

**SHADWELL PARISH COUNCIL**  
**Minutes of the Council Meeting of the Council held on**  
**Monday 14<sup>th</sup> November 2016**

Chairman – Debbie Potter (DP) (Present)	01132657575
Keith Pickford (KP) (Present from 7.12pm)	01132737013
Emma Stapleton (ES) (Present)	07894 386860
Norman Taylor (NT) (Present)	01132737393
Denise Trickett (DT) (Present)	07850283529
Nirmal Tulwa (NT2) (Present)	07894908012
Vidya Venkatesh (VV) (Present)	07888734464
Ted Vickerman (TV) (Present)	01132738242
Geoffrey Wilson (GW) (Present)	01132737164

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Village website: [www.shadwellvillage.co.uk](http://www.shadwellvillage.co.uk)

In attendance – Cllr Robinson, Maureen Brewer (from 7.15pm), Patricia Bullough (from 7.20pm) and the Clerk.

179/16 All Councillors were present. The Chairman opened the meeting at 7.06pm.

180/16 **Minutes** – GW then proposed and TV seconded the minutes for 10<sup>th</sup> October be approved and signed. The Chairman signed the minutes.

181/16 **Declarations of Interest** - There were no declarations of interest.

182/16 **Crime Report** – PCSO Barrett had sent in the crime report for October

**18/10/2016 – THEFT FROM VEHICLE – MAIN STREET**

PERSON/S UNKNOWN APPROACH INSECURE PARKED VEHICLE AND GAIN ENTRY BY UNKNOWN MEANS. PERSON/S REMOVE ITEMS AND MAKE OFF WITH SAME UNSEEN IN UNKNOWN DIRECTION.

DP then asked Cllr Robinson for feedback.

Cllr Robinson advised that there was no news about the site for the free school. He had had a meeting with a senior planning and finance officer, regarding a drop-off scheme for the school, plus an extension to the car park, so that staff could park on site. He had no response from Lady Elizabeth Hastings Trust. He was also having a meeting with Children’s Services.

Nothing more had been heard regarding the closure of Carr Lane.

*DP thanked Cllr Robinson for attending and suspended the meeting at 7.37pm.*

183/16 **The Crime Prevention Panel – Outer North East Leeds** – Maureen Brewer advised that the Panel was closing and that she had been the chairman for over 25 years but was still involved with Neighbourhood Watch. The PC expressed surprise and disappointment at this news and thanked Mrs Brewer for the years of commitment and hard work . Patricia Bullough was also thanked for being the Council’s representative on the Panel for many years.

*DP reconvened the meeting at 7.50pm*

**184/16 Current items outstanding to include the Clerk’s Report**

i. **Potholes** – The Clerk confirmed that the sunken manhole cover near Minster View had been reported and an officer had made a site visit. This had now been forwarded to Vodafone for action.

ii. **Permit Parking (158vi/16)** – Cllr Robinson advised there was no further news.

iii. **Proposed Free School, Roundhay Park Lane (158vii/16)** – this had been covered by Cllr Robinson, earlier in the meeting.

iv. **Christmas Lights (161/16)** – DP reported that Mark Savage and Ben Turner were to check the lights were in working order and would then erect them..

v. **Newsletters (162/16)** – DP reported that the newsletters had gone to the printers.

185/16 **Parish and Town Council Elections 2019** – it was noted that the parish council elections in 2019 could cost £5000 and provision should be made in future budgets.

186/16 **Sergeant Susan MacLachlan** – It was noted that Sgt MacLachlan had moved on and had been replaced by Sergeant Iain McKelvey.

187/16 **Annual Review of Archiving and Retention of Documents** – it was agreed that no amendments were required.

188/16 **Meeting dates for 2017/2018** – All the dates were agreed, subject to confirmation from DP.  
**ACTION: DP**

189/16 **Newsletters** – An up-to-date delivery list was received.

