

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 13th August 2018 (Subject to Confirmation)

Debbie Potter (DP) (Present)	0113 265 7575
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Apologies)	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) (Apologies)	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 LCC ward councillor Matthew Robinson.

The meeting opened at 7:05pm.

- 98/18 **Keith Pickford** – A minute’s silence was observed in remembrance of former parish councillor Keith Pickford.
- 99/18 **Apologies for Absence** – Apologies received and accepted from NT, TV and VV.
- 100/18 **Minutes** - The minutes of the Parish Council meeting held on 9th July 2018 were approved and signed by the Chairman.
- 101/18 **Declarations of Interest** - None.
- 102/18 **Questions from members of the public** – None.
- 103/18 **Crime Report** – The Police report for July was noted. Three crimes were recorded during the month: two residential burglaries (one of which included the theft of vehicles) and the theft of a motorcycle secured in a residential garden.
- 104/18 **Current Items Outstanding including the Clerk's Report**
- i. **Potholes** – No new potholes were reported during the month.
 - ii. **Hobberley Lane** – NT2 reported that he had visited the site, but the wall was secure and that as “unsuitable for HGV” signs are already in place there appeared to be obvious need for further action. Agreed to monitor.
Action: Clerk to feed back to resident.
- 105/18 **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
- 106/18 **Main Street parking issues**
- ii. **Avon Court parking** – ES reported that the signs were now in place.

- ii. **Double yellow lines** – No progress; it appears that scheme may be further delayed because of resource issues and further consultation by LCC.
 - iii. **Diagonal parking bays** – Clerk reported that LCC Highways are assessing the feasibility of installing parking bays in front of the shops.
Action: Clerk to monitor progress.
- 107/18 **Local Centres Programme** – ES reported that the meeting on 1st August with stakeholders and LCC officers was very positive. Officers have been asked to provide the template to take the proposals forward. Clerk reported that guidance from LCC confirmed that Community Infrastructure Levy (CIL) receipts cannot be used to support the scheme because the shops do not meet the definition of “infrastructure” in the CIL regulations. LCC are also seeking clarification on whether EU “state aid” rules will impact on the project.
Action: ES to take forward.
- 108/18 **Bus Services** – DT reported on the meeting with Firstbus and ward councillors on 7th August. A number of issues were raised including specific instances of missed and late services and buses terminating unexpectedly in the village. Requests were made for later evening buses, more flexible fares, real-time information signs at the terminus and outside the shops, link buses to Wetherby and Seacroft and a named contact for reporting service issues. Firstbus responded that bus reliability was around 95% at present but they were seeking to provide more detailed service performance data. They are also seeking to establish a user forum and agreed to consider the requests made and feed back through ward councillors.
Action: To monitor progress on setting up the user forum and to continue to report issues that arise.
- 109/18 **Neighbourhood Planning**
- i. **Progress on preparing Plan** - DP reported that pre-submission public consultation on the plan would run from 22nd September to 3rd November. A consultation drop-in exhibition/event will be held on 20th October at the Independent Library, with a leaflet drop in late September.
 - ii. **Three-storey dwellings** – Concerns were expressed about the effect of conversions and new dwellings that are out of scale with neighbouring properties. Agreed to request reference in Neighbourhood Plan.
Action: Clerk to refer to steering group.
- 110/18 **Annual Review of Financial Regulations** – DP/DT have reviewed the regulations and suggested some minor amendments. Resolved to readopt the regulations as amended.
Action: Clerk to update and post to website.
- 111/18 **Annual Review of Complaints Procedure** – reviewed and resolved to readopt without amendment.
- 112/18 **“There, but not there” World War I commemoration** – Clerk confirmed that the application for 10 silhouettes had been successful, and that they are expected to be delivered in early September. DF reported that ideas for the event on 27th October were coming together and that a planning meeting had been arranged for 30th August.
Action: DF.
- 113/18 **Newsletter** - Clerk reported that no contributions had yet been received. All agreed to complete articles by the 19th August, and to aim to publish at the beginning of September.
Action: DP/Clerk to coordinate.
- 114/18 **Recreation Centre** – No progress; GW reported that the meeting scheduled for 25th July had been cancelled. To be rescheduled in late September.
- 115/18 **Parish Website** – Clerk reported that unnecessary content had been deleted and that website was ready for “refresh” by contractor.
Action: Clerk/ES to liaise with contractor.

116/18 East Leeds Orbital Road

- i. **Forum meeting 17th July** – Summary of meeting noted; thanks to Denise Simpson for attending on our behalf. One new issue is how access for farmers to Coal Road (east) can be maintained when the junction with the A58 is blocked.
- ii. **Diffusion Tubes** – ES reported that a diffusion tube (to monitor air quality) had been installed in a neighbour's garden. Clerk reported that LCC have arranged for tubes to be sited at other sites within the ELOR catchment area.

117/18 Highways

- i. **Illuminated Speed Warning Signs** – Outcome of application to LCC for match funding still awaited. Agreed to send a copy direct to Cllr Matthew Robinson.
Action: Clerk.
- ii. **20mph speed limit** – Harewood ward councillors have written to the Executive Member for Transport expressing concerns about LCC's "blanket" approach and seeking a meeting to resolve matters. Agreed to attend meeting when arranged.

