

# SHADWELL PARISH COUNCIL

## Draft Minutes of the Meeting of the Council held on Monday, 9<sup>th</sup> October 2017 (Subject to Confirmation)

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Keith Pickford (KP) (Apologies)	0113 273 7013
Emma Stapleton (ES) (Apologies)	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) (Apologies)	0788 873 4464
Ted Vickerman (TV) (Present)	0113 273 8242
Geoffrey Wilson (GW) (Present)	0113 273 7164

Clerk: Mike Woods 0775 171 8483

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In attendance - the Clerk and, for the early part of the meeting, one member of the public.

The meeting opened at 7:00pm.

157/17 **Apologies for Absence** – apologies received and accepted from ES, KP & VV.

158/17 **Minutes** - The minutes of the meeting of 11<sup>th</sup> September 2017 were approved and signed by the chairman.

159/17 **Declarations of Interest** – None

160/17 **Questions from Members of the Public** – None, but attendee indicated that he was present to observe discussion about Avon Court parking issues.

161/17 **Crime Report**

- i. The monthly report from PSCO Barratt was noted. No crimes were reported in the Shadwell area during September.

162/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes (131i/17)** – potholes at the junction Hobberley Lane/Charville Gardens were reported and have now been repaired
- ii. **Gulley between Gateland Lane and Minster View (131ii/17)** – gulley now cleared. No progress on resetting.  
**Action:** Clerk to follow up with LCC.
- iii. **Avon Court Parking (131iv/17)** – reply from LCC Principal Engineer (Traffic Management) noted. Agreed to check suitable locations for “no parking” signs, and to consult with nearby occupiers.  
**Action:** DP/DT to check locations and establish list of consultees. Clerk to draft consultation letter.
- iv. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (131v/17)** – still awaiting removal by LCC. Clerk has chased but relevant officer is on leave. To monitor, and if no progress, Clerk to chase again.  
**Action:** Clerk.
- v. **Broken kerbstone opposite 25 Main Street (131vi/17)** – reported again, now added to LCC’s work programme.
- vi. **White Lines/Colliers Lane/Main Street (131vii/17)** – still “In progress” on LCC’s database.
- vii. **P102 gate and fencing at Ring Road (131viii/17)** – Emerald Garden Services have agreed to repair/reinstate “in the next few weeks”.

- viii. **Condition of trees outside Old Hall overlooking Main Street (131ix/17)** – Clerk has e-mailed LCC Tree Officer, awaiting response.
- ix. **Bus service problems 30<sup>th</sup> June & 28<sup>th</sup> July (131xi/17)** – Clerk has written to First Bus to reiterate resident's concerns. No further problems reported.
- x. **Holywell Triangle Conservation Area (135/17)** – relevant officer on leave until November. To follow up before next meeting.  
**Action:** Clerk.
- xi. **Storage of Christmas Lights** – DP reported that stored temporarily in a resident's basement. NT confirmed that space has been found in Scout Hut for storage after Christmas.
- xii. **Himalayan balsam in the Brandon Crescent/Bay Horse Lane area and in Dan Quarry (150/17)** – reported to LCC, response awaited.
- xiii. **Overhanging hedge, 47 Main Street (152ii/17)** – now cut back.
- xiv. **Ivy in Ginnel adjacent to Crofton Rise** – Clerk has written to occupiers, but no progress. Agreed to ask temporary contractor to cut back.  
**Action:** NT.
- xv. **229 Main Street** – Clerk reported that LCC are to check that construction is in accordance with planning consent; to monitor mud on roads/pavements and to report to LCC as necessary.  
**Action:** Clerk.

163/17 **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – DP/DT to review and to report back at next meeting.  
**Action:** DP/DT

164/17 **Annual Return: Assertions 1 to 3** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

165/17 **Data Protection Policy** – policy reviewed; resolved to readopt without amendment.

166/17 **Neighbourhood Plan** – DP provided a verbal update including a summary of meeting held on 3<sup>rd</sup> October 2017. Grant received and conditions noted; financial oversight to be maintained by Clerk. Plan is under development but timescales are tight, so working party will continue to meet regularly. Next meeting early November.

167/17 **Christmas Lights** – NT agreed to approach Mark Savage and Ben Turner to ask them to put up the lights in time for a 1<sup>st</sup> December switch-on.

168/17 **Newsletter** – numerous ideas for next edition suggested including: updates from sports clubs, the community cinema, plans for the new website, library ceiling, SIB award, Christmas lights, 175<sup>th</sup> Church anniversary and grant dates. Articles to DP/Clerk asap.  
**Action:** All.

169/17 **Recreation Centre** – no progress; planned meeting cancelled and to be rescheduled.

170/17 **East Leeds Orbital Road** – nothing new to report.

171/17 **Roundhay Free School** – no apparent progress – awaiting proposals from LCC.

172/17 **4-Year Plan Working Group** – updated draft strategy circulated by ES discussed. Meeting of working group to be rearranged.

