

## SHADWELL PARISH COUNCIL

### ***Draft Minutes of the Annual Meeting of Council held on Monday, 14<sup>th</sup> May 2018 (Subject to Confirmation)***

|                                 |               |
|---------------------------------|---------------|
| Debbie Potter (DP) (Present)    | 0113 265 7575 |
| Emma Stapleton (ES) (Apologies) | 0789 438 6860 |
| Norman Taylor (NT) (Present)    | 0113 273 7393 |
| Denise Trickett (DT) (Present)  | 0785 028 3529 |
| Nirmal Tulwa (NT(2)) (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.*

- 1/18 **Election of Chairman** – Resolved to appoint Debbie Potter as Chairman for the coming year. Declaration of acceptance of office was signed by DP countersigned by the Clerk.
- 2/18 **Apologies for Absence** – ES.
- 3/18 **Election of Vice Chairman** – Resolved to appoint Denise Trickett as Vice Chairman for the coming year.
- 4/18 **Appointments to Committees, Sub-Committees and Working Groups** – Resolved to make the following appointments:
- Finance Committee: DP, GW, VV, NT and NT(2).
  - Planning Committee: DT, NT(2), TV and ES with M. Wilford as community representative.
  - Village Maintenance Committee: DP, NT and NT(2).
  - Four-Year Plan Working Group: DP, DT, ES and VV.
  - Newsletter Working Group: DP, Lesley Beales and the Clerk.
- 5/18 **Representatives to Outside Bodies** – Resolved to make the following appointments:
- Town and Parish Council NE Forum – DP.
  - YLCA – ES and the Clerk.
  - Library Steering Group – DP.
  - Bramley Fields Consultative Group – NT(2) and Denise Simpson on behalf of the Parish Council.
  - Neighbourhood Planning Steering Group – DP, DT and ES.
- 6/18 **Minutes** - The minutes of 9<sup>th</sup> April 2018 were approved and signed by the Chairman.
- 7/18 **Declarations of Interest** - None.
- 8/18 **Questions from members of the public** – None.
- 9/18 **Crime Report** - The Police report for April was noted. Four residential burglaries, two attempted burglaries (on consecutive nights) at a farm, one theft from a garden and one theft of lead from two adjacent properties were recorded during the month. Concerns were expressed at the apparent rising levels of crime in the area.

#### 10/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – A pothole on Colliers Lane and the speed bump on Main Street adjacent to the entrance to Ash Hill Lane had been reported to LCC. Clerk requested to report a pothole outside 10 Ash Hill Drive.  
**Action:** Clerk.
- ii. **Tree Felling on Outer Ring Road (358xi/17)** – LCC have indicated that the replanting of trees will be completed by the end of 2019.
- iii. **Ditch to the south side of Shadwell Lane between Shadwell Park Avenue and Temperance Cottage (358xii/17)** – LCC have assessed the defect and have indicated that “there is no immediate danger at this time”. Agreed to monitor and to report again if flooding reoccurs.
- iv. **Joint CPRE/Wetherby Civic Society meeting 17<sup>th</sup> May (376i/17)** - NT(2) to attend if commitments allow.
- v. **Holywell Lane Playground (376ii/17)** – Clerk reported that the resident who voiced concerns has expressed an interest in joining the support group and that contact details have been passed on. Noted next meeting: 7:00pm, 17<sup>th</sup> May at the playground.
- vi. **Commercial signage (379i/17)** – Detailed guidance now received from LCC. Queried signs appear to meet criteria.
- vii. **Stiles (379iii/17)** – LCC’s design standards received and noted for future reference.
- viii. **Memorials and gravestones at St Paul’s Churchyard (379iii/17)** – NT(2) to progress; to discuss at next meeting.

#### 11/18 **Items Awaiting Action from Leeds City Council**

- i. Resetting gully between Gateland Lane and Minster View.
- ii. Railings on Main Street Holywell Lane/Back Holywell Lane.
- iii. White lines Colliers Lane/Main Street and Ash Hill Drive.
- iv. Holywell Triangle Conservation Area.
- v. Surface water run-off in Gateland Lane.

#### 12/18 **Main Street parking issues**

- i. **Scout Hut parking** – Email sent to Scout Leader requesting a meeting. Awaiting response.
- ii. **Avon Court Parking signs** – details finalised; Clerk to place order.  
**Action:** Clerk.
- iii. **Inconsiderate Parking** – GW reported that cars parked with two wheels on the pavement are making access difficult for mobility scooter and pushchair users at various points along Main Street. Clerk to check whether the Police have any leaflets that can be used to deter inconsiderate parking.  
**Action:** Clerk.
- iv. **Double Yellow Lines** – DP reported that proposals need to be included in an LCC sponsored traffic regulation order before they can be implemented. LCC only submit an order once a year, and it is not clear whether the current proposals have been included. LCC officers have been asked to clarify.  
**Action:** Clerk to monitor response.

