cyclists on path 102 in the past.

10/16 **Outer North East Crime Prevention Panel** – Patricia Bullough kindly accepted to remain as Parish Council representative on the Panel. The Chairman thanked her for all her hard work on the Council’s behalf. Patricia advised that a report had been sent for distribution and that the name of the panel had reverted to “Wetherby and District Crime Prevention Panel”.

*The Chairman thanked PCSO Duffy and Patricia Bullough for attending and reconvened the meeting at 7.55pm*

11/16 **Current items outstanding to include the Clerk’s Report**

i. **Potholes** - The Clerk confirmed that the potholes in Shadwell have been reported.

ii **Noticeboards at Shops (394ii/15)** – TV reported that the noticeboards had now been repaired. DT advised that the paint on the public noticeboard prevented the door from opening. TV agreed to fix it.

**ACTION: TV**

iii **Noticeboards at Library (349iii/15)** – DT advised that another handyman had agreed to do the repair.

iv. **Missing “No Cycling” signs on Path 102 (349v/15)** – DP was in receipt of the signs and would deliver to John Ford. The Clerk was instructed to request that John erect the signs and repair the fence.

**ACTION: DP/Clerk**

v. **Memorial Bench (358/16)** – NT confirmed that he had met with the local residents.

12/16 **General Power of Competence** - DP proposed that the Council should continue with the General Power of Competence for a further 12 months. This was seconded by DT and agreed unanimously.

**RESOLVED: to continue with the General Power of Competence**

13/16 **Casual Vacancy** – It was noted that a vacancy on the Council had arisen, with the resignation by Geoff Turnbull. The Clerk advised that Leeds CC would be advised and the vacancy advertised. Members were asked to let members of the public, who may be interested, know of the vacancy.

**ACTION: All**

14/16 **Annual Review of Risk Assessment** – The risk assessment was reviewed. DP asked for two amendments to be done and proposed the risk assessment be accepted, once the amendments were in place. This was seconded by DT and agreed unanimously.

**RESOLVED: to accept the Risk Assessment, once the amendments had been completed**

**ACTION: Clerk**

15/16 **Siting of Bin at Shadwell Parks** – NT stated that there was nowhere obvious for the siting of a bin in Shadwell Parks. It was agreed that the Clerk should request a bin for the footpath exit in Roundhay Park Lane.

**ACTION: Clerk**

16/16 **Mission Statement and 4-year Plan Working Group** – It was agreed that the next meeting should be on Monday 11<sup>th</sup> July at 6pm.

17/16 **Dementia Friendly Village Working Group** – Following a lengthy discussion, it was agreed that Pam Hargreaves and Cllr Venkatesh would arrange a Working Group, to report to the Parish Council on a regular basis. The Parish Council would hold any funds until the Working Group had opened a bank account. It was

noted that Spire had agreed a donation, on receipt of an invoice. DP proposed that the Parish Council accept any funds and send an invoice to Spire for £100. This was seconded by NT and agreed unanimously.

**RESOLVED: to hold funds for the Dementia Friendly Working Group and to send an invoice to Spire**

**ACTION: Clerk**

18/16 **Newsletter** – The following suggestions were received from Councillors -. It was agreed that the newsletters would be distributed at the full Council meeting on 11<sup>th</sup> July for delivery within two weeks.

19/16 **School Parking Working Group** – One further amendment was made to the Terms of Reference.

20/16 **Holywell Triangle Conservation Area** – Matt Bentley (LCC) had advised that the Parish Council could help with the documents for applying to make the Holywell Triangle a Conservation Area. He had met with DT plus Robert Dyson and Graham Matthews from the History Society to decide on an area. DP had also been involved. The Members were given a map showing the proposed area. It was agreed to alter the boundary slightly. Once this was done, the Parish Council plus members of Harewood Parish Council, as the area went into the Harewood parish, would be asked to agree the area for conservation. It would then have to be agreed by the Ward Councillors, after which Matt Bentley would take it to the Planning Board. The History Society may write the appraisal, after which it would go for consultation, before going back to the Planning Board. DT to send a copy of the proposed Conservation Area to the Clerk, who would then seek approval from ward Councillors and Harewood Parish Councillors ( as a very small area on the Bridle Path is included).

**ACTION: DT/Clerk**

21/16 **Access to the Website of the National Association of Local Councils (NALC)** – It was agreed the Clerk should forward the password to all Councillors who had a computer.

**ACTION: Clerk**

22/16 **The Queen's 90<sup>th</sup> Birthday Celebrations** – It was noted that this is a joint enterprise between the Parish Council and the Church. There is to be a procession of the Scouts, Guides etc, followed by a service on Sunday 12<sup>th</sup> June at 11am and a lunch at the Village Hall, with tickets costing £1. Cllr Robinson will be in attendance and the catering will be undertaken by members of the committee.

23/16 **Memorial Bench** – It was agreed that the memorial bench should be sited in Colliers Lane. The Clerk was instructed to advise the residents, who had made the request and to ascertain whether they would provide the insurance or donate the bench to the Parish Council, to be added to its insurance.

**ACTION: Clerk**

24/16 **Planning - Most recent planning applications** - Five planning applications had been received.

