

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 8th July 2019 (Subject to confirmation)

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	0785 028 3529
Emma Stapleton (ES) (Present)	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) (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 and two members of the public.

The chairman opened the meeting at 7:00pm.

76/19 **Apologies for Absence** – apologies received and accepted from VV.

77/19 **Minutes** - the minutes of the Parish Council meeting held on 10th June 2019 were approved and signed by the Chairman.

78/19 **Declarations of Interest** – none.

The Chairman suspended the meeting at 7:02pm.

79/19 **Questions from members of the public** – none.

80/19 **Crime Report** – the crime report for June was noted. One crime were reported during the month: the forced entry and theft of a mountain bike and other property from a garden shed on Gateland Lane.

The Chairman reconvened the meeting at 7:08pm.

81/19 **Current items outstanding including the Clerk's report**

- i. **Potholes** – potholes outside 4 Strickland Avenue and at the entrance to Strickland Close have been reported.
- ii. **Overgrowth on footpaths** – contractor has been reminded but has capacity issues at present. NT to ask village maintenance contractor whether he would be able to cut back overgrowth on Path 102.
Action: NT.
- iii. **Surgery visit** – reply has been sent to resident regarding timing changes to the 7S bus service.
- iv. **Complaint regarding ice cream van** – resident has been given advice on how to complain to LCC Environment Enforcement Team.
- v. **Parish councillor vacancy** – suggested interview date was not convenient for candidates. New dates suggested.
Action: Clerk to contact candidates and confirm date for interviews.

82/19 **Items awaiting action by Leeds City Council**

- i. **Surface water run-off in Gateland Lane** – still no progress; Clerk to pursue with LCC Highways.
Action: Clerk.

- ii. **Missing street nameplate at Blind Lane and Gateland Lane** – still not replaced.
Action: Clerk still 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.
- 83/19 **Disciplinary and grievance procedures** – procedures reviewed; resolved to readopt without amendment.
- 84/19 **First Bus Liaison Meeting 1st July** – report by DP noted. Agreed that Clerk should publicise timetable changes on website. Concerns expressed about the impact on bus services when work starts on the improvements to the Headrow, which are due to begin in September and take 13 months to complete.
- 85/19 **Parish Charter** – Clerk reported on a working group meeting chaired by Cllr Matthew Robinson at the Civic Hall on 5th July. The new charter is being designed to be much more concise and will fit into 4 sides of A5. The group considered a working draft and suggested various amendments. LCC are to update draft and circulate a final version, and to organise a launch event in the autumn.
- 86/19 **YLCA Joint Annual Meeting 13th July** – no councillors are available to attend. Clerk to give apologies.
Action: Clerk.
- 87/19 **Supporting Local Businesses**
- i. **Village shops** – NT reported that no progress has been made regarding car parking at the Scout Hut due to safeguarding issues. Agreed that no way forward acceptable to all parties seems possible at the present time; to monitor over the summer and reconsider if parking problems reoccur. Clerk to check progress on establishing a local business forum.
Action: Clerk.
 - ii. **Local Centres Programme** – owners identified; Clerk to send letters inviting owners to participate.
Action: Clerk.
- 88/19 **Holywell Triangle Conservation Area**
- i. **Public Meeting 12th June** – Five residents attended with parish councillors, Cllr Matthew Robinson and two officers from LCC's Conservation Team. Various questions and comments made. Summary prepared by Conservation Team noted.
 - ii. **Consultation** – Clerk confirmed that consultation closed on 28th June 2019. Responses will be analysed, and LCC will then begin their formal process to take matters forward.
Action: Clerk to monitor progress.
- 89/19 **Newsletter** – DP reported that various subjects for articles had been identified, including the Holywell Lane playground and the refreshed parish council website. DP and Clerk to bring articles together before next meeting.
Action: Councillors and Clerk.
- 90/19 **Neighbourhood Plan**
- i. **Freedom of Information request** – Clerk reported that a reply to a recent FoI request was being prepared and would be sent shortly.
 - ii. **Other Issues** – DP reported that a local landowner has requested a meeting. LCC are to arrange.
- 91/19 **Four Year Plan** - working-group meeting to be arranged.
Action: DP/DT.
- 92/19 **Parish website refresh** – feedback on demonstration version very positive. Clerk to arrange for new version to go “live” and to publicise on social media.
Action: Clerk.

