

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 11th June 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) (Apologies)	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
David Ford (DF) (Present)	0776 050 8890

Clerk: Mike Woods 0775 171 8483
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Website: www.shadwell-parish-council.org

In attendance - the Clerk and, for parts of the meeting, one resident and Cllr Matthew Robinson.

The meeting opened at 7:09pm.

- 35/18 **New Councillor** – DP welcomed David Ford to his first meeting as a parish councillor. Formal acceptance of office to be signed at next meeting.
- 36/18 **Apologies for Absence** – apologies received and accepted from DT and ES.
- 37/18 **Minutes** - The minutes of the Annual Meeting of the Parish Council held on 14th May 2018 were approved and signed by the Chairman.
- 38/18 **Declarations of Interest** - None.
- 39/18 **Questions from members of the public** – None.
- 40/18 **Crime Report** - The Police report for May was noted. One attempted residential burglary and one theft from a motor vehicle were recorded during the month.
- 41/18 **Current Items Outstanding including the Clerk's Report**
- i. **Potholes** – The deterioration of the footpath outside 18 Shadwell Park Avenue was reported during the month.
 - ii. **St Paul's Churchyard (10viii/18)** – NT(2) reported that some areas of the churchyard are rather overgrown and there are still concerns about the condition of some gravestones. DF agreed to raise with Church Council.
Action: DF.
 - iii. **Local Centres Programme** – DP confirmed that £50,000 of funding may be available to help regenerate the shops (equivalent to £10,000 per retail unit, on condition that the landlords contribute 20%). ES to write to shop landlords seeking their agreement to take forward. NT(2) to check names and addresses of landlords. Historic pictures of the shops to inform the design brief are requested.
Action: ES and NT(2)
- 42/18 **Items Awaiting Action from Leeds City Council**
- i. Resetting gully between Gateland Lane and Minster View – no progress.
 - ii. Railings on Main Street Holywell Lane/Back Holywell Lane – no progress
 - iii. White lines Colliers Lane/Main Street and Ash Hill Drive – lines on Ash Hill Drive have been repainted.

- iv. Holywell Triangle Conservation Area – LCC have fed back comments. Jeremy Thompson to update draft.
 - v. Surface water run-off in Gateland Lane – no progress.
- 43/18 **Appointment to Committees** – Resolved to appoint DF to serve on the Planning and Village Maintenance committees.
- 44/18 **Main Street parking issues**
- i. **Scout Hut parking** – Meeting with Scout leaders arranged for 12th June, DP/NT(2) to attend if invited. Possible way forward would be to utilise the nine parking spaces in front of the Scout Hut during the day and reposition gate if required.
Action: DP & NT(2)
 - ii. **Avon Court parking** – Parking signs ordered, delivery and installation imminent. DP/ES to liaise with supplier. Recent email from resident noted, Clerk to reply.
Action: DP/ES & Clerk.
 - iii. **Staggered Parking** – Suggestion that angled parking bays could be installed outside the shops was noted. Clerk to seek views from LCC Highways.
Action: Clerk.
 - iv. **Inconsiderate Parking** – Flyers used by Police to discourage parking on pavements noted. PCSO Barratt has confirmed that these can be printed off for use in the village. Clerk to forward e-mail with pdfs to councillors
Action: Clerk.
 - v. **Double Yellow Lines** – LCC Highways officer has indicated that the proposed double yellow lines in the vicinity of the village school are to be installed shortly.
- 45/18 **General Data Protection Regulation**
- i. **Data Protection Officer** – the Clerk confirmed that the Data Protection Act 2018 received Royal Assent on 23rd May 2018 and the Act confirms that parish councils are not required to appoint data protection officers.
 - ii. **GDPR Documentation** – the privacy notices circulated at the last meeting were discussed; resolved to adopt without amendment.
Action: Clerk to post to website.
- 46/18 **Neighbourhood Planning**
- i. **Development of Plan** – DP reported that the draft plan has now been sent to LCC for further comments and that next tranche of grant funding has been approved. An Open Day is being scheduled for September.
 - ii. **Community Right to Bid** – Draft right to bid application for Post Office was noted; Clerk to incorporate final comments and submit application for the Post Office and the Red Lion to LCC.
Action: Clerk.
- 47/18 **Defibrillator** – Clerk reported that West Yorkshire Ambulance Service has replaced the pads and the battery for the defibrillator. A spare cabinet has been supplied, which is to be stored in the hut.
- 48/18 **Recreation Centre** – No progress; to receive update at next meeting.
- 49/18 **Parish Website Refresh** – Clerk to delete obsolete material to allow contractor to complete refresh.
Action: Clerk.
- 50/18 **East Leeds Orbital Road** – DP reported that the contractors are to be invited to give a presentation and answer questions at an ELOR meeting which is being scheduled for early July. Barwick-in-Elmet Parish Council is apparently challenging at least one of the compulsory purchase orders. Diffusion tubes are to be installed at key points to monitor vehicle emissions.
- 51/18 **Shaping the Future – new strategic plan for the National Association of Local Councils** – noted; resolved not to respond to consultation.