#### 13/18 **Appointment of new Parish Councillor**

- i. **Co-option** – LCC’s Elections Officer has confirmed that no request for an election has been received and that appointment can proceed by co-option.
- ii. **Interviews** – Arrangements for 16<sup>th</sup> May finalised. Agreed that DP, DT, NT(2) and ES would conduct interviews with the three residents who have put their names forward.  
**Action:** DP/DT/NT(2)/ES.

#### 14/18 **General Data Protection Regulation**

- i. **YLCA training course, 1<sup>st</sup> May 2018** – the Clerk reported that the course was very helpful and clarified a number of issues.
- ii. **Data Protection Officer** – the Clerk reported that subject to final Parliamentary approval, parish councils will not now be required to appoint data protection officers.
- iii. **GDPR Documentation** – the data protection audit prepared by the clerk was noted; no requirements for “consent” identified. Draft privacy notices were circulated - councillors to check through them in preparation for formal adoption at the June meeting.  
**Action:** All.

15/18 **Neighbourhood Planning**

- i. **Development of Plan** – DP reported that comments had been received back from LCC on the policy documents and that drafting of the plan itself is now well underway. Pre-submission consultation still on target for autumn 2018.
- ii. **Community Right to Bid** – Clerk still to prepare application for the Post Office, completion becoming more urgent.  
**Action:** Clerk to complete before next meeting.
- iii. **Grant** – Clerk reported that the £92 balance unspent has been repaid to Groundwork UK. Jeremy Thompson is pursuing funding from the next round of grants.

16/18 **National Consultation on Unauthorised Developments and Encampments** – consultation noted, but of very limited relevance to Shadwell; resolved not to submit a response.

17/18 **Recreation Centre** – GW/NT(2) reported that a meeting is to be arranged soon.

18/18 **Parish Website Refresh** – No apparent progress. Clerk to pursue with contractor.  
**Action:** Clerk.

19/18 **East Leeds Orbital Road** – nothing new to report.

20/18 **Highways**

- i. **Illuminated Speed Warning Signs** – DP & DT reported on their site meeting with Andrew Richardson (LCC Highways) on 8<sup>th</sup> May 2018. Locations for the two signs finalised (lamppost 64/M560 opposite the bench near Strickland Avenue facing eastwards, and lamppost 10/M560 towards the bottom of the hill from Temperance Cottage facing westwards). Agreed one sign should be funded by the Parish Council, but that funding for the other should be sought from ward councillors' allocations.  
**Action:** Clerk to complete grant application.
- ii. **20mph speed limit and parking restrictions** – LCC's new proposals for a blanket 20mph limit noted. Agreed to object in favour of a limit on Main Street only. If blanket limit is imposed agreed that it should be extended to the whole length of Gateland Lane, Winn Moor Lane and Hobberley Lane.  
**Action:** Clerk to feed comments back to LCC Highways.

21/18 **Planning Committee**

DT reported that three applications had been considered by the Committee earlier in the evening:

- i. **11 Ludolf Drive** – First floor extension with dormer windows to side to existing detached garage – agreed no objections.
- ii. **3 Strickland Avenue** – First floor side and single storey rear extension – agreed to object on the grounds that the increase in height to the side wall would be overbearing and would reduce light for pedestrians using the adjacent ginnel.
- iii. **7 Old Brandon Lane** – Two storey rear extension and single storey side link extension – agreed no objections.

22/18 **Finance**

- i. **Finance Committee Meeting 30<sup>th</sup> April 2018** – draft minutes noted.
- ii. **2017/2018 Outturn** – Surplus of £4,216.67 and balance carried forward of £31,077.13 noted.
- iii. **Annual Governance and Accountability Return** – the items listed in section 1 of the return were considered. Resolved that the Parish Council considers that the system of internal control in place is sound, and that appropriate arrangements for the preparation of accounting statements are in place. Section 1 was signed by the Chairman and Clerk.
- iv. **Internal Audit** – Noted that the internal audit was completed on 27<sup>th</sup> April and that the auditor has agreed that all relevant internal control objectives were achieved during the year.

- v. **Annual Accounting Statements (Section 2)** – Resolved to formally approve the Annual Accounting Statements for 2017/18. Section 2 was signed by the Clerk as Responsible Financial Officer and the Chairman.
- vi. **Insurance** – annual renewal documents noted. Agreed to renew without any amendments.
- vii. **Recommendations from Finance Committee**
  - a) Extension of Christmas lights to shops – agreed in principle, subject to review nearer Christmas.
  - b) Annual grant of £3,000 to Shadwell Library, Arts Centre & Café - agreed.
  - c) Grant of £100 to Shadwell Methodist Church towards equipment for regular café mornings -agreed.

