

## SHADWELL PARISH COUNCIL

### **Draft Minutes of the Council Meeting held on Monday, 10<sup>th</sup> September 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 (NT2) (Apologies)	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](http://www.shadwell-parish-council.org)

In attendance - the Clerk, one member of the public and, for part of the meeting, PCSO Sue Broadwell and a colleague.

*The meeting opened at 7:00pm.*

134/18 **Apologies for Absence** – Apologies received and accepted from ES & NT2.

135/18 **Minutes** - The minutes of the Parish Council meeting held on 13<sup>th</sup> August 2018 were approved and signed by the Chairman.

136/18 **Declarations of Interest** - None.

*The Chairman suspended the meeting at 7:02pm*

137/18 **Questions from members of the public** – the following issues were raised:

- i. **The ginnel adjacent to the Tennis Club** – is becoming overgrown. Agreed to write to the householders whose gardens back onto the ginnel to ask them to cut back their hedges. Addresses to be identified by resident and notified to Clerk.  
**Action:** Clerk to prepare letter.
- ii. **Stiles between Manor Court and Gateland Lane** – are in need of repair. Clerk to check with contractor and, if necessary, write to landowner requesting repairs.  
**Action:** Clerk.
- iii. **Hedges near Shadwell Bridge** – have been trimmed by resident to maintain sight-lines for traffic.

138/18 **Crime Report** – The Police report for August was noted. Only one crime (the theft of bicycles and power tools from a garage in Gateland Lane) was reported in the month. However, PCSO Broadwell reported that several crimes had been reported in early September including a burglary which resulted in the theft of two high-value vehicles from a property on Main Street, a case of arson which destroyed hay bales on farmland and a number of thefts from unsecured vehicles in surrounding villages. PCSO Broadwell emphasised the need to replace euro-profile exterior locks, keep car keys secure and out of sight, to remove valuables from vehicles and to always lock vehicles when unattended. Home security checks are available from the Police on request.

**Action:** Clerk to publicise on website.

*The Chairman reconvened the meeting at 7:20pm.*

**139/18 Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – No new potholes were reported during the month.
- ii. **Gullies** - Blocked gullies in the ginnel next to 60 Ash Hill Drive have been reported to LCC.
- iii. **Rusted “no waiting” sign outside Red Lion** – LCC have been asked to remove and replace the sign.
- iv. **Obscured warning sign outside school** – Contractor has removed the hanging basket as a short-term solution. The bracket will need adjusting for next season.  
**Action:** Clerk to arrange.

**140/18 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, NT to provide photos so that Clerk can pursue with LCC.  
**Action:** NT/Clerk.

**141/18 Main Street parking issues**

- i. **Double yellow lines** – No progress.  
**Action:** Clerk to check position with LCC Highways.
- ii. **Diagonal parking bays** – Awaiting response on feasibility from LCC Highway’s technical team.  
**Action:** Clerk to chase.
- iii. **Scout Hut Parking** – Invitation to next Scout Group committee meeting on 25<sup>th</sup> September noted; agreed DF and NT2 (if available) will attend.  
**Action:** DF/NT2.

**142/18 Holywell Triangle** – the draft “Conservation Area Appraisal and Management Plan” was considered. Concerns regarding the impact of the revised boundaries on the possible redevelopment of the Recreation Centre were noted; DP to clarify at next Neighbourhood Planning Meeting. Resolved to support the creation of the Holywell Triangle Conservation Area and to endorse the draft Plan in its entirety. Clerk to draft email of support to be included in the report to the Planning Board being assembled by LCC’s Environment and Design Group.  
**Action:** Clerk.

**143/18 Bus Services** – Positive outcomes from 7<sup>th</sup> August meeting with First Bus noted; to monitor progress and consider again at December meeting.  
**Action:** Clerk to note for December agenda.

**144/18 Local Centres Programme** – Meeting with Cllr Robinson and parish representatives arranged for 5:00pm on 2<sup>nd</sup> October. ES has agreed to attend.  
**Action:** ES.

