

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of the Council held on Monday, 12th March 2018 (Subject to Confirmation)

Chairman - Debbie Potter (DP) (Present)	0113 265 7575
Keith Pickford (KP) (Present)	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) (Present)	0788 873 4464
Ted Vickerman (TV) (Apologies)	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, for parts of the meeting, P.C. Katkowski and Amy Shaw.

The meeting opened at 7:00pm.

322/17 **Apologies for Absence** – apologies received and accepted from ES and TV.

323/17 **Minutes** - The minutes of the meeting of 12th February 2018 were approved and signed by the Chairman.

324/17 **Declarations of Interest** – None.

The Chairman suspended in the meeting for comments from members of the public.

325/17 **Crime Report** - P. C. Katkowski went through the crime report for February. Four residential burglaries (two at the same address) and one theft from a motor vehicle were reported during the month. Three other issues were discussed:

- i. Councillors queried whether turning off street lights was affecting crime levels in Shadwell. P. C. Katkowski said there was no definite evidence to support this but, in general, lack of street lighting does make criminal activity easier.
- ii. To deter opportunistic burglaries, residents should be encouraged to replace “euro locks” on exterior doors with more secure anti-snap locks. Agreed to publicise through website and Facebook
Action: Clerk and ES.
- iii. The Police are seeking to set up small-scale schemes to provide security advice/support to elderly and vulnerable people in local communities. Agreed, in principle, to contribute towards a scheme in Shadwell.
Action: Clerk to contact PCSO Barratt.

The Chairman reconvened the meeting.

326/17 **Current Items Outstanding including the Clerk's Report:**

- i. **Potholes** – Clerk reported that no new potholes had been reported during the month.
- ii. **Gulley between Gateland Lane and Minster View (295ii/17)** – still awaiting repair.
- iii. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (295iii/17)** – still awaiting removal.
- iv. **White Lines/Colliers Lane/Main Street and at Ash Hill Drive (295iv/17)** – no progress, still On LCC’s list to repaint when resources allow.

- v. **Holywell Triangle Conservation Area (295v/17)** – Clerk reported that the project group had received assurances from LCC that feedback on proposals would be provided shortly.
 - vi. **Surface water run-off in Gateland Lane (295vi/17)** – NT reported that LCC were dealing with the highways aspect of the problem, and that the cable supplier was being pursued regarding excess water flowing out of the cable conduit into adjacent gardens.
Action: NT to monitor progress.
 - vii. **Damaged wall next to Barnaby Cottages, Winn Moor Lane (295viii/17)** – Clerk reported that the wall has now been repaired. Agreed to send a letter of thanks to the land agents.
Action: Clerk.
 - viii. **Meal for elderly people 23rd March 2018 (295ix/17)** – VV reported that 37 invitees had accepted so far, and five people had volunteered to help with setting up and preparing the meal, but more volunteers are needed to provide transport. Vegetarian and gluten-free options will be provided, and carers are welcome. VV indicated that the event will be delivered within budget.
Action: VV to take forward, and councillors to help with transport if available.
 - ix. **Repairs to stile at Ash Hill Lane (295ix/17)** – DP reported that stile is in perfect order.
Action: Clerk to check with contractor.
 - x. **Advertising for new councillor (295xi/17)** – Clerk confirmed that the vacancy had been advertised in newsletter, and on website and Facebook. Some interest has been generated, but no definite nominations yet. Agreed to advertise in Shadwell News; Clerk to initiate formal process with LCC Elections Unit in April.
Action: Clerk.
 - xi. **YLCA Leeds Branch Meeting 20th February (302/17)** – Summary of meeting noted; agreed to contact Cllr Robinson regarding whether volunteers are still needed to help update LCC Parish Charter.
Action: Clerk.
- 327/17 **General Data Protection Regulation** – Briefing note prepared by Clerk on NALC Toolkit noted; agreed no precipitative action needed. Clerk to undertake data audit, prepare required forms and to chase LCC regarding support to local parishes.
Action: Clerk to report back at next meeting.
- 328/17 **Neighbourhood Planning**
- i. **Development of Plan** – DP reported that a consultation session is to be held in the Library from 10:00am on 7th April.
 - ii. **Grant** – consultant’s invoice to end January has been submitted. Noted that a cheque for the next invoice will need to be signed before the end of March to ensure that grant conditions are met.
Action: Clerk to request invoice.
 - iii. **Community Right to Bid** – Application for Red Lion completed. Clerk still to draft a similar application for the Post Office. Confirmed that there are no implications for the two businesses, but DP to discuss with the landlord and the sub-postmaster as a courtesy before applications are submitted to LCC.
Action: Clerk and DP.
- 329/17 **Recreation Centre** – GW/NT(2) reported that the relevant forms to appoint new trustees have now been signed, but there has been little further progress. Next meeting arranged for 19th March 2018.
Action: GW/NT(2).
- 330/17 **Village School** – DP reported that the meeting held on 21st February was very positive and constructive. Clerk to circulate notes prepared by ES. Agreed outcomes include:
- i. **Flowerbeds** - Shadwell in Bloom to provide assistance with new flowerbeds at school.
Action: NT to arrange.
 - ii. **School crossing patrol** – to advertise vacancy on Parish Council website and in newsletter.
Action: Clerk and DP.
 - iii. **Annual Parish Meeting** – to invite a school governor to the APM on 16th April.
Action: Clerk.
 - iv. **Newsletters** – to ensure that copies of future newsletters are taken into school.
Action: VV.

