

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 12th August 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) (Apologies)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Present)	0788 873 4464
Geoffrey Wilson (GW) (Present)	0113 273 7164
David Ford (DF) (Present)	0776 050 8890
Daljit Sehmi (DS) (Present)	0778 885 5168

Clerk: Mike Woods 0775 171 8483
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Website: www.shadwell-parish-council.org

In attendance - the Clerk and, for part of the meeting, ward councillor Matthew Robinson.

The chairman opened the meeting at 7:04pm.

109/19 **New parish councillor** – resolved to co-opt Daljit Sehmi (DS) to the parish council. DS completed a declaration of acceptance of office (witnessed by the Clerk) and the Chairman formally welcomed DS to her first parish council meeting

110/19 **Apologies for absence** – apologies received and accepted from NT.

111/19 **Minutes** - the minutes of the Parish Council meeting held on 8th July 2019 were approved and signed by the Chairman.

112/19 **Declarations of interest** – none.

The Chairman suspended the meeting at 7:08pm.

113/19 **Questions from members of the public** – none.

114/19 **Crime report** – the crime report for July was noted. Five crimes were reported during the month: three residential burglaries, the theft of a motorcycle on Main Street and a theft from a motor vehicle on Shadwell Lane.

115/19 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Parking issues near school** – still recognised as a problem particularly around Church Farm Garth and Manor Court. Proposals are to be included in the forthcoming LCC traffic regulation order.
- ii. **Limited waiting spaces outside shops** – proposals will be included in the same traffic regulation order.
- iii. **20mph Limit** – LCC's decision on whether to proceed with the blanket approach is expected in September or October.
- iv. **Flashing warning lights outside school** – LCC Highways to pursue when budget available.
- v. **Carr Lane junction** – nothing new to report.
- vi. **Local Business forum** – ES/NT2 agreed to represent the parish council on the new forum. Cllr Robinson to arrange initial meeting.
- vii. **ELOR** – progressing as planned; Harrogate Road roundabout improvements are expected to be completed during the autumn.

- viii. **Wildflower meadows** – funding may be available to support the establishment of wildflower meadows on small “dead” areas of land adjacent to verges and at field boundaries, etc. Agreed to pass any suggestions to Cllr Robinson to forward on.

The Chairman reconvened the meeting at 7:42pm.

116/19 Current items outstanding including the Clerk's report

- i. **Potholes** – no new potholes reported this month.
- ii. **Overgrowth on footpaths** – Contractor has completed one round of stiles and footpaths. Further work may be needed on path 102. Clerk to check.
Action: Clerk

117/19 Items awaiting action by Leeds City Council

- i. **Surface water run-off in Gateland Lane** – no apparent progress; Clerk to check with resident and pursue again 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 chase LCC Highways.

118/19 Financial Regulations – agreed that DP and NT2 will review and report back to the next meeting.
Action: DP/NT2.

119/19 Complaints Procedure – reviewed; agreed to readopt without amendment.

120/19 First Bus 7S service – the Clerk confirmed that the timetable changes had been publicised widely. Concerns expressed regarding possible effect of the road improvement works on the Headrow.

121/19 Supporting local businesses

- i. **Village shops** – see items 115ii & iv, above.
- ii. **Local Centres Programme** – the Clerk confirmed that letters were sent to shop owners in July inviting them to participate. Two responses so far; if no further replies, NT2 to hand-deliver copies.
Action: Clerk & NT2.

122/19 Neighbourhood Plan

- i. **Meeting with local landowner** – DP and DT reported on recent meeting with local landowner and LCC. Options need to be considered further. Meeting of Steering Group to be arranged.
Action: DP.
- ii. **Membership of Steering Group** – the membership of the steering group was reviewed, and the following were confirmed as members: D. Potter, D. Trickett, E. Stapleton, N. Taylor, J. Thompson, I. Halmshaw, H Jordan, N. Manaton and A. Pratt.

123/19 Holywell Triangle Conservation Area – awaiting outcome of LCC internal consultation. Clerk to chase LCC conservation officer.
Action: Clerk.

124/19 Newsletter – Progressing; DP and Clerk to bring articles together before next meeting.
Action: Councillors and Clerk.

125/19 Four Year Plan – meeting to be arranged for September.
Action: DP/DT.

126/19 **Parish website refresh** – the Clerk confirmed that the new website was now live and that backup arrangements were in place. Agreed that the new site was much more attractive and easier to navigate.
Action: Clerk to ensure that all policies and procedures on website are up to date.

127/19 **East Leeds Orbital Road** – see 115vii, above.

128/19 **Highways**

- i. **20mph speed limit** – LCC's proposals are expected in September/October, see 115iii, above.
- ii. **Installation of flashing warning lights outside school** – LCC Highways have agreed in principle; to be installed when budget allows.

129/19 **Planning committee** – DT reported on the meeting held earlier in the evening. Five applications were considered:

- i. **19/04026/FU - 15 Cricketers Fold** - Two storey rear extension with Juliet balcony; single storey side extension - Agreed to object on the grounds that the proposed two-storey rear extension would overshadow the next-door house, resulting in an unacceptable loss of light. It is also possible that the extension would exceed the 45-degree rule, given the positioning the windows. Agreed that a single storey rear extension with the same footprint would be acceptable.
- ii. **19/03906/FU - 22 Ash Hill Drive** - Single storey side/rear extension including new patio area with gated access and enclosed retaining wall to rear; single storey front extension – Agreed to object on the grounds that that the extension to the front of the property would be out of character with adjacent properties, the extension would overshadow the conservatory at No. 20 and adversely affect access to light, that a covenant is believed to be in place which precludes building beyond the boundary of the original gardens to the rear of the property and that a culvert running under the properties could be adversely affected by the footings of the extension.
- iii. **19/04070/FU - 8 Blind Lane** – First floor rear extension – Agreed to object the grounds that the extension would affect the access to light of the adjacent bungalow.
- iv. **19/04501/FU - 19 Shadwell Park Avenue** – Single storey rear extension – No objection.
- v. **19/04266/FU - 88 Ash Hill Drive** - Two storey and single storey side/rear extension incorporating two dormer windows to front and rear – No objection.