**145/18 Neighbourhood Planning** – DP to attend the next meeting on 11<sup>th</sup> September 2018. The consultation drop-in exhibition/event is still planned for 20<sup>th</sup> October at the Independent Library, with a leaflet drop in late September.

**146/18 Recreation Centre** – no progress; meeting still to be arranged.  
**Action:** NT/NT2/GW

**147/18 Annual Review of Archiving Policy** – Resolved to readopt without amendments.

148/18 **“There, but not there” World War I commemoration** – Delivery of silhouettes is still awaited. The Lord Mayor has agreed to attend the event on 27<sup>th</sup> October, and various groups have also agreed to take part. However, ideas for the event itself are still needed and should be fed back to David Ford. The next planning meeting is scheduled for 20<sup>th</sup> September.

**Action:** DF.

149/18 **Meal for Elderly People** – Agreed that a meal should be arranged again for 2019. Date suggested: 8<sup>th</sup> March. DF to check availability of Village Hall.

**Action:** DF to check availability; VV to lead on arrangements.

150/18 **Newsletter** - Clerk reported that the newsletter is currently with the printers; delivery is expected shortly.

151/18 **Parish Website** – Clerk reported that the contractor has indicated that she is liaising with ES to finalise format.

**Action:** Clerk to monitor progress.

152/18 **East Leeds Orbital Road**

- i. **Balfour Beatty** – Letter from contractors regarding Outer Ring Road junction improvements noted.
- ii. **Path 102** – Concerns raised about how users of Path 102 will be able to safely cross the Ring Road once the improvements are completed. Agreed to write to LCC Highways to request crossing facilities.

**Action:** Clerk.

153/18 **Highways**

- i. **Illuminated Speed Warning Signs** – Clerk reported that our application for match funding is to be considered by LCC ward councillors on 12<sup>th</sup> September.
- ii. **20mph speed limit** – No apparent progress on convening a meeting with LCC portfolio-holder to resolve matters.

**Action:** Clerk to check with Cllr Robinson.

154/18 **Planning Committee**

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

- i. **269 Main Street** - Single storey side/rear extension; raise in roof height with dormer windows to rear – agreed to object on the grounds that the application would adversely affect the distinctiveness and character of the area, would affect light and privacy for adjacent dwellings, would reduce the number of smaller, more affordable properties in the village and that parking facilities would be inadequate.
- ii. **9 Old Brandon Lane** – Alterations to existing front boundary wall and piers - no objection.

155/18 **Finance**

i. **Grant Requests:**

a) **Shadwell United** - towards cost of practice balls – agreed to award a grant of £250.

b) **Shadwell Cricket Club** – towards cost of annual firework display – agreed to award a grant of £250.

- ii. **External Audit** – Clerk reported that PKF Littlejohn LLP have completed their statutory review of the 2017/18 accounts and that there were no issues of concern. Clerk to publish on noticeboard and website.

**Action:** Clerk.

156/18 **Village Maintenance**

- i. **Village Maintenance** – Clerk reported that the contractor completed 18.25 hours during August which included extensive watering of flowerbeds, trimming hedges, grass cutting, removing rubbish and dealing with weeds.
- ii. **Stiles** – Stiles near the stream on the path between Old Brandon Lane and Bridle Path Road are still awaiting repair by contractor.

- iii. **Bridle path from Shadwell to Brandon Crescent** – A fallen branch is now making access more difficult for users. Shadwell in Bloom to check and cut back as necessary.
- iv. **Winter grit** – Three quotes discussed, agreed to purchase 50 x 25kg bags. Clerk to arrange.  
**Action:** Clerk.
- v. **Grit Bin outside Post Office** – DP to check where best to site bin, and to confirm size required.  
**Action:** DP.
- vi. **Snow Clearing** – Clerk to research possible contractors for 2018/19 season.  
**Action:** Clerk.
- vii. **Hedge at Holywell Lane** – noted that the hedge has now been cut back.
- viii. **Knot weed in fields adjacent to Shadwell Lane** – DP to identify owner.  
**Action:** DP.

