

## SHADWELL PARISH COUNCIL

### *Draft Minutes of the Council Meeting held on Monday, 9<sup>th</sup> July 2018 (Subject to Confirmation)*

Debbie Potter (DP) (Apologies)	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 (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
David Ford (DF) (Present)	0776 050 8890

Clerk: Mike Woods 0775 171 8483  
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In attendance - the Clerk, Cllr Sam Firth and, for part of the meeting, PCSO Sue Broadwell.

*The meeting opened at 7:00pm.*

67/18 **Apologies for Absence** – Apologies received and accepted from DP, ES and VV.

68/18 **Minutes** - The minutes of the Parish Council held on 11<sup>th</sup> June 2018 were approved and signed by the Vice-Chairman.

69/18 **Declarations of Interest** - None.

*The Vice-Chairman suspended the meeting at 7:03pm for questions and comments.*

70/18 **Crime Report** – PCSO Broadwell presented the Police report for June. Only one crime had been recorded during the month: a residential burglary involving an attempted forced entry to a conservatory and the theft of a petrol lawnmower from a garage in Hobberley Lane. PCSO Broadwell emphasised the need to keep doors and windows secure during the warm weather.

*The Vice-Chairman thanked PCSO Broadwell for her report and reconvened the meeting at 7:08pm.*

71/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – No new potholes were reported during the month.
- ii. **St Paul's Churchyard (41ii/18)** – DF reported that all insecure gravestones had been made safe and that the churchyard is being regularly maintained by the Church Council.
- iii. **Local Centres Programme** – NT(2) confirmed that the landlords of the shops have been identified, and that ES will be writing to the landlords to gauge interest. Some historic pictures of the shops have been provided to LCC for the design brief.

**Action:** ES.

72/18 **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. Surface water run-off in Gateland Lane – no progress, Clerk to chase.

**Action:** Clerk

**73/18 Main Street parking issues**

- i. **Scout Hut parking** – Outcome of meeting on 12<sup>th</sup> June and subsequent letter from Shadwell Scout Group noted. Clerk to draft a reply.  
**Action:** Clerk.
- ii. **Avon Court parking** – DP reported that the parking signs are ready for installation and that ES has been asked to liaise with installer.  
**Action:** Clerk to check progress with ES.
- iii. **Double yellow lines** – No progress, still awaiting installation.
- iv. **Diagonal parking bays** – Clerk confirmed that LCC Highways have been asked for their views, but no response yet.  
**Action:** Clerk to monitor.

**74/18 Neighbourhood Planning**

- i. **Community Right to Bid** – Clerk confirmed that the applications to include the Post Office and the Red Lion on LCC's list of community assets have both been submitted.
- ii. **Grant** – Clerk confirmed that the grant application to Groundwork UK had been successful and that £3,542 had been received on 22<sup>nd</sup> June. Thanks to Jeremy Thompson for arranging.

**75/18 Annual Review of Disciplinary and Grievance Procedures** – The two policies were reviewed. Resolved to readopt without amendment.

**76/18 Annual Review of Financial Regulations** – Agreed that DP/DT would check through the regulations and report back to the next meeting.  
**Action:** DP/DT.

**77/18 “There, but not there” World War I commemoration** – Clerk confirmed that an application had been submitted for 10 silhouettes. DF reported that the village hall had been booked for a community activity day on Saturday, 27<sup>th</sup> October 2018. Much of the detail has still to be finalised but various community groups have been invited along with our ward councillors. It is hoped that Alec Shelbrooke MP and the Lord Mayor of Leeds will also be able to attend.  
**Action:** DF.

**78/18 Newsletter** - items suggested: A profile of our new councillor, David Ford, “There, but not there” activity day (DF), installation of the new signs at Avon Court (Clerk), residents permits for waste disposal sites (Clerk), update on parking issues (DP), update on neighbourhood plan (DP/JT), update on Local Centres Programme (ES), Shadwell in Bloom (NT to ask Richard Gill), discouraging parking on pavements (Clerk), Shadwell football (NT2), an update on the Independent Library (DT), and 20mph limit (Clerk).  
**Action:** All listed; DP/Clerk to coordinate.

**79/18 Recreation Centre** – GW reported that a meeting has been arranged for 25<sup>th</sup> July.

**80/18 Parish Website** – Clerk reported that a new “data protection” page has been created and that the obsolete pages were being deleted.  
**Action:** Clerk to complete ready for refresh.

**81/18 East Leeds Orbital Road** – Clerk reported that Cllr Robinson was arranging a meeting for 17<sup>th</sup> July in Scholes. Agreed to ask Denise Simpson to attend. DF also to attend if available.  
**Action:** DF.

**82/18 Highways**

- i. **Illuminated Speed Warning Signs** – Clerk confirmed that an application for match-funding had been submitted to LCC.  
**Action:** Clerk to monitor outcome.

- ii. **20mph speed limit** – Cllr Firth indicated that installation of the 20mph signs is scheduled to begin shortly. Ward members are pressing for signs to be limited to main thoroughfares, and that estate roads should be excluded so that there are not too many signs on every road..
- iii. **Hobberley Lane** – GW and NT2 to check to see whether weight limits and/or vehicle width restrictions would be appropriate. Clerk to respond to resident.  
Action: GW/NT2/Clerk.