- 331/17 **Parish Website Refresh** – Outline proposal prepared by Amy Shaw discussed. Resolved to proceed on the basis suggested.
Action: Clerk and ES to take forward with Amy.
- 332/17 **Defibrillator** – Letter from Yorkshire Ambulance Service indicating their wish to transfer ownership and responsibility to Shadwell Parish Council noted. It was reported that the defibrillator had been used recently. Agreed that it is an important asset for the village that should be retained. Resolved to accept transfer. John Sheret has indicated that he is prepared to continue the weekly maintenance checks.
Action: Clerk to arrange.
- 333/17 **Benefice of Moor Allerton and Shadwell** – Consultation on proposal to split C. of E. parishes noted. Response in support of proposals has been submitted, but other objections will mean that the proposal will be referred to the Church Commissioners to decide.
- 334/17 **First Bus Services** – Letter from First Bus in response noted. Further missed services reported via Facebook together with one example of a particularly helpful bus driver. To monitor service and to seek a meeting with First Bus if complaints increase.
- 335/17 **Highways**
- i. **Illuminated Speed Warning Sign(s)** – Two sites suggested: near 17 Main Street (facing East) and near 229 Main Street (facing West). Clerk to arrange site visit with Nick Borrás from LCC Highways.
Action: Clerk.
 - ii. **20mph speed limit and parking restrictions** – appears unlikely to be completed by end March. Now seems possible that LCC will seek to re-advertise scheme before proceeding. Response awaited from LCC.
Action: Clerk to chase.
 - iii. **Red Lion Car Park** – Agreed no action at present.
 - iv. **Faded white lines at Carr Lane junction with Coal Road and Bay Horse Lane** - noted that the lines have now been repainted.
- 336/17 **Grant Applications**
- i. **Shadwell Cinema Club** – Grant of £250 approved.
 - ii. **Shadwell News** – application withdrawn – duplicate.
- 337/17 **Public Rights of Way**
- i. **Parish Paths Partnership** – nothing to report.
- 338/17 **Village Maintenance**
- i. **Snow Clearing** – Noted that contractor has undertaken snow-clearing on 27th February and 1st, 3rd and 8th March and that there have been many positive comments on Facebook thanking both the contractor and the Parish Council.
 - ii. **Village Maintenance Contractor** – the Clerk reported that the contractor had completed 17 hours during February including clearing broken branches, digging out brambles, repairing trailer, gritting, tidying and clearing debris.
 - iii. **Ginnels** – List completed, Clerk to forward to LCC Environment Action.
Action: Clerk.
 - iv. **Grit Bins** – NT to clarify whether new bin is required on Cricketers View.
 - v. **Fly-tipping on Colliers Lane/Winn Moor Lane bridle path** – confirmed now removed.
 - vi. **Trees at the side of the Library** – Contractor has advised that the trees should not be cut back until September/October. Diary note made.
Action: Clerk to follow up in the autumn.
 - vii. **Bridle path from Bridle Path Road to Brandon Crescent** – Clerk to contact Harewood Parish Council.
Action: Clerk.

viii. **Trees overhanging the allotments** – NT reported that the owners of adjacent houses had been contacted and agreed to allow the trees to be cut back.