#### 157/18 Allotments

- i. **Additional Provision** – No progress.  
**Action:** NT & VV to discuss.
- ii. **Sign to discourage unauthorised access** – Proposed design provided by contractor, but no costings; Clerk to chase.  
**Action:** Clerk.

158/18 **Parish Paths Partnership** – Nothing to report.

159/18 **Risk Assessment** – September assessment completed by DT – no new issues, repairs/repainting of benches being dealt with by TV. DF to conduct assessment in October, DP in November.  
**Action:** TV & DT

#### 160/18 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.

161/18 **Parish Council Surgery** – GW reported that there were no attendees at the September surgery; GW also to conduct surgeries in October and November.

#### 162/18 Correspondence

- i. **Horticultural Society** – Email of thanks for recent grant noted.
- ii. **Leeds Core Strategy Selective Review Submission** – Noted.
- iii. **Local Council Election Costs** – Email from LCC regarding likely 2019 election costs noted.

#### 163/18 Questions from members of the public

- i. **Holywell Lane Playground** - Rubberised surface on play area is becoming slippery. NT to check and raise with Playground Committee.  
**Action:** NT.

164/18 **Items for next agenda** – Main Street parking, ELOR, Holywell Triangle, Recreation Centre, illuminated speed warning signs, “There, but not there” activity day and snow clearing.

#### 165/18 Urgent items which have arisen since publication of agenda and councillors’ queries:

- i. **YLCA Conference, 28<sup>th</sup> September** – noted, but no one available to attend.
- ii. **Crofton Terrace** – Email from resident concerned about overgrown bushes and trees noted. NT to investigate options.  
**Action:** NT; Clerk to feed back to resident.
- iii. **Discarded plastic dog waste bags** – DT reported that bags are being discarded in the bramble patch at the junction of Holywell Lane and Bridle Path Road. Agreed to investigate signage and/or waste bin.  
**Action:** Clerk to pursue with LCC/Ward councillors.

iv. **Wreath for Armistice Day** – Agreed to purchase wreath; GW to lay the wreath on Armistice Day.  
Action: Clerk.

166/18 **Invoices** – Resolved that the following payments should be made:

**SHADWELL PARISH COUNCIL**

**INVOICES TO BE PAID**

**10th September 2018**

**Shadwell Parish Council**

351	M. S. Woods (reimbursement for postage)	£5.83	(LGA 1972 s111)
351	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
352	P. Hallas (village maintenance)	£182.50	(HA 1980 s96)
353	Shadwell Recreation Centre	£30.00	(LGA 1972 s111)
354	Lesley Beales	£50.00	(LGA 1972 s142)
355	Yorkshire Local Councils Associations	£45.00	(LGA 1972 s111)
356	PKF Littlejohn LLP	£240.00	(LA (Smaller Authorities) Regs 2015)
357	Shadwell United Football Club	£250.00	(LG (Misc. Prov.) Act 1976 s19.3)
358	Shadwell Cricket Club	£250.00	(LG (Misc. Prov.) Act 1976 s19.3)
S/O	VA-L Trading (payroll)	£579.41	(LGA 1972 s111)
<b>Total</b>		<b><u>£1,657.74</u></b>	

167/18 **Part Two** – No items.

168/18 **The next Parish Council meetings are confirmed as follows:**

**Planning Committee** - Monday, 8<sup>th</sup> October 2018 at 6.30pm.

**Full Council** – Monday, 8<sup>th</sup> October 2018 at 7:00pm.

**Village Maintenance** – Monday, 22<sup>nd</sup> October 2018 at 6:30pm.

**Finance Committee** – Monday 22<sup>nd</sup> October 2018 at 7:00pm.

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

169/18 **The Chairman closed the meeting at 8:55pm.**

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