#### 83/18 **Planning Committee**

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

- i. **Norwood House, 20 Old Brandon Lane** - Single storey front extension; two storey side extension – no objection.
- ii. **16 Gateland Drive** - Demolition of the existing single storey side garage and rear single room; construction of part two storey, part single storey side/rear extension; enlarged bay window to side – no objection.
- iii. **26 Strickland Avenue** - Two storey and single storey extension with juliet balcony to rear – no objection provided that the concerns raised by nearby resident are taken account of by LCC's Planning Department and responded to appropriately.
- iv. **1 Clifton Cottages, Hobberley Lane** - Two storey extension with patio area to rear; porch including new first floor window and alterations to existing window to side; dormer window to front – no objection.

#### 84/18 **Finance**

- i. **Exercise of public rights** – Clerk confirmed that no requests had yet been received; closing date is 13<sup>th</sup> July 2018.
- ii. **Grant request** – Resolved to pay a grant of £250 to Shadwell News in line with previous years.

#### 85/18 **Village Maintenance**

- i. **Village Maintenance** – Clerk reported that the contractor completed 23.5 hours during June which included mowing and strimming, preparing beds and pots for planting, distributing plants and collecting spoil and plastic trays from beds.
- ii. **Stiles** – Clerk confirmed that contractor has completed strimming around stiles (apart from Old Brandon Lane) and has been asked to repair the stile near the stream on the path between Old Brandon Lane and Bridle Path Road.
- iii. **Bridle path from Shadwell to Brandon Crescent** – Clerk confirmed that the contractor has been asked to cut back low branches .
- iv. **New allotment sites** – Clerk reported that the directors of the Lady Elizabeth Hastings Charities have refused our request to release a parcel of land. Discussions continuing regarding a possible alternative.  
**Action:** NT & VV.

86/18 **Public Paths Partnership** – Clerk confirmed that the annual grant of £350 had been received.

87/18 **Risk Assessment** – July assessment completed by VV – no new issues. NT2 to conduct assessment in August, DT in September.  
**Action:** NT2 & DT

#### 88/18 **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.

89/18 **Parish Council Surgery** – DF reported that there were no attendees at the July surgery; GW to conduct surgeries in August and September.

#### 90/18 **Correspondence**

- i. **Benefice of Moor Allerton and Shadwell Team Ministry** – Noted that the proposal to split the existing parish into four new parishes will be considered in private session by the Church Commissioners' Mission and Pastoral Committee on 18<sup>th</sup> July.

- ii. **Letter from Aberford & District Parish Council regarding M & G's proposals for a large-scale residential development in Parlington** – Noted; no action required.

91/18 **Questions from members of the public** – None.

92/18 **Items for next agenda** – Main Street parking, ELOR, illuminated speed warning signs, “There, but not there” activity day and summer newsletter.

93/18 **Urgent items which have arisen since publication of agenda and councillors’ queries:**

- i. **Hedges on Old Brandon Lane** – Concerns that supermarket deliveries to an elderly resident are being threatened because of the difficulty for reversing delivery vans down the lane.  
**Action:** Clerk to ask contractor to investigate and cut back where appropriate.
- ii. **Leylandii Hedge at Holywell Lane** – No progress on cutting back. NT to check with owner.  
**Action:** NT

94/18 **Invoices** – Resolved that the following payments should be made:

331	M. S. Woods (reimbursement for postage)	£9.80	(LGA 1972 s111)
331	M. S. Woods (reimbursement for web hosting & domain charges)	£88.68	(LGA 1972 s111)
331	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
332	P. Hallas (village maintenance)	£235.00	(HA 1980 s96)
332	P. Hallas (village maintenance supplies)	£20.22	(HA 1980 s96)
333	VA-L Trading (additional payroll costs agreed 11th June 2018)	£151.11	(LGA 1972 s111)
334	Dalby's Nurseries Ltd (plants for village beds)	£4,562.34	(HA 1980 s96)
335	Liam Dunne (village maintenance)	£223.00	(HA 1980 s96)
335	Liam Dunne (village maintenance)	£126.00	(HA 1980 s96)
336	E. W. Vickerman (supplies for repairs to benches)	£82.42	(PCA 1957 s1)
337	Shadwell Recreation Centre	£90.00	(LGA 1972 s111)
338	Shadwell News (Annual grant)	£250.00	(LGA 1972 s142)
S/O	VA-L Trading (payroll)	£579.41	(LGA 1972 s111)
	<b>Total</b>	<b>£6,442.98</b>	

95/18 **Part Two** – No items.

96/18 **The next Parish Council meetings are confirmed as follows:**

**Finance Committee** – Monday 23<sup>rd</sup> July 2018 at 7:00pm.

**Planning Committee** - Monday, 13<sup>th</sup> August 2018 at 6.30pm.

**Full Council** – Monday, 13<sup>th</sup> August 2018 at 7:00pm.

**Note that the Village Maintenance Committee meeting scheduled for 23<sup>rd</sup> July has been cancelled.**

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

97/18 **The Chairman closed the meeting at 8:30pm.**

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