173/17 **Community Cinema** – DT reported that the first film (Hidden Figures) is to be screened on 19<sup>th</sup> October in the Village Hall. Residents to be encouraged to attend.

174/17 **Parish Website** – update circulated by ES discussed. Clerk requested to query maintenance costs.  
**Action:** Clerk.

175/17 **Planning Committee Meeting, 9<sup>th</sup> October** – DT reported that one planning application (16 Blind Lane) was discussed – no objection.

176/17 **Finance**

i. **Wreath for Armistice Day** – purchase agreed, Clerk to arrange. GW to lay wreath on behalf of Parish Council.

**Action:** Clerk/GW.

ii. **Grant from Groundwork** – Clerk confirmed receipt.

iii. **Grant Application** – request for start-up grant for new Guide company – deferred to December grants meeting.

177/17 **Public Rights of Way**

i. **Parish Paths Partnership** – nothing to report.

178/17 **Village Maintenance**

i. **Appointment of New Village Maintenance Contractor/Lengthsman** – adjacent parishes circulated and advert planned in next edition Shadwell News, but no applications yet received. Alternative of less experienced person who could work closely alongside SIB volunteers and learn on the job was discussed. Agreed to try to identify anyone who might be interested in this alternative role.

**Action:** All

ii. **Temporary Contractor** – work completed included graffiti removal, removing dead saplings, strimming and mowing in various locations, visits to the tip and trimming back hedges

iii. **Gate to Dan Quarry** – TV confirmed that repairs/creosoting have now been completed.

iv. **Contracts for snow clearing** – Clerk confirmed that contracts have been sent to the two contractors used in previous years.

179/17 **Risk Assessment** – October assessment completed by NT(2); no issues. VV has volunteered for November.

180/17 **Reports from Council Representatives on Local Committees and Forums**

i. **Shadwell Library Committee** – DT provided a verbal update. New ceiling and better lighting have significantly improved the internal appearance of the library.

ii. **Shadwell in Bloom** – report from NT noted.

iii. **Scout Hut and Guide HQ Management Committee** – NT provided a verbal update; no concerns – the organisations using the hut are well run and the hut itself is being kept in good condition.

181/17 **Parish Council Surgery** – no surgery was held in October; DT to conduct surgery in November.

182/17 **Correspondence**

i. **Shadwell Traffic Management Scheme Consultation** – two responses to LCC where the Parish Council copied in noted.

ii. **Compassionate City Awards** – email from LCC noted, Library sessions for older people suggested; clerk to forward e-mail (with links) to councillors.

**Action:** Clerk.

183/17 **Questions from members of the public** - none.

184/17 **Items for next agenda** – Neighbourhood Plan, 4-Year Strategy, parish website, ELOR, Roundhay Free School and recognition of local litter pickers.

185/17 **Urgent items which have arisen since publication of agenda and councillors' queries.**

i. **Gateland Lane** – NT reported that a section of resurfaced road is causing unacceptable run-off of rainwater into adjacent properties.

**Action:** Clerk to report to LCC.

ii. **Dogs** – instances have been reported of a dog being allowed to run off lead attacking other dogs in the village.

**Action:** Clerk to report to PCSO/LCC.

- iii. **Advertising hoarding outside 225 Main Street** - needs removing.  
**Action:** Clerk to report to LCC.
- iv. **Ash Hill Drive** – white lines are badly faded on the right-hand fork where the road splits.  
**Action:** Clerk to report to LCC.

186/17 **Invoices** – Resolved that the following payments should be made:

258	M. S. Woods (reimbursement for postage/travel)	£11.05	(LGA 1972 s111)
258	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
259	B. Turner (maintenance of grass verges, etc.)	£343.11	(HA 1980 s96)
260	Shadwell Recreation Centre (venue hire)	£45.00	(LGA 1972 s111)
261	Ripon Farm Services (village maintenance equip. & supplies)	£45.82	(HA 1980 s96)
262	J R Sheret (newspapers for library)	£54.55	(LGA 1972 s142)
263	PKF Littlejohn LLP (external audit fee 2016/17)	£240.00	(LA & A Act 2014 s4 & s5)
264	Society of Local Council Clerks) (training course for Clerk)	£118.80	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£448.12	(LGA 1972 s111)
<b>TOTAL</b>		<b>£1,326.45</b>	

187/17 **Part Two** – there were no confidential items.

188/17 **The next Parish Council meetings are confirmed as follows:**

**Village Maintenance Committee** – Monday, 23<sup>rd</sup> October 2017 at 6:30pm.

**Finance Committee** – Monday, 23<sup>rd</sup> October 2017 at 7:00pm.

**Planning Committee** – Monday, 13<sup>th</sup> November 2017 at 6.30pm.

**Full Council** – Monday, 13<sup>th</sup> November 2017 at 7.00pm.

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

189/17 **The Chairman closed the meeting at 8:50pm.**

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