118/18 Planning Committee

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

- i. **3 Ash Hill Lane** - Single storey front and side extension – no objection.
- ii. **Grove Lodge, 254 Main Street** – to fell and remove a Sorbus tree to ground level (tree has died) and to slightly shape a chestnut tree by 1 metre – no objection.

119/18 Finance

- i. **Committee meeting 23rd July** – DP reported that the Q1 budget had been checked and reconciled to the bank account with no issues.
- ii. **Grants** – Resolved to accept recommendations of the Finance Committee to make grant payments to the Village Hall, the Recreation Centre, the Scouts Group and the Horticultural Society in line with previous years. The amounts are listed in 129/18, below.
- iii. **Transfer to Building Society** – Resolved to accept the recommendation of the Finance Committee that £10,000 should be transferred from the current account to the Skipton Building Society deposit account to maximise interest received.

120/18 Village Maintenance

- i. **Village Maintenance** – Clerk reported that the contractor completed 24 hours during July which included extensive watering of flowerbeds, tidying and removing plant waste and trimming hedges.
- ii. **Stiles** – Stiles near the stream on the path between Old Brandon Lane and Bridle Path Road still awaiting repair. Contractor now has details of exact location.
- iii. **Bridle path from Shadwell to Brandon Crescent** – Contractor to cut back low branches when he visits village to repair stiles.
- iv. **Old Brandon Lane** – Hedges now cut back to aid access by delivery vehicles. Thank-you email received from resident.

121/18 Allotments

- i. **New allotment sites** – Update at next meeting.
Action: NT & VV.
- ii. **Discouraging unauthorised access** – Email from resident noted; agreed to install a sign stating: "Private Land Allotment Owners Only".
Action: Clerk to arrange.

122/18 Public Paths Partnership – Nothing to report.

123/18 Risk Assessment – August assessment completed by NT2 – no new issues, repairs to benches being dealt with by TV. DT to conduct assessment in September. **Action:** TV & DT

124/18 **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** – No report received this month.

125/18 **Parish Council Surgery** – GW reported that there were no attendees at the August surgery; GW also to conduct surgery in September.

126/18 **Correspondence**

- i. **Benefice of Moor Allerton and Shadwell Team Ministry** – Noted that the Church Commissioners' Mission and Pastoral Committee has agreed to dissolve the parish of Moor Allerton and Shadwell and create four new parishes including a new parish of Shadwell St Paul.
- ii. **Anti-social behaviour** – LCC's new guidance on how to report anti-social behaviour noted.
- iii. **Shadwell News** – Email of thanks for recent grant noted.
- iv. **LCC Licencing Policy** – Consultation noted, agreed not to submit a response.

127/18 **Questions from members of the public** – None.

128/18 **Items for next agenda** – Main Street parking, ELOR, illuminated speed warning signs, "There, but not there" activity day, elderly people's lunch and snow clearing.

129/18 **Urgent items which have arisen since publication of agenda and councillors' queries:**

- i. **Sign on pavement outside Red Lion** – Base of sign has rusted away. To request removal and replacement.
Action: Clerk to contact LCC.
- ii. **Warning signs outside school** – Partially obscured by flower baskets. To ask contractor to adjust.
Action: Clerk.

130/18 **Invoices** – Resolved that the following payments should be made:

Shadwell Parish Council

339	M. S. Woods (reimbursement for postage)	£20.53	(LGA 1972 s111)
339	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
340	P. Hallas (village maintenance)	£240.00	(HA 1980 s96)
340	P. Hallas (village maintenance supplies)	£35.48	(HA 1980 s96)
341	Cheque cancelled	-	
342	VA-L Trading (undercharge June 2018))	£11.38	(LGA 1972 s111)
343	John R. Sheret (Newspapers for Library)	£89.35	(LGA 1972 s145)
344	Shadwell Village Hall	£500.00	LG (Misc. Prov.) 1976 s19.3)
345	Shadwell Recreation Centre	£500.00	LG (Misc. Prov.) 1976 s19.3)
346	1st Shadwell Scouts Group	£500.00	LG (Misc. Prov.) 1976 s19.3)
347	Shadwell Horticultural Society	£1,500.00	LG (Misc. Prov.) 1976 s19.3)
348	Shadwell Parish Council (Transfer to Building Society a/c)	£10,000.00	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£579.41	(LGA 1972 s111)
Total		£14,001.15	

Funded from Neighbourhood Planning Grant

349	Shadwell Library (invoices 2/7 & 1/8)	£75.00
350	S. Dobson (domain name and hosting fee for website)	£62.00
Total		£137.00

131/18 **Part Two** – One item was discussed.

132/18 **The next Parish Council meetings are confirmed as follows:**

Planning Committee - Monday, 10th September 2018 at 6.30pm.

Full Council (Grants meeting) – Monday, 10th September 2018 at 7:00pm.

Planning Committee - Monday, 8th October 2018 at 6.30pm.

Full Council – Monday, 8th October 2018 at 7:00pm.

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

133/18 **The Chairman closed the meeting at 8:40pm.**

Signed: _____ Dated: _____