

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 8th October 2018 (Subject to Confirmation)

Debbie Potter (DP) (Chairman) (Apologies)	0113 265 7575
Emma Stapleton (ES) (Present)	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) (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
Email: clerk@shadwell-parish-council.org
Website: www.shadwell-parish-council.org

In attendance - the Clerk, one member of the public and, for part of the meeting, ward councillor Matthew Robinson and PCSO Chris Barratt.

DT as Vice-Chairman opened the meeting at 7:00pm.

170/18 **Apologies for Absence** – Apologies received and accepted from DP.

171/18 **Minutes** - The minutes of the Parish Council meeting held on 10th September 2018 were approved and signed by the Vice-Chairman.

172/18 **Declarations of Interest** - None.

The Vice-Chairman suspended the meeting at 7:02pm

173/18 **Questions from members of the public** – none.

174/18 **Crime Report** – PCSO Barratt reported that two crimes had been recorded in the village during September: a burglary on Main Street where keys were taken and used to steal two high-value vehicles and the theft of items from an outbuilding off Main Street. There has also been a spate of thefts from unsecured vehicles in the surrounding villages, particularly from cars with “keyless entry”. Owners are urged to keep car fobs well away from doors and windows even when inside their homes, to avoid cars becoming unlocked inadvertently. Storing fobs in a metal container, such as a biscuit tin, works well and also prevents more sophisticated thefts using scanning devices.

Residents are also urged to look out for cannabis farms which are becoming more common even in out-of-town areas. Tell-tale signs include: blocked windows, very bright internal lighting, lots of condensation – even in summer, overly secured premises, lots of comings and goings often at unsocial hours, noisy ventilation equipment and a strong sickly smell. Suspicious premises should be reported to the police.

Action: Clerk to publicise on website.

The Vice-Chairman reconvened the meeting at 7:15pm.

175/18 **Current Items Outstanding including the Clerk's Report**

- i. **Potholes** – No new potholes were reported during the month.

- ii. **Ginnel adjacent to the Tennis Club** – NT confirmed that SIB volunteers would be able to cut back overgrown areas. NT to identify properties concerned, Clerk to write to residents.
Action: NT/Clerk.
- iii. **Gullies** - Blocked gullies in the ginnel next to 60 Ash Hill Drive still awaiting action by LCC. Resident has also reported the problem separately.
- iv. **Stiles between Manor Court and Gateland Lane** – TV to ask farmer to carry out repairs where necessary.
Action: TV.
- v. **Discarded plastic dog waste bags, Holywell Lane** – noted that LCC appear unwilling to install a waste collection box or permanent signage. Agreed to put up “no fouling” stickers and ask PCSOs to look out for offenders.
Action: Clerk.
- vi. **Holywell Lane Playground** – NT to arrange pressure wash of playground surface.
Action: NT.

176/18 Items Awaiting Action from Leeds City Council

- i. **Rusted “no waiting” sign outside Red Lion** – now replaced.
- ii. **Resetting gully between Gateland Lane and Minister View** – still awaiting action.
- iii. **Railings on Main Street Holywell Lane/Back Holywell Lane** – no progress; still on LCC’s list to do.
- iv. **Surface water run-off in Gateland Lane** – NT pursuing with LCC.
Action: NT.

177/18 Main Street parking issues

- i. **Double yellow lines and diagonal parking bays** – further emails sent; still awaiting response. Ward Cllr Robinson to take up with LCC Highways.
Action: Await feedback via Cllr Robinson.
- ii. **Scout Hut Parking** – NT attended meeting with Scout Group Committee on 25th September; no further action required at present.

178/18 Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C) –DT/ES to review and report back at next meeting.

Action: DT/ES.

179/18 Annual Return: Assertions 1 to 3 – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

180/18 Newsletter – now all delivered.

181/18 Holywell Triangle – noted letter supporting the draft “Conservation Area Appraisal and Management Plan” has now been sent to LCC’s Environment and Design Group; Harewood ward councillors have agreed to send a similar letter.

182/18 Recreation Centre – still no progress on arranging meeting; NT2 to pursue.

Action: NT2

183/18 Neighbourhood Planning – noted that the pre-submission consultation is now open and will close on 3rd November. Cllrs to encourage residents to respond and to attend the consultation drop-in exhibition/event between 10:00am and 1:00pm on 20th October at the Library.