130/19 **Finance**

- i. **Finance Committee meeting 22nd July** – DP reported that the bank reconciliation for June 2019 and the financial statements for Quarter 1 were checked and no issues were raised.
- ii. The Committee recommended that the following grants should be paid:
 - a. Village Hall - £500 – agreed.
 - b. Recreation Centre - £500 – agreed.
 - c. Scout Hut - £500 – agreed.
 - d. Horticultural Society - £1,500 – agreed.
 - e. Shadwell News - £250 – agreed.
- iii. **Transfer to Building Society** – recommendation of the Finance Committee that £10,000 should be transferred to maximise interest received - agreed.
- iv. **Notice of public rights** – the Clerk confirmed that the period for the exercise of public rights in respect of the 2018/19 accounts closed on 29th July without any requests being received.

131/19 **Village maintenance**

- i. **Village maintenance in July** - the Clerk reported that the contractor completed 23¼ hours during the month which included collecting, distributing and raking in compost, collecting and distributing plants, mowing grass verges, strimming other grassed areas, assisting with hedge trimming and collecting plant waste/rubbish and taking it to the waste disposal site.
- ii. **Additional batteries** – Clerk confirmed that the two batteries had been purchased and added to the list of assets.

- iii. **Himalayan balsam** – a resident has reported that there is a large amount of Himalayan balsam in Dan Quarry. Agreed to report to LCC Parks and Countryside.
Action: Clerk.

132/19 **Footpaths**

- i. **Creation of a public right of way between Path 102 and Path 245** – response from LCC PROW team with outline of plans for Ring Road footpaths noted but is not what was requested. Clerk to follow up with PROW team.
Action: Clerk.
- ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – Clerk reported that the consultant has completed her review and passed details to LCC. Decision awaited.
- iii. **Stiles** – DP reported that the stile on the north side of Gateland Lane was overgrown. To request maintenance contractor to trim.
Action: Clerk.

133/19 **Risk assessment**

- i. **August Assessment** – completed by DT – bench near school needs attention. Clerk to ask volunteer to repaint.
- ii. **September assessment** – NT2/DS; October – DF.

134/19 **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** – no report this month.

135/19 **Parish Council surgery**

- i. **August surgery** – no attendees.
- ii. **September surgery:** GW.

136/19 **Correspondence**

- i. **Council for British Archaeology** – email advertising Pathways to your Past event on 21st September at Selby Abbey noted.

137/19 **Questions from members of the public** – none.

138/19 **Items for next agenda** – newsletter, updating Four-Year Plan, ELOR, Financial Regulations, Local Centres Programme, Neighbourhood Plan, Holywell Triangle conservation area, 2026 cut off for adding definitive footpaths and VE day commemoration celebrations.

139/19 **Urgent items which have arisen since publication of agenda and councillors' queries** – none.

140/19 **Invoices** – resolved that the following payments should be made:

437	M. S. Woods (reimbursement for postage)	£6.62	(LGA 1972 s111)
437	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
438	D. Potter (reimbursement for parking charges)	£11.70	LA (Members' Allowances) (Eng) Regs 2003
439	P. Hallas (village maintenance July)	£232.50	(HA 1980 s96)
440	Ripon Farm Services (2 stroke oil and 2 Lithium-ion batteries)	£408.98	(HA 1980 s96)
441	Liam Dunne (village maintenance)	£190.00	(HA 1980 s96)
442	Simon Dobson (website redevelopment)	£800.00	(LGA 1972 s111)
443	Office Depot (copying paper and C5 envelopes)	£32.94	(LGA 1972 s111)
444	John R. Sheret (Newspapers for Library)	£94.10	(LGA 1972 s145)
445	Yorkshire Local Councils Associations (training course)	£115.00	(LGA 1972 s111)
446	Shadwell Village Hall (grant)	£500.00	LG (Misc. Prov.) 1976 s19.3)
447	Shadwell Recreation Centre (grant)	£500.00	LG (Misc. Prov.) 1976 s19.3)
448	1st Shadwell Scouts Group (grant)	£500.00	LG (Misc. Prov.) 1976 s19.3)
449	Shadwell Horticultural Society (grant)	£1,500.00	LG (Misc. Prov.) 1976 s19.3)
450	Shadwell News (grant)	£250.00	LG (Misc. Prov.) 1976 s19.3)
451	Shadwell Parish Council (Transfer to Building Society a/c)	£10,000.00	(LGA 1972 s111)
S/O	VA-L Trading (payroll)	£642.62	(LGA 1972 s111)
Total		<u>£15,809.46</u>	

Neighbourhood Plan

452 Simon Dobson (NP website maintenance and domain fees) £105.00

141/19 **The next Parish Council meetings were confirmed as follows:**

Planning Committee – Monday, 9th September at 6:30pm.

Full Council – Monday, 9th September at 7:00pm.

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

142/19 **The Chairman closed the meeting at 8:40pm.**

Signed: _____ Dated: _____