

SHADWELL PARISH COUNCIL
Draft Minutes of the Council Meeting of the Council held on
Monday 13th June 2016 (subject to confirmation)

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

Telephone Clerk: 01132037662

Email: clerk@shadwell-parish-council.org

Website: www.shadwell-parish-council.org

Village website: www.shadwellvillage.co.uk

In attendance –PCSO Alan Stead, one member of the public and the Clerk.

35/16 The Chairman opened the meeting at 7.34pm. Apologies for absence were received from Cllrs Trickett and Wilson approved. The Chairman advised members that Juliet Shenderay had resigned.

36/16 **Minutes** – TV then proposed and KP seconded the minutes for 8th May 2016 be approved and signed. The Chairman signed the minutes.

37/16 **Declarations of Interest** - There were no declarations of interest.

The Chairman suspended the meeting at 7.37pm

38/16 **Crime Report** – PCSO Stead reported the following crimes for 9th May to 13th June 2016 –
Burglary Dwelling 09/05 – Gateland Lane

Premise attacked is a 4-bedroom property with integral garage. Person/s unknown approach from unknown direction, enter vehicle parked on drive which is believed to be insecure, remove remote control key fob for garage and open same, alarm sounds. Person/s unknown make off unseen in unknown direction.

Burglary Other 24/05 – Shadwell Lane

At time stated, suspects are witnessed from a distance trying a garage door, officers attend and locate premises and side garage door has numerous marks on the door.

Burglary Other 24/05 – Shadwell Park Drive

Person/s approach detached store room and use means unknown to cause damage to door and lock, before gaining entry and making off scene having not taken anything.

Burglary Other 01/06 – Holywell Lane

Person/s approach detached store room and use means unknown to cause damage to door and lock, before gaining entry and making off scene having not taken anything.

Burglary Other 02/06 – Holywell Lane

Unknown person/s approach outbuilding from unknown direction and using unknown means break corrugated roof and remove property from within. Person/s make off unseen in unknown direction. (Tools taken)

Burglary Other 02/06 – Strickland Avenue

Suspect prises rear window open, snaps locks of side door and up-and-over door, makes off without entering garage.

Criminal Damage 03/06 – Holywell Lane

Persons cause damage to barn, outside storage area by using cutters and implement to make a hole, make off by means unknown with no theft made.

Burglary Dwelling 05/06 –Gateland Drive

Suspects approach a ground floor office window. Using a bladed instrument they force the frame and gain entry. Once inside an untidy search of the office is conducted and they remove £290. They then egress through the window. Parked on the drive is a Mercedes E class convertible, a Fiat 500 and a Honda CRV.

Two Suspects are under investigation for all the above crimes

Speed checks occurred in Main Street with three people warned.

Members asked that a speed check be carried out between the Village Hall to past the bus terminus and that road traffic accidents be reported to the Parish Council.

The Chairman thanked PCSO Stead for attending and reconvened the meeting at 7.49pm

39/16 The Crime Prevention Panel – Outer North East Leeds – No report had been received.

40/16 Current items outstanding to include the Clerk's Report

- i. **Potholes** – The Clerk confirmed that the potholes had been reported.
- ii. **Noticeboards at the shops (11ii/16)** – DP advised that the noticeboard door was sticking. TV agreed to fix it the following day and was handed the minutes to place in the noticeboard.
ACTION: TV
- iii. **Noticeboard at Library (11iii/16)** – as DT was absent, a report would follow at the next meeting.
- iv. **Missing “No Cycling” signs on Path 102 (11iiiv/16)** – DP advised that, as John Ford was unwell, she would ask someone else to hang the signs and repair the broken fence. The damaged gate had been taken away by LCC to be welded.
ACTION: DP
- v. **Casual Vacancy (13/16)** – the Clerk advised that there had been one query but no applications. It was agreed to advertise on the noticeboard and in the newsletter.
ACTION: DP
- vi. **Annual Review of Risk Assessment (14/16)** –the Clerk confirmed that the amendments have been made.
- vii. **Bin for Shadwell Parks (15/16)** –the Clerk confirmed that the bin had been requested.
- viii. **Holywell Triangle Conservation Area (20/16)** – Members noted that DP and Robert Dyson were to attend a meeting of Harewood PC on Thursday 16th June at 7pm.
- ix. **Parking outside the Church (27ii/16)** – it was noted that replies had been received from both LCC Public Rights of Way and Highways, stating that there was no problem with the gravedigger parking in Church Farm Garth and using the footway and Path 108 to access the churchyard.

