

## SHADWELL PARISH COUNCIL

### *Draft Minutes of the Council Meeting held on Monday, 11<sup>th</sup> November 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) (Apologies)	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  
Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)  
Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

In attendance - the Clerk.

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

208/19 **Apologies for absence** – apologies received and accepted from NT2.

209/19 **Minutes** - the minutes of the Parish Council meeting held on 14<sup>th</sup> October 2019 were approved and signed by the Chairman.

210/19 **Declarations of interest** – none.

211/19 **Crime report** – The report from PCSO Barratt was noted. Three crimes were reported in the month: an attempted burglary on Charville Gardens, and two separate incidents on Holywell Lane - a burglary from domestic premises and an attempted burglary from business premises. There has also been an increase in thefts of lead and Yorkshire stone from properties in surrounding villages, and anyone suspecting lead or stone flags are being removed without permission are requested to dial 999 immediately.

212/19 **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 repaired.
- ii. **Holywell Lane children's playground** – Clerk confirmed that Support Group has been made aware of resident's concerns about the condition of the playground surface. DF reported that the Support Group met on 7<sup>th</sup> November and that fundraising for playground improvements is due to begin in the New Year.
- iii. **Crofton Terrace** – Clerk confirmed that resident has been advised that on private roads signage is a matter for agreement between residents.
- iv. **Distraction burglaries** – Clerk confirmed that tips to avoid burglaries have been posted on the website and on Facebook.
- v. **Trees adjacent to Library** – Clerk confirmed that contractor has cut back and reshaped trees.
- vi. **Bunting** – DP confirmed that bunting has been removed from shop fronts. DF reported that bunting at the Village Hall is to be removed shortly.

**213/19 Items awaiting action by Leeds City Council**

- i. **Surface water run-off in Gateland Lane** – no progress, recent heavy rain has exacerbated problem. Residents and Clerk to pursue again.  
**Action:** NT/Clerk.
- ii. **Missing street nameplate at Blind Lane and Gateland Lane** – still not replaced.  
**Action:** Clerk still pursuing with LCC Highways.

**214/19 Annual Return: Assertions 4 to 6** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

**215/19 Proposed meeting dates 2020-21** – considered and agreed with minor amendment. Clerk to load onto website.  
**Action:** Clerk.

**216/19 Standing Orders and Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – DP/DT to review; to consider at next meeting.  
**Action:** DP/DT.

**217/19 First Bus 7S Service**

- i. **Service records** – Clerk confirmed that a reply is still awaited.
- ii. **Further service issues** – schedule of service failures reported to the Clerk or through Facebook since the October meeting noted. Agreed that the current standard of service is unacceptable. Agreed to write to First Bus detailing service failures and requesting urgent remedial action. Letter to be copied to the Chair of WYCA and the LCC Chief Executive.  
**Action:** Clerk.

**218/19 Christmas lights** – DP confirmed that volunteers have agreed to put up the lights by 1<sup>st</sup> December.

**219/19 Cold Calling Control Zones** – report by Clerk noted. A CCCZ would not be feasible for the whole village, so agreed to canvass interest at the next Annual Meeting of the Parish in April.  
**Action:** Clerk to note for agenda.

**220/19 Climate Change**

- i. **Friends of the Earth “20 Actions”** – call to action noted;
- ii. **LCC climate change workshop** - Clerk to attend on 14<sup>th</sup> November and report back.  
**Action:** Clerk.

**221/19 Supporting local businesses**

- i. **Village shops** – Councillor Robinson has indicated his willingness to start a business forum in the New Year.  
**Action:** Clerk to pursue after Christmas
- ii. **Local Centres Programme** – Still awaiting contact details and further information from LCC to pass on to shop owners.  
**Action:** Clerk to pursue.

**222/19 VE Day Celebrations** – DF confirmed that detailed planning will begin in the New Year.  
**Action:** DF, NT2 & DS.

**223/19 Neighbourhood Plan** – recent representations from local landowner considered and response agreed.  
**Action:** Clerk to write to landowner, Steering Group to finalise submission.

**224/19 Holywell Triangle Conservation Area** – LCC have confirmed that the Conservation Area designation came into effect on 8<sup>th</sup> November 2019. Agreed to write to residents within the area to inform them.

**Action:** Clerk to draft letter, DT/DP to deliver.

225/19 **Newsletter** – delivery underway.

226/19 **East Leeds Orbital Road** – nothing new to report.

#### 227/19 **Highways**

- i. **20mph speed limit** – Cllr Robinson has reported that he is still awaiting a formal update on when or even if this will now happen. LCC officers are seeking to address objections and concerns, but delay is now holding up 30mph zones which already have widespread approval.

**Action:** Clerk to monitor progress.

- ii. **Installation of flashing warning lights outside school** – no update from LCC; clerk to follow up.

**Action:** Clerk.

- iii. **Stocks Hill** – ownership still not clear, but roadway is definitely not adopted, and residents are responsible for signage on private roads, subject to planning constraints.