Action: All.

184/18 Local Centres Programme – ES reported on meeting with Cllr Robinson, LCC and other parish representatives on 2nd October. Outstanding issues include timing, use of public sector funding streams and use of private contractors for highways works, but all are keen to press ahead. Some of these should be resolved at the next meeting of the Programme Board in early November.

Action: ES to progress with LCC and stakeholders after Programme Board meeting.

185/18 **YLCA Leeds Branch Meeting 9th October** – Agreed that Clerk will attend on behalf of the Parish Council.

Action: Clerk.

186/18 **“There, but not there” World War I commemoration** – Silhouettes now received and installed around the village. DF reported that most of the stalls/attendees for the event in the Village Hall on 27th October have now been agreed. The event will commence at 12:00 noon with the Lord Mayor arriving at 12:30pm. Councillors to encourage residents to participate in the event.

Action: DF to coordinate.

187/18 **Meal for Elderly People** – Date still to be confirmed: either 1st or 8th March 2019.

Action: VV.

188/18 **Parish Website** – No apparent progress, ES to check with contractor.

Action: ES.

189/18 **East Leeds Orbital Road**

- i. **Path 102 Ring Road Crossing** – Clerk has met with LCC contractors, Balfour Beatty. The footpath lies outside the length of road on which Balfour Beatty are working, but they will pass on our request for crossing facilities to LCC.

Action: Clerk to monitor outcome.

190/18 **Highways**

- i. **Illuminated Speed Warning Signs** – Clerk confirmed that our application for match funding from LCC had been approved. Resolved to purchase two signs, one for each end of the village.

Action: Clerk.

- ii. **20mph speed limit** – Meeting with LCC portfolio-holder, ward councillors and parish representatives arranged for 11th October in the Civic Hall; DF to attend.

Action: DF.

191/18 **Planning Committee**

DT reported on the meeting held earlier in the evening:

- i. The Committee agreed to decline a request for a pre-meeting to discuss a possible development.
- ii. Two planning applications were considered by the Committee:
 - a. **36 Strickland Avenue** – Two storey side extension – no objection.
 - b. **3 Shadwell Park Grove** – First floor front/side extension incorporating new pitched roof to remaining flat roof areas - no objection.

192/18 **Finance**

- i. **Grant Request from Shadwell Baby and Toddler Group** – agreed to award a grant of £250.00.
- ii. **External Audit** – Clerk reported that independently-checked accounts and auditors' certificate have been published on noticeboard and website in accordance with statutory requirements.

Action: Clerk.

193/18 **Village Maintenance**

- i. **Village Maintenance** – Clerk reported that the contractor completed 18.5 hours during September which included extensive mowing around flower beds and on verges along Shadwell Lane and at other locations in the village, removing plant waste and tidying around shed.
- ii. **Stiles near the stream on the path between Old Brandon Lane and Bridle Path Road** – Contractor has indicated that repairs will be undertaken shortly.
- iii. **Bridle path from Shadwell to Brandon Crescent** – NT reported that the overhanging branches have been cut back and removed. Path is now clear.

- iv. **Winter grit** – Clerk reported that order has been placed for 50 x 25kg bags. Clerk to confirm delivery date.
Action: Clerk.
- v. **Grit Bin outside Post Office** – Agreed to purchase 3.5 cu. Ft. bin. Clerk to arrange.
Action: Clerk.
- vi. **Snow Clearing for 2018/19 season** – Response awaited from possible contractor.
Action: Clerk to chase.
- vii. **Knot weed in fields adjacent to Shadwell Lane** – Clerk reported that Environment Agency advice is that there is no obligation to remove or control knotweed on private land. However, if someone allows knotweed to encroach onto anyone else's property they could be prosecuted.
- viii. **Christmas trees** – Suggestion from resident welcomed; NT to approach current owners of garden where Christmas trees were sited some years ago. Clerk to research commercial providers.
Action: NT/Clerk.

194/18 Allotments

- i. **Additional Provision** – Agreed to seek advice from YLCA on legal implications of using part of a domestic garden.
Action: Clerk.
- ii. **Sign to discourage unauthorised access** – Agreed sign should be supplied without fixings; Clerk to chase supplier for quote.
Action: Clerk.

