

## SHADWELL PARISH COUNCIL

### *Draft Minutes of the Council Meeting held on Monday, 9<sup>th</sup> September 2019 (Subject to confirmation)*

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Apologies)	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) (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](http://www.shadwell-parish-council.org)

In attendance - the Clerk.

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

143/19 **Apologies for absence** – apologies received and accepted from DT, ES and VV.

144/19 **Minutes** - the minutes of the Parish Council meeting held on 12<sup>th</sup> August 2019 were approved and signed by the Chairman.

145/19 **Declarations of interest** – none.

146/19 **Questions from members of the public** – none.

147/19 **Crime report** – the crime report for August was noted. Three crimes were reported during the month: an attempted burglary on Strickland Crescent, a burglary on Shadwell Park Avenue and the theft of a motor vehicle on Holywell Lane.

148/19 **Current items outstanding including the Clerk's report**

- i. **Potholes** – repairs to various sections of Hobberley Lane noted. Clerk requested to report potholes on Strickland Close and on Strickland Avenue near the junction with Strickland Close.  
**Action:** Clerk
- ii. **Overgrowth on footpaths** – DP reported that path 102 has been cleared.
- iii. **Himalayan balsam** – Clerk confirmed that the Himalayan balsam in Dan Quarry had been reported to LCC.
- iv. **Bird-scarers** – Clerk confirmed that problems in the vicinity of Colliers Lane have been reported to LCC.
- v. **Bench near school** – Clerk confirmed that a volunteer has agreed to repaint the bench.

149/19 **Items awaiting action by Leeds City Council**

- i. **Surface water run-off in Gateland Lane** – NT reported that recent work seems to have diverted the problem to further down Gateland Lane. Clerk requested to report again.  
**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 again with LCC Highways.

- 150/19 **Committee membership** – reviewed; resolved to appoint DS to Planning Committee with immediate effect.
- 151/19 **Financial Regulations** – DP and NT2 outlined minor amendments required following their review. Clerk reported that new national guidance has recently been received so further changes are recommended. Agreed that Clerk should incorporate all required amendments and circulate ahead of re-adoption at October meeting.  
**Action:** Clerk.
- 152/19 **First Bus 7S service** – the Clerk confirmed that three recent incidents of missed services have been reported to First Bus. Agreed to use social media and to put up a laminated notice near terminus to encourage bus users to report problems to the Clerk. Also agreed to write to First Bus to ask for their records of service incidents.  
**Action:** Clerk
- 153/19 **Supporting local businesses**
- i. **Village shops** – nothing to report; Clerk to check with ward councillor regarding establishment of local business forum.  
**Action:** Clerk
  - ii. **Local Centres Programme** – NT2 reported that efforts to secure agreement of landlords are continuing. Clerk to prepare acceptance letter template and pass to NT2.  
**Action:** Clerk & NT2.
- 154/19 **VE Day Celebrations** – DF reported that the Parish Council’s interest has been registered with ssafa. Various ideas for celebrating the event were discussed. Agreed to establish a working group of DF, NT2 and DS to take forward. DF to prepare a outline budget.  
**Action:** DF, NT2 & DS.
- 155/19 **Neighbourhood Plan**
- i. **Steering Group** - DP reported on the Steering Group meeting held on 3<sup>rd</sup> September. The Steering Group recommended further wording regarding a potential future review of the Plan and then to proceed to independent review. Resolved to include the additional wording and to proceed as recommended. Clerk requested to write to local landowner.  
**Action:** Clerk.
- 156/19 **Holywell Triangle Conservation Area** – Clerk reported that the Area Appraisal is scheduled to be considered by LCC’s Planning Board on 7<sup>th</sup> October.
- 157/19 **Newsletter** – Progressing; awaiting articles.  
**Action:** DP and Clerk.
- 158/19 **Four Year Plan** – updated plan prepared by DP/DT considered. Agreed to adopt without further amendment.  
**Action:** Clerk to reformat and upload to website.
- 159/19 **East Leeds Orbital Road** – nothing new to report.
- 160/19 **Highways**
- i. **20mph speed limit** – still awaiting LCC’s revised proposals.
  - ii. **Installation of flashing warning lights outside school** – LCC Highways have agreed in principle; Clerk to check timescales.  
**Action:** Clerk