**Action:** Clerk to reply to concerned resident.

228/19 **Planning Committee** – DT reported on the meeting held earlier in the evening. Three applications were considered:

- i. **19/06294/FU – 70 Ash Hill Drive** – Amendment to approved application 19/02673/FU proposed Juliet balcony to rear – no objection.
- ii. **19/06516/FU – 16 Ash Hill Drive** – Side and rear extension, new pitched roof over existing garage – agreed to raise concerns regarding culvert to the rear and possible overlap of boundary line.
- iii. **19/06582/FU – Oakfield House, Roundhay Park Lane** – Boundary wall with access to front – agreed no objection provided that the wall does not encroach on the already narrow pavement.

229/19 **Finance** – DP reported on the Finance Committee meeting on 21<sup>st</sup> October. The bank reconciliation for September 2019 and the financial statements for the quarter ending 30th September 2019 were checked and agreed by the Committee. Minor presentational amendments were suggested but otherwise no issues.

#### 230/19 **Village maintenance**

- i. **Village maintenance in September** - the Clerk reported that the contractor completed 29 hours during the month which included stripping flower beds and planters ready for replanting, strimming, replanting and collecting and removing rubbish to waste disposal site.

- ii. **Cutting back hedges** – Clerk requested to prepare standard letter to be used to remind landowners of their responsibilities. NT to request SIB volunteers to cut back hedge on Cricketers View where ownership is unclear. DT/NT to check ownership of hedge on Hobberley Lane.

**Action:** Clerk/DT/NT.

#### 231/19 **Footpaths**

- i. **Creation of a public right of way between Path 102 and Path 245** – no further 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 and DP to examine definitive list to determine any omissions.

**Action:** DP/DT.

- iv. **Parish Paths Partnership** – nothing new to report.

#### 232/19 **Risk assessment**

- i. **November Assessment** – completed by DS/NT2; no new issues.

- ii. **Next assessments** — December: DF, January: DS

#### 233/19 **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.

**234/19 Parish Council surgery**

- i. **November surgery** – one attendee; concern raised regarding fallen leaves at bus terminus. Clerk to respond.  
**Action:** Clerk.
- ii. **December surgery:** GW.

**235/19 Correspondence**

- i. **Scope** – email seeking sites for textile recycling banks noted. Agreed that the village already has adequate provision through the textile bank in the Red Lion car park. Clerk to respond accordingly.  
**Action:** Clerk.
- ii. **Woodland Trust** – annual offer of free trees noted, but no obvious sites identified. To consider again next year.
- iii. **Outdoor area for Scouts and Guides** – email from Scout Group noted; agreed to support approach to Lady Elizabeth Hasting Trust.  
**Action:** Clerk to liaise with Scout Group.
- iv. **YLCA Training webinars** – agreed could be a cost-effective supplement to traditional seminars. Clerk to circulate YLCA schedule, councillors to consider individual training requirements.  
**Action:** All.

**236/19 Questions from members of the public** – none.

**237/19 Items for next agenda** – Neighbourhood Plan, ELOR, Local Centres Programme, definitive footpaths, standing orders, climate change initiatives and VE Day commemoration celebrations.

**238/19 Urgent items which have arisen since publication of agenda and councillors’ queries** – none.

**239/19 Invoices** – resolved that the following payments should be made:

**INVOICES TO BE APPROVED AND PAID**

**11th November 2019**

461	M. S. Woods (reimbursement for postage, stationery and travel)	£26.43	(LGA 1972 s111)
461	M. S. Woods (contribution to clerk's utilities)	£25.00	(LGA 1972 s111)
462	P. Hallas (village maintenance October)	£290.00	(HA 1980 s96)
462	P. Hallas (fuel and oil for maintenance equipment)	£31.57	(HA 1980 s96)
463	Shadwell Recreation Centre (meetings April to October)	£150.00	(LGA 1972 s111)
464	R. S. Elliott (reducing and shaping birch trees at Library)	£225.00	(HA 1980 s96)
465	PKF Littlejohn LLP (audit fees 2018-19)	£360.00	(Local Audit (Small. Auth.) Regs 2015)
466	L. Beales (newsletter preparation)	£50.00	(LGA 1942 s142)
S/O	VA-L Trading (payroll) (1st November)	£655.24	(LGA 1972 s111)
<b>Total</b>		<b><u>£1,813.24</u></b>	

**240/19 The next Parish Council meetings were confirmed as follows:**

**Planning Committee** – Monday, 9<sup>th</sup> December at 6:30pm.

**Full Council** – Monday, 9<sup>th</sup> December at 7:00pm.

**Village Maintenance Committee** – Monday, 6<sup>th</sup> January at 6:30pm.

**Finance Committee** – Monday, 6<sup>th</sup> January at 7:00pm.

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

241/19 **The Chairman closed the meeting at 8:27pm.**

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