190/16 **Annual Return – Assertion 4 (Exercise of Public Rights)** - DP read out the assertion and it was agreed that the Parish Council followed all procedures.

191/16 **Meeting with Brett Norman (ProMedica 24)** – It was agreed that the Parish Council should not become involved with profit making organisations. The Clerk was instructed to advise Mr Norman that a meeting was not possible.

**ACTION: Clerk**

192/16 **2018 Parliamentary Constituency Boundary Review – Initial Proposals – Yorkshire and the Humber (Leeds Constituencies)** – The review was interesting but it appeared that there were to be no boundary changes for Shadwell.

193/16 **Christmas Lights** – The Clerk provided quotes and a brochure from Blachere, which DP agreed to study. Members were of the opinion it was better for the Council to purchase locally.

194/16 **Planning -**

- i. The minutes were received.
- ii. DT reported on three planning applications –

**16/06358/DPD/NE - Rebels 17 Studio, 55 Main Street**

Change of use to yoga and Pilates studio

It was noted that the parking issues had been solved, as the Scout Leader was to give the owners a key to the Scout Hut car park. There was also room to park on the opposite side of Main Street by the telephone kiosk. As this venture was seen to be important to the village, the members had no hesitation in supporting the application.

**No objection**

**16/06377/FU/NE - 7 Charville Gardens**

Single Storey side/rear extension

**No objection**

**16/04961/OT/NE - Garden Adjacent 464 Shadwell Lane**

Outline application for dwelling house to garden

**Objection** as there was inadequate information for the Committee to make a recommendation with regard to the impact the dwelling would have on the neighbourhood.

195/16 **Finance**

i. **Finance Committee Meeting 31<sup>st</sup> October 2016** – Members received the documents. There were no queries.

ii. **Precept 2017 Meeting** – A date for the meeting, when most Councillors could attend, was agreed.

iii. **Library Finance** – GW proposed that the grant funding repairs to the Library ceiling should be transferred to funding towards the roof repairs. This was seconded by ES and agreed by all who could vote. DP and DT abstained, as they are members of the Library Committee.

**RESOLVED: to transfer the grant from the Library ceiling to the roof repair fund.**

iv. **Finance Committee Terms of Reference** – It was agreed to accept the Finance Committee's recommendation that no amendments were necessary.

196/16 **Village Maintenance Committee**

- i. The minutes of the meeting on 31<sup>st</sup> October were received. There were no queries.

ii. **Cutting of Verges by GM Contracts** - Complaints had been received concerning residents not being warned to move their cars off the verge, in advance of GM Contracts coming to cut the grass. DP agreed to contact the complainant.

**ACTION: DP**

197/16 **4-year Plan Working Group Meeting 2 November 2016** – the minutes were received and there were no queries.

198/16 **Highways**

i. **Carr Lane Closure** – This had already been covered by Cllr Robinson, earlier in the meeting.

ii. **East Leeds Orbital Road – Ring Road Advance Junction Works** – Members received the details, with maps, of the advance junction works. Concerns were raised regarding the pedestrians ability to cross the road from the Path 102 exit. It was noted there was to be a footway on only the Shadwell side of the road, which would have increased lanes at the traffic lights. The Clerk was instructed to contact Highways Dept., to bring the concerns to the planners' notice.

**ACTION: Clerk**

199/16 **Public Rights of Way - Parish Paths Partnership** – There was nothing to report.

200/16 **Risk Assessment** – DT had completed the risk assessment for November, which was duly signed off by the Chairman. ES agreed to carry out the risk assessment in December.

**ACTION: DP to arrange for the benches to be cleaned in the spring.**

201/16 **Neighbourhood Planning** – DP reported that a meeting had been held and that Peter Baker was to draw up a timetable with specific tasks and the information to back up the policies. The Parish Council would be expected to help with evidence gathering. The next meeting was to be in January and in the meantime, work would be done in investigating grants.