52/18 **Highways**

- i. **Illuminated Speed Warning Signs** – Clerk confirmed that the application to LCC for a grant for 50% of the cost was almost complete.
Action: Clerk to submit application on return from leave.
- ii. **20mph speed limit and parking restrictions** – Clerk reported that an email outlining the Parish Council's objections to the blanket scheme had been submitted on 1st June. No response yet from LCC.
Action: Clerk to monitor progress.

53/18 **Planning Committee**

NT(2) reported that three applications had been considered by the Committee earlier in the evening:

- i. **Land opposite 130/132 Main Street** – Detached house with detached garage – noted that nearby residents had raised concerns, and that a number attended the Planning Committee meeting to express those concerns in person. Agreed to object on the grounds that the development would be overbearing and intrusive and that traffic concerns and flooding issues have not been adequately addressed. Site is in a conservation area and an appraisal from a LCC Conservation Officer will be needed.
- ii. **Spencer House, Holywell Lane** – Five new dwellings and conversion of Spencer House to form four dwellings – noted that this proposal was also causing concerns, although no objections had yet been lodged. Agreed to object on the grounds that too many dwellings are proposed, they are too suburban in character and that the layout, design and parking facilities need to be rethought.
- iii. **9 Old Brandon Lane** – Alterations to raise height of front boundary wall and piers – agreed no objection.

54/18 **Finance**

- i. **Grant requests** – No new applications received.
- ii. **Annual Governance and Accountability Return** – the Clerk confirmed that the 2017/18 return had been submitted to the external auditor before the deadline and that the statutory period for the exercise of public rights will run from Monday 4th June to Friday 13th July.

55/18 **Village Maintenance**

- i. **Village Maintenance Contractor** – Clerk reported that the contractor had completed 35.5 hours during May which included mowing and strimming, painting and staining planters and rebuilding and preparing flower beds.
- ii. **Grit Bin at Post Office** – Not clear where grit bin could be sited; agreed to reconsider in the autumn.
- iii. **Repairs to the bridle path from Bridle Path Road to Brandon Crescent** – PROW team are to repair when resources allow.
- iv. **Red Lion Lost Garden** – Agreed that the project is too large to take on at present; noted that a small part of the site immediately adjacent to the pub has been cleared recently.
- v. **New allotment sites** – Response awaited from trustees of the Lady Elizabeth Hastings Charities regarding our request for a lease on land between the Scout Hut and Path 102. NT and VV to discuss suggestion of use of part of VV's garden.
Action: Clerk to chase response; VV & NT to discuss.
- vi. **Extension of Christmas lights to shops** – to await outcome of Local Centres Programme discussions (see 41iii/18, above).

56/18 **Risk Assessment** – May assessment completed by NT(2)– minor problems with loose bracket securing bench by school and wobbly bollard. Also, flower basket obscuring road sign needs cutting back. VV to conduct assessment in July.
Action: TV, NT & VV. Clerk to report bollard to LCC.

57/18 **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.

58/18 **Parish Council Surgery** – GW reported that attendees raised concerns about current planning applications (see 52/18, above); DF to conduct surgery in July.

59/18 **Correspondence**

- i. **Letter of thanks for grant from Shadwell Methodist Church** – noted.
- ii. **Invitation from MAECare Annual Celebration on 17th July** – noted; GW to attend, if available.
Action: GW
- iii. **Letter from M&G Real Estate regarding their proposals for a large-scale residential development Parlington** – noted; agreed not to respond at this stage.

60/18 **Questions from members of the public** – None.

61/18 **Items for next agenda** – Main Street parking, 20mph limit and parking restrictions, ELOR, illuminated speed warning signs and suggestions for summer newsletter.

62/18 **Urgent items which have arisen since publication of agenda and councillors' queries:**

- i. **Stiles** – DP reported that the stile on the footpath by stream between Old Brandon Lane and Bridle Path Road needs repairing and the areas around most stiles are urgently in need of strimming.
Action: Clerk to arrange with contractor.

63/18 **Invoices** – resolved that the following payments should be made:

Shadwell Parish Council

328	M. S. Woods (reimbursement for postage)	£7.62	(LGA 1972 s111)
328	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
329	P. Hallas (village maintenance)	£355.00	(HA 1980 s96)
329	P. Hallas (village maintenance supplies)	£13.68	(HA 1980 s96)
330	Ripon Farm Services (village maintenance supplies)	£11.93	(HA 1980 s96)
S/O	VA-L Trading (payroll)	£602.17	(LGA 1972 s111)
Total		£1,015.40	

64/18 **Part Two** – No members of the public present; one item was discussed.

65/18 **The next Parish Council meetings are confirmed as follows:**

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

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

Finance Committee – Monday 23rd July 2018 at 7:00pm.

Note that the Village Maintenance Committee meeting scheduled for 23rd July has been cancelled.

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

66/18 **The Chairman closed the meeting at 9:10pm.**

Signed: _____ Dated: _____