

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 10th June 2019 (Subject to confirmation)

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (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
Geoffrey Wilson (GW) (Apologies)	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 resident and, for parts of the meeting, PCSO Sue Broadwell and a colleague and LCC ward councillor Matthew Robinson.

The chairman opened the meeting at 7:00pm.

41/19 **Apologies for Absence** – apologies received and accepted from ES, VV and GW.

42/19 **Minutes** - the minutes of the Parish Council meeting held on 13th May 2019 were approved and signed by the Chairman.

43/19 **Declarations of Interest** – none.

The Chairman suspended the meeting at 7:02pm.

44/19 **Questions from members of the public** – none.

45/19 **Crime Report** – PCSO presented the crime report for May. Two crimes were reported during the month: a forced entry and theft of three pedal cycles from a domestic garage on Strickland Avenue, and a burglary at a residential property on Main Street. PCSO Broadwell outlined a scheme whereby residents with CCTV cameras can be registered so that the police know who to contact when seeking video recordings of incidents.

Action: Clerk to follow up and publicise.

46/19 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Main Street parking** – a recent meeting with two of the business owners in the parade of shops was positive. They support the creation of time-limited parking spaces outside the shops and are keen to explore options for using the Scout Hut car park, including ways to ensure use would not be abused. NT to raise the matter again with the Scout & Guide leadership.
Action: NT.
- ii. **Business forum** – there appears to be support for a local business forum. Cllr Robinson is pursuing.
- iii. **20mph Limit** – no apparent progress; Harewood ward members are pursuing a meeting with the new Executive Board Member for Climate Change, Transport and Sustainable Development, Cllr Lisa Mulherin.
- iv. **ELOR Forum** – ward members are seeking to get the forum re-established on a more regular basis.

- v. **Bus services** – a meeting with First Bus has been arranged for 1st July in the Civic Hall to discuss local services.
Action: Clerk to circulate details to cllrs.
- vi. **Parish Charter** – next meeting to be arranged for early July.
- vii. **HGVs** – concerns have been raised about overuse of A659 between Wattle Syke and Pool in Wharfedale. LCC are investigating options.

The Chairman thanked Cllr Robinson for attending and reconvened the meeting at 7:26pm.

47/19 Current items outstanding including the Clerk's report

- i. **Potholes** – no new potholes were reported during the month. Clerk requested to report potholes outside 4 Strickland Avenue and at the entrance to Strickland Close.
Action: Clerk.
- ii. **Path 102** – brambles still need cutting back; Clerk to remind contractor.
Action: Clerk.

48/19 Items awaiting action by Leeds City Council

- i. **Surface water run-off in Gateland Lane** – still no progress; Clerk to write to LCC Highways
Action: Clerk.
- ii. **Missing street nameplate at Blind Lane and Gateland Lane** – still not replaced.
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 check on timescales.

49/19 Parish council vacancy – One expression of interest received; another resident may be interested. To advertise again with a closing date of 3rd July. Provisional date for interviews: 5th July.
Action: Clerk

50/19 GDPR – privacy notices reviewed; resolved to readopt without amendments.

51/19 YLCA training programme – programme for June to November noted; DF to check availability for planning course, Clerk to check whether community representative could attend.
Action: DF and Clerk.

52/19 First Bus Services – NT2 reported on the recent meeting arranged by Alwoodley ward councillors. Formal liaison meeting is planned for 1st July (see 46v./19, above). Clerk to circulate agenda and papers. Volunteer required to attend meeting.
Action: Cllrs to check availability.

53/19 Supporting Local Businesses

- i. **Village shops** – NT2 reported that business owners support the initiatives taken by the Parish Council and are seeking to work together to reduce the parking issues in the vicinity parade of shops. See also 46i/19, above.
- ii. **Local Centres Programme** – need to secure the agreement of owners to take things forward. NT2 to check with tenants and agents for contact details.
Action: NT2.

54/19 Holywell Triangle Conservation Area

- i. **Consultation** – Clerk reported that letters have been hand delivered to properties within the conservation area and that the consultation has been advertised on the website, noticeboard and in social media. The consultation closes on 28th June 2019.
- ii. **Public Meeting 12th June** – Clerk confirmed that two officers from LCC will attend to answer any questions that might arise. DP and DT will introduce the meeting.
Action: DP and DT, other cllrs to attend if available.