202/16 **Reports from the Young People's and Older Person's Champions**

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

ii. **Older People (VV)** VV had advised that there was nothing to report.

**Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell in Bloom (NT)** Report received.

ii. **Shadwell Library Committee (DT)** Report received.

203/16 **Parish Council Surgery** – GW had hosted the surgery on Saturday 5<sup>th</sup> November 2016 but received no visitors. He agreed to host the surgery on Saturday 3<sup>rd</sup> December 2016.

204/16 **Correspondence (Previously copied to Cllrs)**

i. **Letter from Jan Varley, donating a memorial bench to the Parish Council** – The Clerk advised that the bench had been added to the Council's insurance policy at no extra cost.

ii. **An Invitation to join My Community Network** – Members agreed it was worth going online to join.

205/16 **Questions from members of the Public** – There were no members of the public still present.

206/16 **Items for next agenda Items for next agenda and urgent items which have arisen since publication of agenda** –

i. **Flag with Parish Council logo** – The Clerk was instructed to forward a copy of the logo to ES, who would see whether a jpeg copy was feasible, at no cost.

**ACTION: Clerk/ES**

DP to advise David Pick.

**ACTION: DP**

ii. **Graffiti** – DP advised that LCC would only remove graffiti if it was on its property or was of an offensive nature. It was noted that the Tennis Club had enquired as to what the Parish Council used. TV advised that he had some thinner that he would let the Club have to remove the graffiti, at no cost.

**ACTION: DP to advise**

iii. **Telephone Boxes** – It was noted that BT had an adopt-a-box scheme for vintage/red boxes. It was agreed that the Parish Council was not interested, as the Shadwell telephone box was not one of the red ones.

DP advised the members that the Clerk was giving advanced warning that she would be retiring at the end of March. It was agreed to start advertising for a replacement in the New Year.

**Items for next agenda** – Noticeboard for Shadwell Parks. It was noted that TV had called on a resident of Shadwell Parks, who was happy to have the noticeboard installed on the wall of their property. It was agreed to write officially to the resident to confirm the arrangement, before proceeding.

207/16 **Invoices** – GW proposed the payment of the following cheques. This was seconded by DP and agreed unanimously.

168	L Moore (internal audit)	£30.00 (Audit Commission Act 1998)
169	Shadwell in Bloom (watering)	£144.00 (Highways Act 1980 s 43.50)
170	J Ford (Village Maintenance)	£557.19 (Highways Act 1980 s 43.50)
171	Clerks & Councils Direct	£12.00 (LGA 1963 s5)
172	L Hoff (petty cash)	£26.75 (LGA 1963 s5)
172	L Hoff (contribution to utilities)	£20.00 (LGA 1963 s5)
173	GritBins (for Library)	£61.79 (Highways Act 1980 s 43.50)
174	D Potter (postage stamps)	£27.48 (LGA 1963 s5)
175	SLCC (Clerk's training)	£41.40 (LGA 1963 s5)
176	K Pickford (hedge cutting)	£31.20 (Highways Act 1980 s 43.50)
DD	Yorkshire Water	£23.31 (Highways Act 1980 s 43.50)
S/O	VA-L Trading (payroll)	£636.63 (LGA 1963 s5)
	<b>TOTAL</b>	<b>£1611.75</b>

208/16 **Part Two** – There was no Part Two.

209/16 **The next Parish Council meetings are confirmed as –**

Full Council meeting will be held on Monday 12<sup>th</sup> December 2016 at 7.00pm

Planning Committee meeting on Monday 12<sup>th</sup> December 2016 at 6.30pm

Finance Committee meeting on Monday 9<sup>th</sup> January 2017 at 7.00pm

Village Maintenance Committee meeting on Monday 9<sup>th</sup> January 2017 at 6.30pm

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

210/16 **Chairman closed the meeting at 9.01pm.**

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