

## SHADWELL PARISH COUNCIL

### **Draft Minutes of the Annual Meeting of the Council held on Monday, 8th May 2017 (Subject to confirmation)**

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Keith Pickford (KP) (Not present)	0113 273 7013
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
Denise Trickett (DT) (Present)	0785 028 3529
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Present)	0788 873 4464
Ted Vickerman (TV) (Present)	0113 273 8242
Geoffrey Wilson (GW) (Present)	0113 273 7164

Clerk: Mike Woods 0775 171 8483

Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)

Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

In attendance - the Clerk.

The meeting opened at 7:04pm

- 1/17 **Election of Chairman** – Resolved to appoint Debbie Potter as Chairman for the coming year. DP's declaration of acceptance of office was countersigned by the Clerk and approved.
- 2/17 **Apologies for Absence** – none received, noted KP not present.
- 3/17 **Election of Vice Chairman** – Resolved to appoint Denise Trickett as Vice Chairman for the coming year.
- 4/17 **Appointments to Committees, Sub-Committees and Working Groups** – Resolved to make the following appointments:
- Finance Committee: DP, GW, VV, NT & NT(2).
  - Planning Committee: DT, TV, ES & KP with M. Wilford as community representative.
  - Village Maintenance Committee: DP, NT, KP & NT(2).
  - Four-Year Plan Working Group: DP, DT, ES & VV.
  - Newsletter Working Group: DP, Lesley Beales & the Clerk.
- 5/17 **Representatives to Outside Bodies** – Resolved to make the following appointments:
- Town and Parish Council NE Forum – DP.
  - YLCA – ES.
  - Library Steering Group – DP.
  - Bramley Fields Consultative Group – Denise Simpson on behalf of the Parish Council.
  - Bus Liaison Representative - None
  - Neighbourhood Planning Steering Group – ES, DT, DP & NT(2).
- 6/17 **Minutes** - The minutes of 10<sup>th</sup> April 2017 were approved and signed.
- 7/17 **Declarations of Interest** - There were no declarations of interest.
- 8/17 **Questions from Members of the Public** – None present
- 9/17 **Crime Report** – PSCO Barratt provided the following report:
- Burglary Manor Court 23/04/2017** – Detached dwelling in quiet cul-de-sac attacked. The owner was on holiday and a neighbour who was looking after the property had parked their Audi S3 on the driveway. Suspects went to rear of property and forced entry by breaking euro profile lock of back door. Suspects also tried to break lock on conservatory door with mole grip. Marks were left but

handle stayed intact. Suspects entered hallway, but were unable to access any other rooms due to internal kitchen door being locked. Suspects returned to the front of the house and were confronted by witness. One of the suspects threatened to stab witness with screwdriver to aid escape. Suspects walked to top of the street got into a dark grey vehicle and made off in unknown direction.

- ii. NT reported that there had been thefts of shrubs from flowerbeds recently.  
**Action:** Clerk to report to Police.

#### 10/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – Potholes in Strickland Avenue and Manor Court had been reported and rectified. ES reported new potholes in Manor Court  
**Action:** Clerk to report to LCC.
- ii. **Avon Court Parking (333vii/16)** – Agreed to hold a meeting of interested parties at 6:00pm on Monday, 22<sup>nd</sup> May 2017 in the Red Lion.  
**Action:** Clerk to draft invite letter for distribution by hand.
- iii. **P102 Gate and Fencing at Ring Road (333vi/16)** – NT has requested John Gostling to report back.
- iv. **Children's Playground (333vii/16)** - Clerk has reported to LCC Parks & Countryside Manager, Charles Wright. Some improvements made. To monitor condition.
- v. **Assets of Community Value (334/16)** – Agreed list has been forwarded to Jeremy Thompson for inclusion in Neighbourhood Plan.
- vi. **Grant Schemes for Electric Vehicle Charging Infrastructure (335/16)** – Link now on parish website.  
**Action:** Clerk/ES to put on Facebook page.
- vii. **Village Maintenance (348/16)** – Clerk reported that Emerald Garden Services have completed one day's work, stimming, clearing and applying weed killer. Further work to be undertaken as previously agreed.
- viii. **Water Leak at Holywell Lane/Bridle Path Lane (350/16)** – Yorkshire Water have attended again. To monitor for future leaks.

- 11/17 **General Power of Competence** – Powers may continue for one year when new unqualified clerk appointed.  
**Action:** Clerk to check with YLCA.

- 12/17 **Asset Register** – Approved with minor amendments.

- 13/17 **Newsletter** – Agreed to consider articles at next meeting.  
**Action:** All

- 14/17 **4-Year Plan Working Group** – ES to update Strategy before next meeting.  
**Action:** ES

- 15/17 **Roundhay Free School** – Response to the consultation (mainly setting out concerns to the Roundhay Park Lane option) noted.

