

# SHADWELL PARISH COUNCIL

## ***Draft Minutes of the Council Meeting held on Monday, 8<sup>th</sup> April 2019 (Subject to confirmation)***

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Deputy) (Present)	0785 028 3529
Emma Stapleton (ES) (Apologies)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
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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In attendance - the Clerk, and, for parts of the meeting, ward councillor Matthew Robinson, PCSO Broadwell and one resident.

*The Chairman opened the meeting at 7:00pm.*

409/18 **Apologies for Absence** – apologies received and accepted from ES, TV and VV.

410/18 **Minutes** - the minutes of the Parish Council meeting held on 11<sup>th</sup> March 2019 were approved and signed by the Chairman.

411/18 **Declarations of Interest** – None.

*The Chairman suspended the meeting at 7:10pm.*

412/18 **Questions from members of the public** – none.

413/18 **Crime Report** – PCSO Broadwell reported that five burglaries were recorded in the village during March. They took place at properties on Winn Moor Lane, Main Street, Manor Court, Strickland Avenue and Bridle Path Road. Councillors reported that the number of recent incidents was generating concern on social media. PCSO Broadwell pointed out that whilst the number of crimes has increased, incidents tend to follow peaks and troughs as burglars target different areas. Also, three suspects have recently been apprehended in a neighbouring village. Residents need to remain vigilant and be prepared to report suspicious activity to the Police by ringing the police non-emergency number 101. Neighbourhood watch schemes are encouraged and PCSO Barratt will talk briefly about these at the annual meeting on 15<sup>th</sup> April.

414/18 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Recent crime levels** – ward councillors are aware of residents' concerns, which are repeated in nearby villages. Residents need to do the simple things to make things difficult for criminals: lock doors, close windows and hide keys. CCTV monitoring of main village access routes by Leedswatch could be an option, but would be prohibitively expensive, and in such a rural area could easily be circumvented.
- ii. **Parking** – Cllr Robinson is to respond to resident regarding concerns about parking on Main Street. LCC proposals regarding Church Farm Garth and Manor Court are on hold pending outcome of 20mph consultation.
- iii. **Local Centres Programme** – key LCC official has now returned to work – to progress in May.

- iv. **ELOR Forum** – to be re-convened in May/June.

*The Chairman reconvened the meeting at 7:40pm.*

**415/18 Current items outstanding including the Clerk's report**

- i. **Potholes** - potholes on Ash Hill Drive and at the entrance to Crofton Rise have been repaired by LCC.
- ii. **March councillors' surgery** – the Clerk reported that replies have been sent to those who attended.
- iii. **Good Companions** – GW confirmed that meetings of the Good Companions group have been suspended.

**416/18 Items awaiting action by Leeds City Council**

- i. **Surface water run-off in Gateland Lane** – No progress.  
**Action:** Clerk, homeowner and Cllr Robinson all pursuing.
- ii. **Missing street nameplates at Blind Lane and Gateland Lane** – No progress despite being reported again.  
**Action:** Clerk pursuing with LCC Highways.
- iii. **Village sign at western entrance to village** – LCC have agreed to replace, but no progress as yet.  
**Action:** Clerk to follow up.

**417/18 Meal for older people 22<sup>nd</sup> March** – DP reported that the meal was a great success with well over 30 people attending. Thanks to VV for organising, DF for preparing the food and to all the other volunteers who gave up their time to help.

**418/18 Asset register** – review of assets completed by Clerk; revised register agreed with minor amendments.

**419/18 Tour de Yorkshire Friday, 3<sup>rd</sup> May** – DF reported that preparations are continuing. Yellow bicycles have been placed at strategic points and arrangements are being made to put up bunting. A large screen at the Village Hall will allow spectators to follow the action and refreshments will be available both there and at the Library. A Salvation Army band and a ukulele band will provide entertainment. Details of rolling-road closures will be published on Parish Council website when available.  
**Action:** DF to continue to coordinate.

**420/18 Parish Council elections** – noted that only eight nominations were received for the elections on 2<sup>nd</sup> May so the Returning Officer has declared an uncontested election and that the following councillors have been elected to serve for the next four years: Debbie Potter, Denise Trickett, David Ford, Emma Stapleton, Nirmal Tulwa, Norman Taylor, Vidya Venkatesh and Geoffrey Wilson. Cllr. Ted Vickerman decided not to seek re-election – he is thanked for his many years of service; his input and support will be missed.

**421/18 Holywell Triangle Conservation Area Consultation** – still awaiting feedback from LCC conservation team on next steps.  
**Action:** Clerk to pursue.

**422/18 Redevelopment of Recreation Centre** – no progress; councillors who are trustees to pursue.  
**Action:** NT, NT2 and GW.

**423/18 LCC Standards Committee annual report 2018/19** – noted.

**424/18 Neighbourhood Planning**

- i. **Progress** - DP reported that amendments to the Plan following consultation have now been completed and that a steering group meeting has been arranged for 30<sup>th</sup> April.  
**Action:** DP.
- ii. **Grant report** – to be completed by Clerk – deadline 14<sup>th</sup> April.  
**Action:** Clerk.

425/18 **Annual Parish Meeting 15<sup>th</sup> April**

- i. **Agenda** – agreed and signed by the Chairman. VV to put on noticeboard, Clerk to update website.  
**Action:** VV and Clerk.
- ii. **Preparations** – the Clerk reported that the external speakers had all confirmed their attendance. DF to bring wine and soft drinks, NT to supply glasses and display boards, DT to bring display boards from Library. Cllrs to arrive 6:00pm, if possible, to help with set-up.  
**Action:** All.

