

## SHADWELL PARISH COUNCIL

### **Draft Minutes of the Meeting of the Council held on Monday, 15<sup>th</sup> January 2018 (Subject to Confirmation)**

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Keith Pickford (KP) (Present)	0113 273 7013
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
Denise Trickett (DT) (Apologies)	0785 028 3529
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	0788 873 4464
Ted Vickerman (TV) (Apologies)	0113 273 8242
Geoffrey Wilson (GW) (Present)	0113 273 7164

Clerk: Mike Woods 0775 171 8483  
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In attendance - the Clerk.

*The meeting opened at 7:03pm.*

260/17 **Apologies for Absence** – apologies received and accepted from DT, TV & VV.

261/17 **Minutes** - The minutes of the meeting of 11<sup>th</sup> December 2017 were approved and signed by the chairman.

262/17 **Declarations of Interest** – None.

263/17 **Crime Report** - the Police report for December was noted. Two burglaries, one theft of lead and two incidents of damage to a motor vehicle were reported during the month. Agreed that, in view of the higher number of crimes during the last two months, the police should be specifically invited to attend the next meeting.

**Action:** Clerk to arrange.

264/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – no new potholes were reported during the month.
- ii. **Gulley between Gateland Lane and Minster View (231ii/17)** – Clerk confirmed that the request for resetting has been escalated through the ward councillor, Matthew Robinson.
- iii. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (231iv/17)** – Still awaiting removal.
- iv. **White Lines/Colliers Lane/Main Street and at Ash Hill Drive (231v/17)** – On LCC's list to repaint when resources allow.
- v. **Holywell Triangle Conservation Area (231viii/17)** – no progress.  
**Action:** Clerk to follow up before next meeting.
- vi. **Surface water run-off in Gateland Lane (231x/17)** – Order now raised on LCC system for follow up work. NT reported that cabling pipework is draining water into garden of 71 Gateland Lane when there is significant rainfall.  
**Action:** Clerk to report.
- vii. **Damage to flower bed near junction of Main Street/Bay Horse Lane (231xii/17)** – LCC system indicates that bollard will be repaired "as soon as resources allow".  
**Action:** Clerk to monitor progress.

- viii. **Damaged wall next to Barnaby Cottages, Winn Moor Lane (231xiv/17)** – Clerk reported that he had written to agents requesting urgent repairs. Agreed not to pursue estimate at this stage.  
**Action:** Clerk to monitor progress.
- ix. **Planning Issue at Cricketers Fold (231xvi/17)** – Clerk reported that he has not been able to identify any breaches of planning conditions. Agreed to take no further action unless further evidence emerges.
- x. **Meal for Elderly People (231xvi/17)** – Village hall booked provisionally for 23<sup>rd</sup> March, but details still to be worked out.  
**Action:** VV to take forward.
- xi. **Newsletter Volunteers (236/17)** – gifts were distributed before Christmas. DP reported that a number of verbal expressions of appreciation had been received.
- xii. **Ploughing up of footpath between Manor Court and Gateland Lane (229i/17)** – Clerk confirmed that he has written to the farmer concerned.
- xiii. **Repairs to stiles at Ash Hill Lane and Manor Court (229ii/17)** – Clerk confirmed that he is awaiting a quote to repair stile at Ash Hill Lane; but no repairs seem to be needed at Manor Court.  
**Action:** Clerk to chase quote.

265/17 **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – Reviewed by DP/DT; no changes required. Resolved to readopt without amendment.

266/17 **General Data Protection Regulation** – briefing issued by NALC noted. Agreed to await more detailed guidance before taking action.  
**Action:** Clerk to monitor progress.

267/17 **Neighbourhood Plan** – nothing new to report; meeting of steering group to be held next week.

268/17 **Recreation Centre** – NT(2) & GW reported that there is now only one managing trustee – GW. A deed of appointment is being prepared to allow the number of trustees to be increased to five, three of whom are currently parish councillors.

269/17 **Community Relations with Village School** – ES reported that Matthew Robinson is still to arrange a meeting with the Executive Head Teacher, Sarah Richards.  
**Action:** ES to chase.

270/17 **East Leeds Orbital Road** – nothing to report.

271/17 **4-Year Plan Working Group** – ES reported that the plan has been updated and circulated. No further action required.

272/17 **Parish Website Refresh** – Need for formal specification queried. Agreed that ES would arrange a meeting between herself, Amy Shaw and the Clerk to consider options.  
**Action:** ES.

273/17 **Highways**

- i. **Illuminated Speed Warning Sign(s)** – Clerk reported on one quotation; further quotation awaited. Agreed to explore further. Clerk to contact Harewood Parish Council regarding their experiences and to seek views of LCC Highways and local PCSO.  
**Action:** Clerk to report back at next meeting.
- ii. **20mph speed limit and parking restrictions** – still no apparent progress; Clerk to chase again.  
**Action:** Clerk.

274/17 **First Bus Services** – recent complaints about 7S service received via Facebook noted; agreed to put a note on Facebook asking residents to notify the Parish Council of any further incidents so that they can

be pursued with First Bus direct. There may be a need to arrange a meeting with First Bus to discuss further.