41/16 Request to remove Kissing Gates on Path 102 – A request from a member of the public had been received, requesting that the kissing gates should not be replaced. It was noted that this was what LCC had provided. NT suggested a chicane, so that children could not run straight into the road. It was agreed that this option was preferable, so that the disabled and those with buggies could make use of the path. It was hoped that cyclists would treat the “No Cycling” signs with respect, as Path 102 is not a bridleway. The Clerk was instructed to contact LCC to see whether a chicane could be erected at both ends of Path 102. It was also suggested that the Parish Council could fund a chicane, if LCC were unwilling.

ACTION: Clerk

42/16 Date for September Meeting and Alteration to the Starting Time of Meetings – It was noted that the Clerk was unable to attend the full Council meeting on 12th September 2016. VV offered to take the minutes, so that the date of the meeting did not have to be changed. DP suggested that full Council meetings should start at 7pm and Planning Committee meetings at 6.30pm. All Councillors were in favour and the earlier start times would commence in July.

ACTION: Clerk to inform all concerned.

43/16 Social Media Policy – DP proposed that the Parish Council adopt the Social Media Policy, as provided by the Clerk. This was seconded by TV and agreed unanimously.

RESOLVED: to adopt the Social Media Policy

44/16 Equal Opportunities Policy – the Equal Opportunities Policy was reviewed and it was agreed that no amendments were necessary. DP proposed that the reviewed Equal Opportunities Policy be accepted. This was seconded by VV and agreed unanimously.

RESOLVED: to accept the reviewed Equal Opportunities Policy

45/16 **Parish Council Suggestion Box** – Following a brief discussion, it was agreed to place a suggestions box in both the Library and the Post Office.

ACTION: DP & NT to arrange

46/16 **Rural Defibrillator** – Following a brief discussion, it was agreed not to purchase a second defibrillator at this time.

47/16 **Annual Return – Assertion 7 (Report from Auditors)** – members noted the details of the Assertion 7 and agreed that this was followed already.

48/16 **Memorial Bench** – NT suggested approaching Roy Mitchell to install the memorial bench. The Clerk was instructed to advise the residents providing the bench.

ACTION: Clerk

49/16 **Planning** - KP reported on four planning applications

16/02002/FU/NE - Beechwood Farm 127 Main Street

Two storey side/rear extension incorporating steps with balustrade above to side.

Members **objected** as the windows were not in keeping with the existing windows and the extension was not in keeping with the house in this Conservation Area. The Committee also **objected** to the knocking down part of the original farm buildings, causing the property to lose its character.

16/02655/FU - 27 Ash Hill Drive

Two storey side / rear extension. Pitched roof over existing store and front porch.

No objection

16/03066/FU/NE - 21 Cricketers Fold

Single storey rear extension and two storey front extension

No objection

16/03226/FU/NE - Avon Lodge, Avon Court

Raised ridge height to include loft conversion and dormer window to rear; single storey rear extension; porch to front and second floor window at side.

No objection

50/16 **Finance**

i. **Donation to Shadwell News** – DP proposed that the annual donation of £250 be made to Shadwell News. This was seconded by TV and agreed unanimously.

RESOLVED: to make a donation of £250 to Shadwell News

ii. **Donation to Wetherby and District Crime Prevention Panel** – VV proposed that a donation of £100 be made to the WDCPP. This was seconded by TV and agreed unanimously.

RESOLVED: to make a donation of £100 to WDCPP

iii. **Transfer to Deposit Account** – It was agreed to transfer £5000 from the current account to the deposit account.

iv. **Grant for Shadwell Brownies £250** – KP proposed that a grant of £250 be awarded to the Shadwell Brownies. This was seconded by VV and agreed unanimously.

RESOLVED: To award £250 to the Shadwell Brownies

iv. **Purchase of replacement mower, cordless leaf blower and pole hedgecutter** –NT explained what equipment was required. Following a short discussion, NT proposed that he should be allowed to spend up to £1000 on village maintenance equipment. This was seconded by TV and agreed unanimously.

