

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 14th October 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) (Apologies)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	0788 873 4464
Geoffrey Wilson (GW) (Apologies)	0113 273 7164
David Ford (DF) (Present)	0776 050 8890
Daljit Sehmi (DS) (Present)	0778 885 5168

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

In attendance - the Clerk and for part of the meeting PCSO Sue Broadwell.

The Chairman opened the meeting at 7:04pm.

175/19 **Apologies for absence** – apologies received and accepted from NT, NT2, VV and GW.

176/19 **Minutes** - the minutes of the Parish Council meeting held on 9th September 2019 were approved and signed by the Chairman.

176/19 **Declarations of interest** – none.

The Chairman suspended the meeting at 7:06pm.

177/19 **Questions from members of the public** – none.

178/19 **Crime report** – PCSO Broadwell presented the report for September. Two crimes were recorded during the month: a burglary and theft of a vehicle on Main Street and a public order offence resulting from “cold-calling” on Crofton Terrace. In addition, an incident of criminal damage occurred on Crofton Rise at the end of August that was not included in last month’s report. PCSO Broadwell also reported that there had been a number of “distraction burglaries” in nearby villages recently and that residents need to be on their guard. Agreed to put advice on website and to investigate the practicalities of setting up a “no cold-calling” zone in the village.

Action: Clerk.

The Chairman reconvened the meeting at 7:25pm.

179/19 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – potholes on Strickland Close and on Strickland Avenue near the junction with Strickland Close have been reported to LCC, as has a paint spillage on the highway on Main Street. Further potholes on Ash Hill Drive and excess surface water on Main Street near 21 Holywell Lane need reporting.

Action: Clerk.

- ii. **Himalayan balsam** – Clerk confirmed that the Scouts Group have volunteered to clear remaining Himalayan balsam in Dan Quarry.

180/19 Items awaiting action by Leeds City Council

- i. **Surface water run-off in Gateland Lane** – letter to LCC from residents further down Gateland Lane noted; Clerk to monitor progress.
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** – noted that the requested new sign is now in place and has improved the appearance of the western entrance to the village.

181/19 Financial Regulations – resolved to readopt with minor amendments. New model regulations have been released by NALC which are more detailed than the version readopted. Clerk to review and make recommendations to a future meeting.

Action: Clerk.

182/19 Annual Return: Assertions 1 to 3 - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

183/19 First Bus 7S Service

- i. **Service records** – Clerk confirmed that he has written to First Bus reporting recent incidents and requesting service records. Reply awaited.
- ii. **Laminated notice** – text agreed; Clerk to put up near terminus and on noticeboard; ES to post on social media.
Action: Clerk/ES.
- iii. **Further service issues** – noted; clerk to collate and report to First Bus.
Action: Clerk

184/19 Scout Committee AGM – report from NT noted and thanks extended to the Scouts for the all the volunteering they have undertaken in the village.

185/19 External Meetings

- i. **Outer North East Parish and Town Council Forum, 3rd October** – awaiting minutes.
- ii. **YLCA Leeds Branch Meeting, 8th October** – verbal report from Clerk noted.

186/19 Supporting local businesses

- i. **Village shops** – nothing new to report.
- ii. **Local Centres Programme** – Clerk reported that another shop owner indicated their agreement in principle subject to clarification of conditions. Awaiting further information and progress updates from LCC.
Action: Clerk to pursue.

187/19 VE Day Celebrations – DF circulated an outline of planned events for the weekend. Working group to take forward and DF to prepare an outline budget.

Action: DF, NT2 & DS.

188/19 Neighbourhood Plan – Clerk confirmed that he had written to local landowner. DP reported that arrangements were being made to secure an independent examiner.

Action: DP.

189/19 Holywell Triangle Conservation Area – awaiting confirmation of the outcome of the LCC Planning Board meeting on 7th October.

Action: Clerk to pursue with LCC Conservation Team.