**16/01900/FU/NE - 4 Brandon View** - Two storey and single storey rear extension

The Committee agreed that the property was on a large plot and did not impact on neighbouring properties and offered **No objection**

**16/01967/FU/NE - 15 Charville Gardens** - Single storey rear extension with steps to rear/side

The Committee agreed that the property was on a large plot and did not impact on neighbouring properties and offered **No objection**

**16/02115/FU/NE - 14 Church Farm Garth** - Porch to front and alterations involving roof lights to front and rear **No objection**

**16/02117/FU/NE – 229 Main Street** - Two detached houses to garden; two storey and single storey side and rear extension to existing house

Members noted that there was now no access from Strickland Close and that the neighbours had met with the builder. **No objection**

**16/02267/FU/NE - 2 Manor Court** - Alterations including two storey extension with chimney stack to side and incorporating a porch to front, side and rear; single storey extension and new detached garage to rear **No objection**

*NT left the meeting at 8.47pm*

25/16 **Finance**

i. **Finance Meeting 25<sup>th</sup> April 2016** – Members received the draft minutes and had no questions for the Committee.

- ii. **Budget 2016/2017** – The amended budget was accepted by members.

*TV left the meeting at 9pm*

- iii. **Annual Audit of Accounts** –

**a) Section One – Annual Governance Statement for the year 2015/2016.** DP proposed the Annual Governance Statement be approved and signed. This was seconded by DT and agreed by all.

**RESOLVED: To accept the Annual Governance Statements for 2015/2016**

**b) Section Two – The Accounting Statements for 2015/2016** – The Annual Accounts were confirmed as correct. DP proposed that the Annual Accounting Statements be approved and signed. This was seconded by DT and agreed unanimously.

**RESOLVED: To accept the Accounting Statements for 2015/2016.**

**The Chairman and the Responsible Finance Officer (Clerk) signed the documents.**

**ACTION: The Clerk to submit the Annual Report to the External Auditors.**

- iv. **Purchase of a Defibrillator** – It was agreed to postpone any decisions until more members were present.

**26/16 Village Maintenance Committee Meeting 25<sup>th</sup> April 2016** – The minutes were received but there were no questions from members.

**27/16 Highways** –

i. **Carr Lane** – DP confirmed that a letter had been sent to the Leader of Leeds City Council concerning Carr Lane and other Highways issues in Shadwell.

ii. **Parking outside the Church** – The Parish Council had received a request to allow the grave digger to park in Church Farm Garth and use the footway and Path 108 to access the churchyard. The Clerk was instructed to contact LCC Highways to see whether this was viable.

**ACTION: Clerk**

**28/16 Footpaths** –

i. **Parish Paths Partnership** – DP advised she would contact Bardsey Landscapes to request work on the Public Rights of Way.

ii. **Himalayan Balsam** – It was noted that Himalayan Balsam was threatening Dan Quarry and had been reported to LCC.

**29/16 Risk Assessment** - DT had carried out the April risk assessment , which was duly signed off by the Chairman. It was noted that NT was to do the May risk assessment and KP in June.

**30/16 Neighbourhood Planning** - DP had nothing to report

**31/16 Reports from Young People's and Older Person's Champions-**

i. **Young People (NT)** – NT had nothing to report

ii. **Older People (VV)** – A report had been received.

**30/16 Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** – A report had been received.

ii. **Shadwell Independent Library and Arts Centre (DT)** – A report had been received.

**32/16 Parish Council Surgery** – KP hosted the surgery on 7<sup>th</sup> May 2016 and received one query regarding a 20mph speed limit from the Old Vicarage to the Village Hall. The Clerk was instructed to respond. GW to host the surgery on 4<sup>th</sup> June 2016.

**ACTION: Clerk**

**33/16 Urgent items which have arisen since publication of agenda and Councillors' questions** – There were no urgent items.

**34/16 Invoices** –DT proposed the payment of the following invoices. This was seconded by KP and agreed unanimously.

114	Came & Co (Insurance)	£560.59 (LGA 1972 s140 (1) & s111)
115	Colour Display (Signs)	£72.00 (Highways Act 1980 s 43.50)
116	VA-L Trading (payroll fee)	£7.50 (LGA 1963 s5)
117	Shadwell Independent Library	£3000.00 ((LGA 1972 s139 (3))
118	EW Vickerman & Sons (Noticeboards)	£115.40 (LGA 1972 s 232)
119	Recreation Centre (room hire)	£15.00 (LGA 1972 s 133)

120	Redhall SS (Petrol for mower)	£17.53 (Highways Act 1980 s 43.50)
121	L Hoff (petty cash)	£20.50 (LGA 1963 s5)
121	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
122	D Potter (Postage stamps)	£19.80 (LGA 1963 s5)
123	Office Depot (Stationery)	£45.84 (LGA 1963 s5)
124	Liam Dunne (Village Maintenance)	£79.00 (Highways Act 1980 s 43.50)
S/O	VA-L Trading (payroll)	£629.42 (LGA 1963 s5)

**The next Parish Council meetings are confirmed as –**

Full Council meeting will be held on Monday 13<sup>th</sup> June 2016 at 7.30pm  
 Planning Committee meeting on Monday 13<sup>th</sup> June 2016 at 7.15pm  
 Mission Statement and 4-Year Working Group – Monday 11<sup>th</sup> July at 6pm  
 Village Maintenance Committee on Monday 18<sup>th</sup> July at 6.30pm  
 Finance Committee meeting on Monday 18<sup>th</sup> July 2016 at 7.00pm

**All meetings are held in the Recreational Centre, Holywell Lane**

*There were no members of the public present*

The Chairman closed the meeting at 9.33pm.

**Signed..... Dated.....**