RESOLVED: NT to purchase equipment costing up to £1000

51/16 **Highways**

i. **Carr Lane and other Highways Issues** – DP advised that there had been no date given for the meeting with Highways officers

ii. **Consultation – Harewood Ward TRO** – Members noted that some double-yellow lines may be removed from Main Street and double-yellow lines may be added by Church Farm Garth and Avon Close. It was agreed that the Parish Council should answer the consultation, agreeing to the proposals but ask why nothing was being done to help the residents of Manor Court, who were also subject to inconsiderate parking. It was also agreed that a letter should be delivered to all the residents of Church farm Garth and Avon Close, advising them of the proposals.

ACTION: DP to draft the letter/Clerk to respond to the Consultation

52/16 **Risk Assessment** – NT advised that he had been unable to undertake the risk assessment in May. It was noted that KP would do the June risk assessment, VV the on in July and DP in August.

53/16 **Neighbourhood Planning** – DP advised that there was nothing to report.

54/16 – **Reports from Young People’s and Older Person’s Champions-**

i. **Young People (NT)** – NT asked whether he should approach Robert Hills, regarding the use of his field by Shadwell football team, which needs land for an additional pitch. It was agreed NT should approach Mr Hills.

ACTION: NT

ii. **Older People (VV)** – VV advised that the donation from Spire was to be delivered in the form of cash. It was noted that the Clerk had attended the first meeting of the Library Café Working Group and had provided the Members with a copy of the draft minutes.

55/16 **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 (DP)** – DP advised that the roof has been temporarily covered with a tarpaulin. The roof would be stripped during the summer to inspect the wood. It is hoped to replace the entire roof by the autumn. However, funding is proving to be a problem

56/16 **Parish Council Surgery** – i. GW hosted the surgery but there were no visitors. GW offered to host the surgery on Saturday 2nd July 2016.

57/16 **Correspondence (Previously copied to Cllrs)**

i. **Cllr Blake LCC** – to receive the reply from the Clerk’s recent letter – noted.

ii. **Geoff Beevers Shadwell Independent Library** – to receive an email, thanking the Parish Council for the grant - noted with pleasure.

iii. **Steve Butler – Head of Development Management LCC** – Email advising that all planning applications will no longer be received as a hard copy - noted

The Chairman suspended the meeting at 8.57

58/16 **Questions from members of the Public** – the member of the public had a query regarding the timescales of the proposed Holywell Triangle Conservation and whether there would be a consultation. The Chairman answered his queries.

The Chairman thanked the member of the public for attending and reconvened the meeting at 9.00pm.

59/16 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** – none

60/16 **Invoices** – GW proposed the payment of the following cheques. This was seconded by GT and agreed unanimously.

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| 125 | J Ford (Village Maintenance) | £192.00 (Highways Act 1980 s 43.50) |
| 126 | D Beales (Beacon) | £26.25 (LGA 1972 s 145) |
| 127 | J Ford (Village Maintenance) | £72.00 (Highways Act 1980 s 43.50) |
| 128 | St Paul’s Church (grant) | £500.00 (LGA 1972 s139 (3)) |
| 129 | L Hoff (LCN domain renewal) | £21.01 (LGA 1963 s5) |
| 129 | L Hoff (petty cash) | £17.17 (LGA 1963 s5) |
| 129 | L Hoff (contribution to utilities) | £20.00 (LGA 1963 s5) |
| 130 | Shadwell News (Annual donation) | £250.00 (LGA 1972 s139 (3)) |
| 131 | Crime Prevention Panel (donation) | £100.00 (LGA 1972 s139 (3)) |
| 132 | Shadwell Brownies (grant) | £250.00 (LGA 1972 s139 (3)) |
| S/O | Yorkshire Water | £34.18 (Highways Act 1980 s 43.50) |
| S/O | VA-L Trading (payroll) | £629.42 (LGA 1963 s5) |

61/16 **Part Two** – There were no members of the public or the Press present

62/16 **The next Parish Council meetings are confirmed as –**
Full Council meeting will be held on Monday 11th July 2016 at 7.00pm
Planning Committee meeting on Monday 11th July 2016 at 6.30pm
Finance Committee meeting on Monday 18th July 2016 at 7.00pm
Village Maintenance Committee meeting on Monday 18th July 2016 at 6.30pm
4-Year Plan Working Group meeting – Monday 18th July 2016 at 6.00pm

All meetings are held in the Recreational Centre, Holywell Lane

63/16 **Chairman closed the meeting at 9.20pm.**

Signed..... Dated.....