#### 23/18 **Village Maintenance**

- i. **Village Maintenance Committee meeting 30<sup>th</sup> April 2018** – Draft minutes noted.
- ii. **Village Maintenance Contractor** – Clerk reported that the contractor had completed 16 hours during April which included work in the school playground, trimming grass back in kerb edges and mowing and strimming at various locations in the village.
- iii. **Grit Bins** – agreed to VMC Committee’s recommendation to purchase a small grit bin to locate outside the post office.  
**Action:** Clerk.
- iv. **Repairs to the bridle path from Bridle Path Road to Brandon Crescent** – Harewood Parish Council report that the PROW team are to take this forward.
- v. **Red Lion Lost Garden** – Agreed too overgrown for immediate action. Landlord has agreed to talk to owners regarding options. NT to liaise with landlord.  
**Action:** NT.
- vi. **New allotment sites** – Land agent reports that our request for a lease on land between the Scout Hut and Path 102 will be considered by the trustees of the Lady Elizabeth Hastings Charities in early June.  
**Action:** Clerk to check for response.

24/18 **Risk Assessment** – May assessment completed by NT(2) and DT – minor problems with millennium bench and bench in Colliers Lane to be dealt with by TV now that weather has improved. NT(2) to conduct assessment in June, VV in June.

#### 25/18 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – Report from DT noted.
- ii. **Shadwell in Bloom** – Report from NT noted.

26/18 **Parish Council Surgery** – GW reported that there were no attendees at May surgery; GW to also conduct surgery in June.

27/18 **Correspondence** – none.

28/18 **Questions from members of the public** – None present.

29/18 **Items for next agenda** – Main Street parking, 20mph limit and parking restrictions, ELOR and illuminated speed warning signs.

#### 30/18 **Urgent items which have arisen since publication of agenda and councillors’ queries:**

- i. **Regeneration meeting 9<sup>th</sup> May 2018** – DP reported on a meeting held in Leeds Civic Hall, hosted by Cllr Matthew Robinson. Funding may be available to help improve shop fronts and parking facilities near the shops. Agreed to meet with an officer from LCC’s regeneration team to take forward.  
**Action:** DP to arrange meeting.
- ii. **Street sign Blind Lane** – The street name sign at the Gateland Lane junction was reported to LCC about 12 months ago when the posts disintegrated but no repairs were made. The sign itself has now disappeared.  
**Action:** Clerk to contact LCC to ask for the sign to be replaced.

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

**Shadwell Parish Council**

|     |                                                                       |           |                           |
|-----|-----------------------------------------------------------------------|-----------|---------------------------|
| 316 | V. Venkatesh (reimbursement for cost of over 80's meal)               | £22.15    | (LGA 1972 s145)           |
| 317 | K. T. Pickford (snow clearing)                                        | £210.00   | (HA 1980 s96)             |
| 319 | VA-L Trading (National pay award and year end admin fee)              | £33.76    | (LGA 1972 s111)           |
| 320 | M. S. Woods (reimbursement for postage and travel)                    | £22.58    | (LGA 1972 s111)           |
| 320 | M. S. Woods (Office 365 annual subscription)                          | £113.76   | (LGA 1972 s111)           |
| 320 | M. S. Woods (contribution to clerk's utilities)                       | £25.00    | (LGA 1972 s111)           |
| 321 | P. Hallas (village maintenance)                                       | £144.00   | (HA 1980 s96)             |
| 322 | Came and Company (annual insurance premium)                           | £570.69   | (LGA 1972 s111 & S140(i)) |
| 323 | Office Depot (printer paper)                                          | £18.49    | (LGA 1972 s111)           |
| 324 | N. Taylor (Flymo cutting line)                                        | £24.87    | (HA 1980 s96)             |
| 325 | Shadwell Independent Library Ltd (balance of previously agreed grant) | £1,525.26 | (LGA 1972 S133)           |
| 326 | Shadwell Independent Library Ltd (agreed grant for 2018/19)           | £3,000.00 | (LGA 1972 S133)           |
| 327 | Shadwell Methodist Church (grant towards equipment for café)          | £100.00   | (LGA 1972 s145)           |
| S/O | Yorkshire Water (Allotments)                                          | £19.16    | SH&AA 1908                |
| S/O | VA-L Trading (payroll)                                                | £579.41   | (LGA 1972 s111)           |

**Total** £6,409.13

**Funded from Neighbourhood Planning Grant**

318 Groundwork UK (unutilised grant repayment) £92.00

**Total** £92.00

32/18 **Part Two** – No members of the public present; two items were discussed.

33/18 **The next Parish Council meetings are confirmed as follows:**

**Planning Committee** - Monday, 11<sup>th</sup> June 2018 at 6.30pm.

**Full Council (Grants Meeting)** – Monday, 11<sup>th</sup> June 2018 at 7:00pm.

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

34/18 **The Chairman closed the meeting at 9:15pm.**

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