- 93/19 **East Leeds Orbital Road** – nothing new to report
- 94/19 **Highways**
- i. **20mph speed limit** – no progress.
 - ii. **Flashing warning lights outside school** – nothing to report, ward councillors still pursuing with LCC Highways.
- 95/19 **Planning committee** – DT reported on the meeting held earlier in the evening. Two applications were considered:
- i. **19/03847/FU/NE - 6 Shadwell Park Drive** - Demolition of garage and erection of part two storey, part single storey extension to side and rear; extension to gable; rooflight to front – No objection.
 - ii. **19/03485/FU/NE -7 Shadwell Park Grove** - First floor extension to front and side – No objection.
- 96/19 **Finance**
- i. **Notice of public rights and publication of unaudited annual governance & accountability return** – Clerk confirmed that the period for the exercise of public rights in respect of the 2018/19 accounts will close on Monday, 29th July 2019.
 - ii. **External Audit** – Clerk reported that the Annual Governance and Accountability Return for 2018/19 was emailed to our External Auditors on 26th June 2019.
- 97/19 **Village Maintenance**
- i. **Village Maintenance in June** - the Clerk reported that the contractor completed 24½ hours during the month which included cutting back overgrowth, extensive strimming of grassed areas, weeding and preparing beds, taking accumulated plant waste/rubbish to the waste disposal site and collecting sponsorship plaques, plant trays and Tour de Yorkshire bikes.
 - ii. **Tour de Yorkshire** – DF reported that bunting had been removed, sorted and stored, various bikes had been removed, although one or two not put up by the Parish Council remain. DF has written to Tour de Yorkshire organisers asking for the Tour to visit again next year.
 - iii. **Additional batteries** – NT requested the purchase of two additional rechargeable batteries to allow volunteers greater flexibility when using rechargeable equipment in the village - approximate total cost £300. Resolved to approve purchase.
Action: NT to arrange.
 - iv. **High hedge** – concerns of resident noted but agreed that the issue is a private matter between neighbours in which the Parish Council should not intervene.
- 98/19 **Footpaths**
- i. **Creation of a public right of way between Path 102 and Path 245** – Clerk confirmed that he has written to the relevant team in LCC to request a new right of way.
 - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – Clerk has contacted consultant; reply awaited.
 - iii. **Parish Paths Partnership** – nothing to report.
- 99/19 **Risk Assessment** – DF has completed July assessment – no new issues. August assessment – DT.
- 100/19 **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.
- 101/19 **Parish Council Surgery**
- i. **July surgery** – no attendees.
 - ii. **Next surgeries:** GW has already volunteered for August.

102/19 **Correspondence**

- i. **School admissions** – email from Education Admissions confirming change to priority based on catchment areas noted.
- ii. **2026 cut-off date for claiming historic rights of way** – letter from Leeds Access Forum noted; DT to check implications with author of local footpath guide.
Action: DT.

103/19 **Questions from members of the public** – none.

104/19 **Items for next agenda** – newsletter, updating four-year plan, parish website, ELOR, Local Centres programme, parish councillor vacancy, neighbourhood plan meeting, Holywell triangle conservation area and VE day commemoration celebrations.

105/19 **Urgent items which have arisen since publication of agenda and councillors' queries** – NT2 reported that the road markings at the bend of Main Street are badly faded.
Action: Clerk to report to LCC.

106/19 **Invoices** – Resolved that the following payments should be made:

433	M. S. Woods (reimbursement for postage, stationery, travel & printer cartridge)	£106.13	(LGA 1972 s111)
433	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
434	P. Hallas (village maintenance June 19)	£245.00	(HA 1980 s96)
434	P. Hallas (spare keys and slug pellets)	£43.70	(HA 1980 s96)
435	Ripon Farm Services (2 stroke oil)	£16.70	(HA 1980 s96)
436	VA-L Trading (payroll - additional costs)	£384.82	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£642.62	(LGA 1972 s111)
Total		£1,463.97	

107/19 **The next Parish Council meetings were confirmed as follows:**

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

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

Full Council – Monday, 12th August 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.

108/19 **The Chairman closed the meeting at 8:25pm.**

Signed: _____ Dated: _____