- 16/17 **Planning:** No meeting 8<sup>th</sup> May 2017 – no new planning applications received.

#### 17/17 **Finance**

- i. **Draft minutes of the Finance Committee Meeting 24<sup>th</sup> April** – Noted.
- ii. **Tennis Club request for funding** – Agreed to accept Finance Committee's recommendation to await outcome of other outstanding grant applications before considering further.
- iii. **2016/17 Outturn** – The outturn statement presented by the Clerk was approved, and underspend of £247.72 against budget noted.
- iv. **Annual Governance Statement** – Resolved that the system of internal control, including the preparation of the accounting statements for 2016/17 is sound, and that the Parish Council has met the requirements set out in the Annual Governance Statement (Section 1 of the Annual Return). The statement was signed by DP and countersigned by the Clerk.
- v. **Annual Audit of Accounts** – noted that the Internal Audit of the accounts had raised no issues of concern; resolved that the Accounting Statements (as set out in Section 2 of the Annual Return)

properly present the receipts and payments of the Parish Council for 2016/17. The Statement was signed by the Clerk in his role as Responsible Financial Officer and countersigned by DP.

- vi. **Insurance** – Clerk reported that the renewal premium would be £548.74. Cheque to be signed at conclusion of meeting.
- vii. **Grant for St Paul’s Church** – DP to arrange for grant application form to be completed.

18/17 **Village Maintenance Committee Meeting** – rescheduled for 7:00pm on Monday 19<sup>th</sup> June. Clerk to arrange venue.

19/17 **Highways**

- i. **White Lines at Gateland Lane** – noted that now reinstated.
- ii. **School Parking Issues** – noted that meeting arranged for 8:30 am 18<sup>th</sup> May. DP & ES to attend.

20/17 **Parish Paths Partnership** – Clerk requested to check whether LCC grant funding has been received.  
**Action:** Clerk

21/17 **Appointment of New Village Maintenance Contractor/Lengthsman** – NT requested that names/contact details of anyone likely to be interested be fed back to him. Candidates need to be available between 9:00am and 1:00pm on Tuesdays to work alongside SIB volunteers.  
**Action:** All

22/17 **Risk Assessments** – Reports received and noted from VV for April and DT for May. NT to investigate split on bench in Colliers Lane. DP to carry out assessment in June.  
**Action:** DP

23/17 **Neighbourhood Plan** – DP reported that grant funding was being applied for to finish the Plan and that the establishment of the “Holywell Triangle” as a conservation area is nearing completion.

24/17 **Parish Website** – ES reported on further discussions with Amy Shaw. To circulate proposals for consideration at next meeting.  
**Action:** ES

25/17 **Reports from Young People’s and Older Persons’ Champions**

- i. Young People – Nothing to report.
- ii. Older People – Nothing to report.

26/17 **Reports from Council Representatives on Local Committees and Forums:**

Reports from Shadwell in Bloom and Shadwell Library Committee received and noted.

27/17 **Parish Council Surgery** – GW reported on concerns raised by three residents. Clerk to respond/report as appropriate. NT(2) to conduct next surgery on 3<sup>rd</sup> June.  
**Action:** Clerk & NT(2).

28/17 **Correspondence** – concerns raised by resident of Crofton Terrace regarding previously reported traffic problems noted. Clerk to pass on to Cllr Robinson who has been dealing with issues raised by other Crofton Terrace residents.  
**Action:** Clerk.

*There were no members of the public present to ask questions or make comments.*

29/17 **Urgent items arising since publication of the agenda and Councillors' questions.**

**Railings at junction of Main Street/Holywell Lane/Back Holywell Lane** – Clerk to request LCC to remove.

30/17 **Items for next agenda** - New village maintenance contractor, Avon Court parking, Parish website.

31/17 **Invoices** – Resolved that the following payments should be made:

220	M. S. Woods (clerk's travelling expenses)	£4.05	(LGA 1972 s111)
220	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
221	Came & Company (Insurance annual renewal)	£548.74	(LGA 1972 s140 (1) & s111)
222	L. Dunne (Village Maintenance)	£108.00	(Highways Act 1980 s 43.50)
223	Shadwell Recreation Centre (Meetings Jan & Feb)	£45.00	(LGA 1972 s111)
224	VA-L Trading (payroll)	£11.50	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£448.12	(LGA 1972 s111)

**TOTAL**

**£1,185.41**

32/17 **Part Two** - there were no confidential items.

33/17 **The next Parish Council Meetings are confirmed as follows:**

Planning Committee Meeting, Monday, 12<sup>th</sup> June at 6:30pm  
Full Council Meeting, Monday, 12<sup>th</sup> June at 7:00pm  
Village Maintenance Committee, Monday, 19<sup>th</sup> June at 7:00pm

34/17 **The Chairman closed the meeting at 8:40pm.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_