- 161/19 **Planning committee** – NT2 reported on the meeting held earlier in the evening. Four applications were considered:
- i. **19/04860/FU – 19 Shadwell Park Drive** – Single storey rear extension and first floor extension over garage – no objection.
  - ii. **19/05026/FU – 4 Old Brandon Lane** -Single storey side extension; bi-folding doors to rear – no objection.
  - iii. **19/02673/FU – 70 Ash Hill Drive (amended application)** – Single storey and two-storey rear extension, conversion of garage to habitable room and alterations to fenestration – permission already granted.
  - iv. **19/05206/FU – 231 Main Street** – First floor side extension over garage with single storey rear extension raising roof height and alterations to front including new windows and door – agreed to object on the grounds that the extension will overshadow the properties to the rear.
- 162/19 **Finance**
- i. **External Audit** – still waiting for independent check to be completed.
  - ii. **Grant Requests**
    - a. Shadwell Cricket Club – towards cost of firework display - £250 – agreed.
    - b. Shadwell United – towards cost of new line-marking machine - £250 – agreed.
- 163/19 **Village maintenance**
- i. **Village maintenance in August** - the Clerk reported that the contractor completed 17¼ hours during the month which included grass cutting and strimming, weeding, collecting and removing rubbish to tip and assisting with shaping and training the willow tree feature in the school grounds.
  - ii. **Tree outside Old Hall** – the Clerk reported that following concerns raised by a village resident, LCC Forestry have agreed to inspect a tree outside Old Hall. Report awaited.
  - iii. **Trees outside Library** – Clerk to arrange for contractor to trim back.  
**Action:** Clerk.
- 164/19 **Footpaths**
- i. **Creation of a public right of way between Path 102 and Path 245** – Clerk still to follow up with PROW team.  
**Action:** Clerk.
  - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – LCC decision still awaited.
  - iii. **2026 cut-off for adding definitive footpaths** – agreed to try to identify any permissive or historic footpaths that should be added to the list. DP to seek help from interested residents.  
**Action:** DP.
  - iv. **Parish Paths Partnership** – DP confirmed that the clearing of path 102 was funded from the annual PPP grant.
- 165/19 **Risk assessment**
- i. **September Assessment** – completed by NT2 no new issues.
  - ii. **October assessment** — DF.
- 166/19 **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.
- 167/19 **Parish Council surgery**
- i. **September surgery** – no attendees.
  - ii. **October surgery:** NT2.
- 168/19 **Correspondence**
- i. **Carter Jonas** – letter regarding ownership of land at Stocks Hill noted.
  - ii. **Grants** – emails from the Scouts and the Village Hall committee thanking the Parish Council for grants noted.

iii. **Friends of the Earth** – letter regarding climate change noted. Agreed to publicise on website and via social media requesting any interested residents to contact the Clerk. It is hoped that a residents’ committee can be formed to develop local plans to help reverse climate change.

**Action:** Clerk and NT2

169/19 **Questions from members of the public** – none.

170/19 **Items for next agenda** – Newsletter, ELOR, Financial Regulations, Local Centres Programme, Neighbourhood Plan, Holywell Triangle conservation area, 2026 cut off for adding definitive footpaths and VE day commemoration celebrations.

171/19 **Urgent items which have arisen since publication of agenda and councillors’ queries** – none.

172/19 **Invoices** – resolved that the following payments should be made:

**INVOICES TO BE APPROVED AND PAID**

**9th September 2019**

453	M. S. Woods (reimbursement for postage and stamps)	£16.66	(LGA 1972 s111)
453	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
454	P. Hallas (village maintenance August)	£177.50	(HA 1980 s96)
455	Dalbys Nurseries Ltd (plants for village beds and baskets)	£4,306.56	(HA 1980 s96)
456	Shadwell Cricket Club (grant towards fireworks display)	£250.00	LG (Misc. Prov.) 1976 s19.3)
457	Shadwell United (grant towards line marking machine)	£250.00	LG (Misc. Prov.) 1976 s19.3)
S/O	VA-L Trading (payroll)	£655.24	(LGA 1972 s111)
<b>Total</b>		<b>£5,680.96</b>	

173/19 **The next Parish Council meetings were confirmed as follows:**

**Planning Committee** – Monday, 14<sup>th</sup> October at 6:30pm.

**Full Council** – Monday, 14<sup>th</sup> October at 7:00pm.

**Village Maintenance Committee** – Monday, 21<sup>st</sup> October at 6:30pm

**Finance Committee** – Monday, 21<sup>st</sup> October at 7:00pm

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

174/19 **The Chairman closed the meeting at 8:20pm.**

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