- 190/19 **Newsletter** – drafted and ready to go to printers; DS to cover Cricketers and DP’s usual delivery round; DF to collect.
Action: DS/DF.
- 191/19 **East Leeds Orbital Road** – nothing new to report.
- 192/19 **Highways**
- i. **20mph speed limit** – still awaiting LCC’s revised proposals.
 - ii. **Installation of flashing warning lights outside school** – no progress; clerk to follow up.
Action: Clerk
 - iii. **Stocks Hill** – further email from resident regarding parking and vehicles turning noted; to investigate further.
Action: Clerk/DT/DP.
 - iv. **LCC Highway Planned Maintenance Consultation 2020/21** – noted.
- 193/19 **Planning Committee** – DT reported on the meeting held earlier in the evening. Four applications were considered:
- i. **19/05830/FU – 7 Shadwell Park Gardens** – Single storey extension to side and rear – no objection.
 - ii. **19/05826/FU – 183 Main Street** -Two storey rear infill extension – no objection.
 - iii. **19/05959/FU – 33 Crofton Rise** – Single storey extension to existing garage – no objection.
 - iv. **19/03906/FU – 22 Ash Hill Drive (amended application)** – Construction of porch and single storey wrap-around extension, formation of new patio area with gated access and enclosed retaining wall to rear – agreed to object on the grounds that that the alterations would still not be in keeping with the surrounding properties; that it would interfere with the enjoyment of light of the adjacent property and that issues relating to the removal of trees and the culvert to the rear of the property have not been satisfactorily resolved.
- 194/19 **Finance**
- i. **External Audit of the 2018/19 accounts** – Clerk confirmed that the external audit had been completed with no issues and that the accounts had been displayed on the noticeboard and on the website within the statutory timescales.
 - ii. **Remembrance Wreath** – resolved to purchase civic wreath for Armistice Day. GW to lay wreath.
Action: Clerk/GW.
- 195/19 **Village maintenance**
- i. **Village maintenance in September** - the Clerk reported that the contractor completed 18¼ hours during the month which included grass cutting and strimming, weeding, trimming back bushes and undergrowth, collecting and removing rubbish to tip and completing shaping and training the willow tree feature in the school grounds.
 - ii. **Tree outside Old Hall** –LCC Forestry have inspected the tree and there are no immediate concerns regarding its condition. Clerk has emailed concerned resident accordingly.
 - iii. **Trees outside Library** – quote from contractor to cut back trees agreed; Clerk to arrange.
Action: Clerk.
 - iv. **Overgrown hedge, Hobberley Lane** – email from resident noted; NT to ask SIB volunteers to cut back.
Action: NT
- 196/19 **Footpaths**
- i. **Creation of a public right of way between Path 102 and Path 245** – no apparent progress.
Action: Clerk to check with LCC.
 - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – LCC decision still awaited.
 - iii. **2026 cut-off for adding definitive footpaths** – DT to check progress.
Action: DT.
 - iv. **Parish Paths Partnership** – nothing new to report.

197/19 **Risk assessment**

- i. **October Assessment** – completed by DF no new issues.
- ii. **November assessment** — DS/NT2.

198/19 **Reports from Council representatives on local committees and forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report from DT noted; AGM to be held on 12th November.
- ii. **Shadwell in Bloom** – it was noted that the SIB volunteers have been awarded a silver-gilt certificate in the Large Village category in the Yorkshire in Bloom Summer Awards. The Parish Council extended their congratulations to the group.

199/19 **Parish Council surgery**

- i. **October surgery** – no attendees.
- ii. **November and December surgeries:** GW.

200/19 **Correspondence**

- i. **Grants** – emails from Shadwell United and Shadwell Cricket Club thanking the Parish Council for recent grants noted.
- ii. **Redmond Review** – national review into the quality and effectiveness of audit and financial reporting noted.
- iii. **Able Community Care** – quantity of “do not knock” stickers passed to DT for distribution at Library.
Action: DT.
- iv. **Alleged anti-social behaviour** – email and Clerk’s reply noted; no further action required.
- v. **Crofton Terrace** – email from resident noted; as road is not adopted, it is up to residents to agree any new signs, subject to any planning restrictions.
Action: Clerk to feed back to resident.

201/19 **Questions from members of the public** – none.

202/19 **Items for next agenda** – Christmas lights, ELOR, Local Centres Programme, Neighbourhood Plan, Holywell Triangle conservation area, definitive footpaths, climate change initiatives and VE Day commemoration celebrations.

203/19 **Urgent items which have arisen since publication of agenda and councillors’ queries** – none.

204/19 **Invoices** – resolved that the following payments should be made:

INVOICES TO BE APPROVED AND PAID

14th October 2019

458	M. S. Woods (reimbursement for postage and travel)	£10.82	(LGA 1972 s111)
458	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
459	P. Hallas (village maintenance August)	£182.50	(HA 1980 s96)
460	RBL Poppy Appeal	£50.00	(HA 1980 s96)
S/O	VA-L Trading (payroll)	£655.24	(LGA 1972 s111)
Total		£923.56	

205/19 **Clerk's remuneration** – in recognition the Clerk's success in achieving the Certificate in Local Council Administration qualification, resolved to increase the Clerk's salary by two scale points with effect from 1st November 2019. Further resolved to change the Clerk's working hours from 10 plus 3 training hours a week to 11 hours a week from the same date to reflect changing workloads. DP to inform payroll contractor.
Action: DP.

206/19 **The next Parish Council meetings were confirmed as follows:**

Finance Committee – Monday, 21st October at 7:00pm
Planning Committee – Monday, 11th November at 6:30pm.
Full Council – Monday, 11th November at 7:00pm.

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

207/19 **The Chairman closed the meeting at 8:33pm.**

Signed: _____ Dated: _____