Action: NT to arrange with SIB volunteers.

339/17 **Spring newsletter** – noted now with printers.

340/17 **Annual Parish Meeting**

- i. **Invitations** – the Clerk confirmed that formal invitations had been sent to the usual village organisations and community groups. Cllr Matthew Robinson and Jeremy Thompson have both agreed to speak. Agreed that Sarah Richards, Executive Headteacher, should be invited to speak on behalf of the village Primary School or to suggest a representative and that PCSO Barratt and representatives from the new Cinema Club should be invited to attend.
- ii. **Practical arrangements** – Agreed that NT will provide wineglasses and that NT(2) will arrange wine and soft drinks.

341/17 **Risk Assessment** – March assessment completed by DT – no issues; NT(2) volunteered for April.

342/17 **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.

343/17 **Parish Council Surgery** – no attendees in March; NT(2) to conduct surgery in April.

344/17 **Correspondence** – none received.

345/17 **Questions from members of the public** – none present.

346/17 **Items for next agenda** – Main Street parking, feedback on meal for elderly people, 20mph limit and parking restrictions, parish website, ELOR, and illuminated speed warning signs.

347/17 **Urgent items which have arisen since publication of agenda and councillors' queries:**

- i. **Tree felling on Outer Ring Road** – Agreed to write to LCC to express concerns about the extent of recent tree felling
Action: Clerk.
- ii. **HGV Restrictions Meeting: 4:00pm, 19th March, Leeds Civic Hall** – Volunteer needed to attend.
Action: Please check diaries and respond to DP/Clerk.
- iii. **Ditch to the south side of Shadwell Lane near Temperance Cottage** – is overflowing.
Action: Clerk to report.

348/17 **Cllr Keith Pickford** – Cllrs thanked Cllr Pickford for his commitment and his very valuable contribution to the Parish Council and to the well-being of the village over many years. A commemorative photograph was taken.

349/17 **Invoices** – resolved that the following payments should be made:

Shadwell Parish Council

295	M. S. Woods (reimbursement for postage and travel)	£16.02	(LGA 1972 s111)
295	M. S. Woods (contribution to clerk's utilities)	£20.00	(LGA 1972 s111)
296	P. Hallas (village maintenance)	£153.00	(HA 1980 s96)
297	Shadwell Recreation Centre (allotment rent)	£50.00	(SH & A Act 1908 s29)
297	Shadwell Recreation Centre (meeting room rental Nov - Jan)	£60.00	(LGA 1972 s111)
298	L. Beales (preparation of spring newsletter)	£50.00	(LGA 1972 s142)
299	V. Venkatesh (gifts to newsletter volunteer distributors)	£35.40	(LGA 1972 s142)
300	Shadwell Village Hall (deposit for use of hall 23/03/18)	£70.00	(LGA 1972 s111)
302	K. T. Pickford (snow clearing)	£714.00	(HA 1980 s96)
S/O	VA-L Trading (payroll)	£579.41	(LGA 1972 s111)
Total		£1,747.83	

Funded from Neighbourhood Planning Grant

301	Peter Baker Associates (Consultancy to 31st January 2018)	£2,160.00	
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350/17 **Part Two** – No members of the public present; two items were discussed.

351/17 **The next Parish Council meetings are confirmed as follows:**

Planning Committee - Monday, 9th April 2018 at 6.30pm.

Full Council – Monday, 9th April 2018 at 7:00pm.

Annual Parish Meeting – Monday, 16th April 2018 at 7:00pm.

Village Maintenance Committee – Monday, 30th April 2018 at 6:30pm.

Finance Committee – Monday 30th April 2018 at 7:00pm.

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

352/17 **The Chairman closed the meeting at 9:15pm.**

Signed: _____ Dated: _____