195/18 Footpaths

- i. **Path adjacent to Wainscott Cottage, Winn Moor Lane** – noted that LCC are now progressing the Parish Council's 2003 application to designate the path as a right of way. The consultant acting on behalf of LCC wants to contact the residents who put their names to the application. List reviewed. Clerk to feed back to consultant and to ask about impact of ELOR on this footpath.
Action: Clerk.
- ii. **Path 221** – Path has apparently been closed without prior warning by contractors working at 3 Strickland Avenue. LCC PROW team have been contacted to clarify whether closure has been authorised.
Action: Clerk to monitor.

196/18 **Risk Assessment** – October assessment completed by DF – no new issues. DP to conduct assessment in November.
Action: DP.

197/18 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.

198/18 **Parish Council Surgery** – DT reported that there were no specific issues at the October surgery, but she had useful discussions with Library users on the Neighbourhood Plan, ELOR and parking. GW conduct the surgery in November.

199/18 Correspondence

- i. **Recreation Centre, Shadwell Cricket Club and Shadwell Scout Group** – Emails of thanks for recent grant payments noted.
- ii. **Review of Leeds Parish Charter** – Email confirming that the Clerk has been included in the working group noted. First meeting 17th October.

200/18 Questions from members of the public

- i. **Christmas Trees** (see 193viii, above) - The possibility of linking in to street lighting to power Christmas tree lights was raised.
Action: Clerk to research.

201/18 **Items for next agenda** –ELOR, Holywell Triangle, Recreation Centre, illuminated speed warning signs, “There, but not there” activity day and snow clearing.

202/18 **Urgent items which have arisen since publication of agenda and councillors’ queries:**

i. **Digital inclusion** – the possibility of running digital inclusion courses for elderly people was discussed. VV to explore further.

Action: VV.

ii. **Seacroft Waste Disposal Site** – NT reported that SIB volunteers were encountering difficulties at the Seacroft site when trying to dispose of plant waste, despite special arrangements supposedly being in place. Cllr Robinson to take up with LCC Chief Officer.

Action: NT to monitor.

iii. **Village Maintenance Committee meeting 22nd October** – noted that the committee chairman will not be available; agreed to postpone the meeting to a later date.

iv. **Clerk’s training** – noted that the Clerk has successfully completed the ILCA course. Resolved to support the Clerk to undertake the Certificate in Local Council Administration (CiLCA).

203/18 **Invoices** – Resolved that the following payments should be made:

Shadwell Parish Council

359	M. S. Woods (reimbursement for postage & travel)	£27.89	(LGA 1972 s111)
359	M. S. Woods (contribution to clerk’s utilities)	£25.00	(LGA 1972 s111)
360	P. Hallas (village maintenance)	£185.00	(HA 1980 s96)
360	P. Hallas (fuel for mowers/trimmers)	£20.76	(HA 1980 s96)
361	Ripon Farm Services (village maintenance supplies)	£165.53	(HA 1980 s96)
362	Royal British Legion Poppy Appeal (wreath)	£50.00	(HA 1980 s96)
363	Parish Magazine Printing (autumn newsletter)	£141.00	(LGA 1972 s142)
364	Colour Display Ltd (road signs)	£236.40	(RTRA 1984 s72)
365	Shadwell in Bloom (watering village flower beds)	£300.00	(HA 1980 s96)
366	Society of Local Council Clerks (CiLCA registration fee)	£250.00	(LGA 1972 s111)
367	YHRTP (training support for CiLCA course)	£250.00	(LGA 1972 s111)
371	Shadwell Baby and Toddler Group (Grant)	£250.00	(LG (Misc. Prov.) Act 1976 s19.3)
DD	Yorkshire Water (allotments)	£156.57	(SM&AA 1908)
S/O	VA-L Trading (payroll)	£627.51	(LGA 1972 s111)

Total £2,685.66

Funded from Neighbourhood Planning Grant

368	Shadwell Independent Library Ltd (room rental)	£25.00
369	S Dobson (website maintenance)	£105.00
370	J Thompson (reimbursement for printing/banners)	£320.00

Total £450.00

204/18 **Part Two** – No items.

205/18 **The next Parish Council meetings are confirmed as follows:**

Finance Committee – Monday 22nd October at 7:00pm.

Planning Committee – Monday, 12th November at 6:30pm.

Full Council – Monday, 12th November at 7:00pm.

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

206/18 **The Vice-Chairman closed the meeting at 9:20pm.**

Signed: _____ Dated: _____