

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of the Council held on Monday, 10th July 2017 (Subject to confirmation)

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Keith Pickford (KP) (Apologies)	0113 273 7013
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Apologies)	0113 273 7393
Denise Trickett (DT) (Present)	0785 028 3529
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	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

Website: www.shadwell-parish-council.org

In attendance - the Clerk and Leeds City Council ward member Cllr Matthew Robinson (part).

The meeting opened at 7:05pm.

65/17 **Apologies for Absence** – apologies received and accepted from NT, KP and VV.

66/17 **Minutes** - The minutes of the meeting held on 12th June 2017 were approved and signed.

67/17 **Declarations of Interest** - There were no declarations of interest.

68/17 **Questions from Members of the Public** – None present.

69/17 **Reports from Cllr Matthew Robinson**

- i. **School Parking Issues** – some progress from 30th June meeting. LCC are to consult imminently on creating a 20mph zone on Main Street in the vicinity of the school and restricting parking to residents only during school drop-off and collection times in Manor Court and Church Farm Garth. Council officers are also looking at the feasibility of installing a small refuge/traffic island to help pedestrians crossing Main Street near the school. Options for extending parking on-site appear limited. The school and other stakeholders are committed to find a solution and an option to create 12 new parking spaces on-site has been identified, but it would be costly, and funding is currently not available. Other options include creating a limited number of spaces in the bus terminus or acquiring a parcel of adjacent land, but both these options present major practical and financial difficulties. No further meetings are currently planned, but Matthew will continue to pursue options.
- ii. **East Leeds Orbital Road** – LCC are to issue a leaflet to 20,000 east Leeds residents this week, and a number of engagement events are to be held the following week. Although it appears that the road will run just south of the parish, the road, and the expected development of around 3,000 new homes between the A58 and the A64, will have a significant impact upon surrounding communities and, indirectly, upon the village itself. Matthew is investigating options for raising awareness. Agreed to publicise on Parish website and on Facebook.
Action: Clerk & ES.

Cllr Robinson left the meeting.

70/17 **Crime Report**

- i. The report provided by PSCO Barratt for June which listed the theft of a bicycle from a shed on Holywell Lane and the attempted theft of Yorkshire stone flags from a rear garden in Gateland Lane was noted.

- ii. Distraction type burglaries – a couple of incidents have occurred recently in surrounding villages. Agreed to publicise on website and to prepare a notice to put up in the library.
Action: Clerk.

71/17 Current Items Outstanding including the Clerk's Report:

- i. **Potholes** – no new potholes have been reported in the month.
- ii. **Dog Fouling in Holywell Lane play area** – already reported to Park Watch by a resident. Clerk has put up additional warning signs. To monitor.
- iii. **Vehicle in entrance to field opposite Wainscott Cottage, Winn Moor Lane (39ii/17)** – reported to PCSO Barratt, who advised contacting LCC. Awaiting response.
- iv. **Theft of milk bottles (39iii/17)** - reported to PCSO Barratt. Similar incidents have been reported in surrounding villages and investigations are continuing.
- v. **Avon Court Parking (40iii/17)** –LCC have been requested to:
 - a) give permission for the Parish Council to put up signs stating: *“No parking, except for owners and residents”* in appropriate locations;
 - b) remove the double yellow lines outside the Post Office and between Avon Court and Holywell Lane be implemented; and
 - c) to consider the establishment of a disabled parking bay and short stay parking bays outside the shops.
- vi. **Grass Cutting (40v/17)** – verges on Shadwell Lane have been cut by LCC, but were left in a poor state. SIB volunteers and temporary Lengthsman have tidied.
- vii. **Water Leak at Holywell Lane/Bridle Path Lane (40vi/17)** – reported again. YWA to dig an investigatory trench this week.
- viii. **Collapsed street name signs at Blind Lane/Gateland Lane and Gateland Lane/Winn Moor Lane** – LCC have been requested to rectify.

72/17 Social Media policy – resolved to accept the policy as amended.

73/17 Disciplinary and Grievance Procedures – policies reviewed and agreed without amendment.

74/17 Financial Regulations – DP/DT to review and report back to next meeting.
Action: DP/DT

75/17 Newsletter – spring/summer edition reviewed. Agreed autumn edition should be distributed in November. Ideas for articles needed.
Action: All.

76/17 4-Year Plan Working Group – No progress; to consider at next meeting.

77/17 Planning – DT reported that no applications were received within the agenda deadline, so the meeting scheduled for today was cancelled.