**Action:** Clerk to collate responses and to write to First Bus.

275/17 **Planning Committee Meeting, 15<sup>th</sup> January** – KP reported that three planning applications (59 Main Street, Woodhouse Barn, Ring Road and 6 Shadwell Park Drive) were discussed – no objections.

276/17 **Finance**

- i. **Finance Committee Meeting 8<sup>th</sup> January** – DP reported that the accounts were reconciled against the bank statement as at 30<sup>th</sup> November and that there were no concerns at the end of Q3. A small surplus is currently projected at the year end.
- ii. **Budget 2018-19** – Resolved to accept the Finance Committee's recommendations for the 2018-19 budget and to set a precept of £36,771, an increase 3.0% in cash terms over 2017-18.
- iii. **Internal Audit Report** – It was noted that internal auditor's report on the 2016-17 accounts raised no concerns.

277/17 **Public Rights of Way**

- i. **Parish Paths Partnership** – DP reported that the repairs to the fencing and gate at the Ring Road entrance to Path 102 had been completed to a good standard.

278/17 **Village Maintenance**

- i. **Village Maintenance Committee Meeting 8<sup>th</sup> January** – NT reported that letters are to be distributed to householders in the Cricketers development seeking agreement to snow-clearing on un-adopted areas.
- ii. **Maintenance Contractor** – NT and the Clerk reported that the contractor had completed 11.5 hours during December mainly assisting SIB volunteers in tidying, clearing, gritting and collecting and bagging rubbish for the tip.
- iii. **Snow-clearing** – agreed that the contractor who requested an annual retainer should not be used for 2017-18 and that no retainer should be paid.

**Action:** Clerk to feed back to contractor.

- iv. **Grit Bins** – NT outlined his email correspondence and discussions with LCC Operations Manager.

Agreed:

- a) to request that all grit bins be retained, but if any are eventually removed by LCC they should be replaced by the Parish Council;
- b) to request LCC to refill all bins each summer and that the Parish Council would arrange for any replenishment during the winter when LCC's resources are stretched;
- c) to consider siting a bin on Main Street near the Post Office; and
- d) to approach LCC Housing to ask whether they accept responsibility for bins where Highways indicate that ownership is uncertain.

**Action:** NT and Clerk.

279/17 **Risk Assessment** - December assessment completed by NT(2) – deterioration of Colliers' Lane benches noted. TV has already agreed to re-varnish when weather allows. SIB volunteers to cut back undergrowth from bench nearest Blind Lane. DP to carry out the assessment in February.

280/17 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Library Committee** – report from DT noted.
- ii. **Shadwell in Bloom** – report from NT noted.

281/17 **Parish Council Surgery** – No surgery held in January. NT(2) volunteered for February.

282/17 **Correspondence** – e-mail thanking councillors for gifts to newsletter volunteers noted.

283/17 **Questions from members of the public** – none present.

284/17 **Items for next agenda** – Neighbourhood Plan, parish website, ELOR, community relations with village school and illuminated speed warning sign.

285/17 **Urgent items which have arisen since publication of agenda and councillors' queries:**

- i. **Potholes** - half way down Hobberley Lane and on Winn Moor Lane.  
**Action:** Clerk to report.
- ii. **Hedge at junction of Bay Horse Lane and Main Street** – KP to cut back.
- iii. **Meeting dates April 2018** - agreed to swap dates so that the Annual Parish Meeting takes place on 16<sup>th</sup> April rather than the 9<sup>th</sup> April.  
**Action:** Clerk to circulate list of revised dates.
- iv. **Crofton Terrace** – Clerk requested to check procedure for seeking adoption by LCC.  
**Action:** Clerk.
- v. **Retirement** – KP confirmed that he had written to the Clerk and Chairman to tender his resignation from the Parish Council with effect from 31<sup>st</sup> March 2018.  
**Action:** Clerk to contact LCC and to prepare an advert for the next issue of Shadwell News.

286/17 **Invoices** – Resolved that the following payments should be made:

**Funded from Neighbourhood Planning Grant**

285	S. Dobson (Neighbourhood Planning website)	£350.00
286	Shadwell Library (room rental for meeting)	£25.00

**Shadwell Parish Council Expenditure**

287	M. S. Woods (reimbursement for postage)	£13.71	(LGA 1972 s111)
287	M. S Woods (replacement printer cartridge)	£61.81	(LGA 1972 s111)
287	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
288	P. Hallas (maintenance of grass verges, planting, etc)	£103.50	(HA 1980 s96)
289	Mrs L. Moore (internal audit fee 2016/17)	£30.00	(LAAA 2014)
290	D. Potter (stamps)	£27.96	(LGA 1972 s111)
291	M. Savage (Christmas lights)	£50.00	(Highways Act 1980 s 43.50)
<b>Total</b>		<b>£681.98</b>	

287/17 **Part Two** – there were no confidential items.

288/17 **The next Parish Council meetings are confirmed as follows:**

**Planning Committee** - Monday, 12<sup>th</sup> February 2018 at 6.30pm.

**Full Council** – Monday, 12<sup>th</sup> February 2018 at 7:00pm.

**Planning Committee** - Monday, 12<sup>th</sup> March 2018 at 6.30pm.

**Full Council (Grants meeting)** – Monday, 12<sup>th</sup> March 2018 at 7:00pm.

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

289/17 **The Chairman closed the meeting at 8:50pm.**

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