- 55/19 **Newsletter** – items identified for next edition: village school end of year report, annual meeting report, progress on Neighbourhood Plan and Holywell Triangle Conservation Area, update on bus services, reports from cricket and football clubs, local business forum, ELOR and new parish councillor. Relevant councillors and Clerk to prepare articles. To finalise content at next meeting.
Action: councillors and clerk.
- 56/19 **Neighbourhood Plan** – DP reported that the Holywell Triangle Conservation Area consultation has delayed progress slightly. Boundary stones at the entrance to Dan Quarry and in the field at the back of Holywell Park are to be included as heritage assets.
- 57/19 **Four Year Plan** - working-group meeting to be arranged.
Action: DP.
- 58/19 **Parish website refresh** – the Clerk reported that the contractor is making good progress and that a pilot version of the refreshed website should be available for the next meeting.
Action: Clerk to continue to liaise with contractor on design and content.
- 59/19 **East Leeds Orbital Road** – next community engagement event in Shadwell is to be on Wednesday, 3rd July from 3.30pm – 7.00pm in Shadwell Library, Arts Centre and Café. See also 46iv/19, above.
- 60/19 **Highways**
- i. **20mph speed limit** – no progress, see 46iii/19 above.
 - ii. **Flashing warning lights outside school** – nothing to report, wards councillors still pursuing with LCC Highways.
- 61/19 **Planning committee** – DT reported on the meeting held earlier in the evening. Four applications were considered:
- i. **19/02673/FU - 70 Ash Hill Drive** – Part single/part two storey rear extension and conversion of garage to habitable room - agreed to object on the grounds that the proposed cladding material is not in keeping and that the extension would overshadow nearby dwellings.
 - ii. **19/02950/FU – 6 Church Farm Garth** – Change of door to window at front and change of window to door at rear – no objection.
 - iii. **19/02995/FU – 269 Main Street** – Variation of condition 5 (use of driveway for parking) of approval 18/04907/FU to amend the wording to refer to a driveway consisting of two car parking spaces – no objection.
 - iv. **19/02969/FU – 15 Shadwell Park Drive** – Single storey first floor extension – no objection.
- 62/19 **Finance** – the Clerk reported that he anticipates setting the period for the exercise of public rights to run from 17th June 2019 to 26th July 2019 inclusive. The unaudited annual governance and accountability return will be available for public viewing from the same date.
- 63/19 **Village Maintenance**
- i. **Village Maintenance in May** - the Clerk reported that the contractor completed 18 hours during the month which included cutting back hedges and overgrowth, cleaning and repairing equipment, strimming grassed area, removing old plant material from flower beds and collecting waste plant materials and transferring to shed ready for removal to tip.
- 64/19 **Footpaths**
- i. **Creation of a public right of way between Path 102 and Path 245** – Clerk still to write to relevant team(s) in LCC.
Action: Clerk.

- ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – nothing to report; Clerk to check progress with consultant acting for LCC.
Action: Clerk.
- iii. **Parish Paths Partnership** – nothing to report.

65/19 **Risk Assessment**

- i. **Issues identified** – DF reported that the entrance to Dan Quarry is overgrown. NT to arrange for SIB to trim the area.
Action: NT.
- ii. **Next assessments** – DF July, DT August.

66/19 **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.

67/19 **Parish Council Surgery**

- i. **June surgery** - GW reported that one person attended the June surgery and raised concerns regarding the timing of morning bus services. Clerk to respond.
Action: Clerk.
- ii. **Next surgeries:** GW volunteered for July and August.

68/19 **Correspondence**

- i. **75th Anniversary of VE Day** – letter from SSAFA noted; agreed to explore options for celebrating the event. DF to register interest.
Action: DF.
- ii. **Core Strategy Selective Review** – noted.
- iii. **YLCA guidance on local councillors’ rights to time off work** - noted.

69/19 **Questions from members of the public** – none.

70/19 **Items for next agenda** – updating four-year plan, parish website, ELOR, Local Centres programme, parish councillor vacancy and Holywell triangle conservation area.

71/19 **Urgent items which have arisen since publication of agenda and councillors’ queries** - none.

72/19 **Invoices** – Resolved that the following payments should be made:

430	B Turner Landscapes Ltd (replacement cheque)	£120.00	(HA 1980 s96)
431	M. S. Woods (reimbursement for postage & printer cartridge)	£84.74	(LGA 1972 s111)
431	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
432	P. Hallas (village maintenance April 19)	£180.00	(HA 1980 s96)
S/O	VA-L Trading (payroll)	£642.62	(LGA 1972 s111)
Total		£1,052.36	

Council resolved to exclude the press and public for the following item because it included exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended.

- 73/19 **Clerk’s appraisal and remuneration** – resolved to increase the Clerk’s salary by one scale point with effect from 1st October 2018 in recognition of his completion of the ILCA qualification, and to pay an additional sum for extra hours accrued.

The exclusion was rescinded for the remainder of the meeting.

74/19 **The next Parish Council meetings were confirmed as follows:**

Planning Committee – Monday, 8th July at 6:30pm.

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

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

Note: The Village Maintenance Committee meeting scheduled for 22nd July has been cancelled.

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

75/19 **The Chairman closed the meeting at 8:35pm.**

Signed: _____ Dated: _____