426/18 **Local Centres Programme** – No progress, but see comments from Cllr Robinson, above (414iii/18).

427/18 **Newsletter** – confirmed that all now delivered.

428/18 **Parish Website** – one new quote received; Clerk is pursuing others.

**Action:** Clerk.

429/18 **East Leeds Orbital Road** – nothing new to report.

430/18 **Highways**

- i. **20mph speed limit consultation**– the Clerk confirmed that a response had been submitted on behalf of the Parish Council requesting that:
  - The 20mph limit on Main Street should be extended further east to either Ash Hill Lane or Strickland Avenue;
  - The 20mph limit should include the whole length of Gateland Lane; and
  - A 30mph limit should be introduced for the whole length of Winn Moor Lane and Hobberley Lane. Alternatively, the whole length of Hobberley Lane should be include in the 20mph zone.

431/18 **Planning committee**

- i. **Course and conference** - DT & NT2 reported that the YLCA training sessions they attended recently were very useful. The Clerk was requested to prepare aide-memoires on “material considerations” for use by committee members. DP reported that the LCC planning conference she attended recently was also very useful, and particularly informative on possible uses of Community Infrastructure Levies.
- ii. **Committee meeting** – DT reported on the meeting held earlier in the evening. One planning application was considered: **21 Cricketers View** - Dormer window to front – no objection.

432/18 **Finance**

- i. **2019-20 Precept and Council Tax Support Grant** – confirmed received 2<sup>nd</sup> April.
- ii. **Grant request from Tennis Club** – consideration deferred; Clerk to request up-to-date accounts.  
**Action:** Clerk.
- iii. **Internal and external audits of 2018-19 accounts** – Clerk to arrange internal audit and to complete annual return.  
**Action:** Clerk.

433/18 **Village Maintenance**

- i. **Village Maintenance in March** - the Clerk reported that the contractor completed 17 hours during the month which included weeding flower beds, reviewing hanging basket frames, repairing damaged fences, collecting rubbish and waste from work by volunteers, tidying the area around the shed and removing waste to tip.
- ii. **Inappropriate use of rock-salt** – NT confirmed that the signs asking residents not to use rock-salt from the grit bins on private paths have now been attached to the bins.
- iii. **Abandoned lorry on land adjacent to Winn Moor Lane** – NT has contacted occupiers and asked for lorry to be removed or pushed back and a fence put up.  
**Action:** Clerk to monitor progress.

- 434/18 **Holywell Lane Playground** – NT reported that the Shadwell Playground group has been re-established with support from ward councillors and input from LCC. LCC have already replaced the seat on the red rocket and further repairs have been agreed. Next meeting 9<sup>th</sup> April. Representatives from Group to attend Annual Parish Meeting on 15<sup>th</sup> April.
- 435/18 **Footpaths**
- i. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – nothing to report; Clerk to monitor progress.  
**Action:** Clerk.
  - ii. **Parish Paths Partnership** – DP reported that the middle section of path 102 is becoming overgrown with brambles. Clerk to ask contractor to clear.  
**Action:** Clerk.
- 436/18 **Risk Assessment** – April assessment completed by NT2; noted tacks below noticeboard at Library and a quantity of wood left nearby. DT to ask Library committee to clear. NT2 to conduct May assessment; DF to do June.
- 437/18 **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Independent Library, Arts Centre and Café** – report from DT noted; digital inclusion session was a success. Further sessions to be held fortnightly.
  - ii. **Shadwell in Bloom** – report from NT noted.
- 438/18 **Parish Council Surgery** – GW reported that no one attended the April surgery; GW volunteered for May.
- 439/18 **Correspondence** – none.
- 440/18 **Questions from members of the public** – none.
- 441/18 **Items for next agenda** – updating four-year plan, parish website, ELOR, Local Centres programme, nominations for parish councillor vacancy and Holywell triangle conservation area.
- 442/18 **Urgent items which have arisen since publication of agenda and councillors' queries** - none.
- 443/18 **Invoices** – Resolved that the following payments should be made:

**Shadwell Parish Council**

408	M. S. Woods (reimbursement for postage & travel)	£39.33	(LGA 1972 s111)
408	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
409	P. Hallas (village maintenance March 19)	£170.00	(HA 1980 s96)
409	P. Hallas (fuel for maintenance equipment))	£21.08	(HA 1980 s96)
410	L. Beales (newsletter preparation)	£50.00	(LGA 1972 s142)
411	J. Sheret (newspapers for Library)	£59.55	(LGA 1972 s145)
412	Yorkshire Local Councils Associations (annual subs)	£552.00	(LGA 1972 s143)
414	D. Ford (food for over 80's meal)	£217.60	(LGA 1972 s145)
S/O	VA-L Trading (payroll)	£627.51	(LGA 1972 s111)

**Total**

**£1,762.07**

**Neighbourhood Plan**

413	S. Dobson (website maintenance)	£18.00	(Localism Act 2011)
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444/18 **Part Two** – No items.

445/18 **The next Parish Council meetings are confirmed as follows:**

**Annual Parish Meeting** – Monday 15<sup>th</sup> April at 7:00pm.

**Village Maintenance Committee** – Monday, 29<sup>th</sup> April at 6:30pm.

**Finance Committee** – Monday 29<sup>th</sup> April at 7:00pm.

**Planning Committee** – Monday, 13<sup>th</sup> May at 6:30pm.

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

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

446/18 **The Chairman closed the meeting at 8:30pm.**

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