78/17 Finance

- i. **Shadwelly Fest** – Application submitted by school PTA for a grant of £250 agreed as a one-off.
- ii. **Transfer to deposit account** – to be considered by Finance Committee on 24th July.

79/17 Highways

- i. **School Parking Issues** – See 69i/17, above.
- ii. **White lines Colliers Lane/Main Street** – NT(2) reported that the lines are badly faded and that the junction is being occasionally misjudged by drivers. To report to LCC.
Action: Clerk.

80/17 Public Rights of Way

- i. **Public Paths Partnership** – nothing to report.
- ii. **P102 gate and fencing at Ring Road**– damage is more extensive than first thought. Clerk to request Emerald Garden Maintenance to quote for reinstatement.
Action: Clerk.

81/17 Village Maintenance

- i. **Verges on approaches to Village** – disappointing response from GM Contracts noted.
- ii. **Colliers Lane bench** and bench near library – TV reported that repairs are underway. Bench at junction of Main Street/Strickland Avenue may also need some work.
Action: TV.
- ii. **Appointment of New Village Maintenance Contractor/Lengthsman** – DP reported that there has been no response yet to the advert, but Ben Turner has agreed to fulfil the role on a temporary basis until the end of August 2017 as a minimum, working four hours alongside SIB volunteers on Tuesday mornings plus a maximum of three extra hours a week. Resolved to agree the temporary appointment on the terms proposed.

82/17 Risk Assessment – NT(2) has completed the assessment for July; no new issues. ES to do August assessment, DT to do September.

Action: ES & DT.

83/17 Neighbourhood Planning – Nothing to report.

84/17 Parish Website – Nothing to report; to consider at next meeting.

85/17 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Library Committee** – DP reported that repairs have been completed to the balcony floor and stairs, and that the window frames have been painted on the outside. Replacement of the ceiling is scheduled for mid-September.
- ii. **Shadwell in Bloom** – DP reported that Yorkshire in Bloom judges visited on 3rd July.

86/17 Parish Council Surgery – GW reported that following issues had been raised at the July surgery:

- i. **Drains opposite Minister View** - are blocked and cause problems when it rains.
Action: Clerk to report to LCC.
- ii. **Quad bikes** – inappropriate use in ginnels.
Action: Clerk to report to PCSO Barratt.
GW to conduct surgery in August.

87/17 Correspondence:

- i. Letter of thanks for grant received from Shadwell Tennis Club noted.
- ii. E-mail from Colin Foster regarding proposed mobile fruit and vegetable sales. Agreed that proposal should be encouraged.
Action: Clerk to respond.

88/17 Questions from members of the public - None

89/17 Items for next agenda – Financial Regulations, 4-year Plan working group, parish website, Recreation Centre, Holywell Triangle and responses to advert for permanent village maintenance contractor/ lengthsman.

90/17 Urgent items which have arisen since publication of agenda and Councillors' questions – None.

91/17 **Invoices** – Resolved that the following payments should be made:

238	M. S. Woods (reimbursement for postage/travel)	£12.34	(LGA 1972 s111)
238	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
239	Parish Magazine Printing (Newsletter)	£127.50	(LGA 1972 s142)
240	L. Beales (administrative support preparing Newsletter)	£50.00	(LGA 1972 s142)
241	Shadwell Recreation Centre (fees March, April, May)	£75.00	(LGA 1972 s111)
242	M & J Nurseries Ltd (gardening materials, plants, etc)	£5,826.84	(HA 1980 s96)
243	D. Potter (stamps)	£27.96	(LGA 1972 s111)
244	John R. Sheret (Newspapers for library)	£65.20	(LGA 1972 s142)
245	S. A. Gill (lawnmower repairs)	£45.00	(HA 1980 s96)
246	Shadwell Primary School PTA (Grant Shadwelly Festival)	£250.00	LG (Misc. Prov.) 1976 s19.3)
247	N Taylor (fuel for equipment & keys)	£26.55	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£448.12	(LGA 1972 s111)

TOTAL

£6,974.51

92/17 **Part Two** – there were no confidential items.

93/17 **The next Parish Council meetings are confirmed as follows:**

Finance Committee – Monday, 24th July at 7:00pm.

Planning Committee – Monday, 14th August 2017 at 6.30pm.

Full Council – Monday, 14th August 2017 at 7.00pm.

The Village Maintenance Committee meeting scheduled for 24th July is cancelled.

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

94/17 **The Chairman closed the meeting at 9:00pm.**

Signed _____ Dated _____