

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 9th December 2019 (Subject to confirmation)

Debbie Potter (DP) (Apologies)	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) (Present)	0788 873 4464
Geoffrey Wilson (GW) (Present)	0113 273 7164
David Ford (DF) (Present)	0776 050 8890
Daljit Sehmi (DS) (Apologies)	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.

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

242/19 **Apologies for absence** – apologies received and accepted from DP and DS.

243/19 **Minutes** - the minutes of the Parish Council meeting held on 11th November 2019 were approved and signed by the Deputy-Chairman.

244/19 **Declarations of interest** – none.

245/19 **Crime report** – The report from PCSO Barratt was noted. Two crimes were reported in the month: a burglary at stables on Ash Hill Lane, and the theft of a JCB dump truck from an enclosed yard at premises on Main Street.

246/19 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – no new potholes were reported during the month.
- ii. **November surgery** – Clerk confirmed that he has written to concerned resident regarding fallen leaves at bus terminus.
- iii. **Meeting dates 2020/21** – Clerk confirmed that the custodians of the Recreation Centre have been informed of the proposed dates.
- iv. **Scope** – Clerk confirmed that Scope have been informed that the village already has adequate textile recycling facilities.
- v. **Outdoor area for Scouts and Guides** – Clerk confirmed that he is liaising with the Guide leadership to take this forward.
Action: Clerk
- vi. **Christmas Lights** – thanks were recorded to contractor and volunteer for putting up an excellent display of lights outside the library.

247/19 **Items awaiting action by Leeds City Council**

- i. **Surface water run-off in Gateland Lane** – no progress, residents still pursuing with LCC.
- ii. **Missing street nameplate at Blind Lane and Gateland Lane** – still not replaced.
Action: Clerk still pursuing with LCC Highways.

- 248/19 **General Power of Competence** – in recognition that:
- i. the number of councillors declared to be elected, either at an ordinary election or a by-election is currently equal to or greater than two-thirds of the total for the Parish; and
 - ii. the Clerk to the Parish Council was awarded the Certificate in Local Council Administration on 16th November 2019;
- resolved to henceforth exercise the General Power of Competence under section 8(2) of the Localism Act 2011 in relation to decisions made by the Parish Council.
- 249/19 **Annual Return: Assertions 7 and 8** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.
- 250/19 **Risk Assessment and Management Arrangements** – reviewed and resolved to readopt without amendment. Clerk to check risk assessments and insurance cover for village maintenance contractor.
Action: Clerk.
- 251/19 **Standing Orders and Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – DP/DT to still to review; to consider at next meeting.
Action: DP/DT.
- 252/19 **First Bus 7S Service Issues** – to confirm that Clerk has written to First Bus to express concerns regarding recent service issues. The letter lists 35 service failures that were reported to the Parish Council between 15th October and 6th December. Clerk to continue to monitor performance and report issues. NT2 to publicise on social media.
Action: Clerk/NT2.
- 253/19 **Climate Change**
- i. **Climate Emergency Workshop** – verbal report on event attended by Clerk on 14th November noted.
 - ii. **Car-free days/anti-idling banner** – email from LCC’s Air Quality Team noted; agreed that car-free day would be difficult to implement, but an anti-idling banner could be helpful outside village school.
Action: Clerk to feed back to LCC.
- 254/19 **Supporting local businesses**
- i. **Local Centres Programme** – contact now re-established with LCC and background material provided.
Action: Clerk/NT2 to liaise with shop owners.
- 255/19 **VE Day Celebrations** – DF confirmed that discussions have begun with village organisations. NT2 to contact Red Lion. Detailed planning to commence in the new year.
Action: DF, NT2 & DS.
- 256/19 **Neighbourhood Plan** – DT reported that a meeting of the Steering Group is to be arranged shortly to finalise submission.
Action: DT/DP
- 257/19 **Holywell Triangle Conservation Area** – Final version now available on LCC’s website. Clerk to update Parish Council website. Awaiting comments from LCC’s Conservation Team on draft letter to residents.
Action: Clerk to update website and chase LCC.
- 258/19 **East Leeds Orbital Road** – Clerk reported that the traffic lights at the Harrogate Road are to be switched on this week.

259/19 Highways

- i. **Parking outside shops** – LCC’s consultation on the draft traffic regulation order noted. Proposals do not appear to be in line with what was previously agreed with ward members and LCC Highways. Clerk to draft letter objecting to the proposals and to feed back to concerned business owner.
Action: Clerk.
- ii. **20mph speed limit** – no apparent progress.
Action: Clerk to check with ward councillor Robinson.
- iii. **Installation of flashing warning lights outside school** – still no update from LCC; clerk to pursue again.
Action: Clerk.
- iv. **Stocks Hill** – Clerk still to reply to concerned resident.
Action: Clerk.

260/19 Planning Committee – DT reported on the meeting held earlier in the evening. Three applications were considered:

- i. **19/06454/FU – 269 Main Street** – Retrospective application for a single storey side extension – agreed to object on the grounds that the extension would overshadow and cause loss of light to the adjacent property and would be overdevelopment of the site and out of scale with adjacent properties.
- ii. **19/06789/FU – 79 Ash Hill Drive** – Demolition of garage; part two storey, part single storey front, side and rear extension – agreed to object regarding drainage and sewerage issues.
- iii. **19/07086/FU – 7 Shadwell Park Grove** – First floor side extension – no objections.

261/19 Finance

- i. **Grant request for Shadwell Methodist Church** – request approved: £250.

262/19 Village maintenance

- i. **Village maintenance in November** - the Clerk reported that the contractor completed 18¼ hours during the month which included cutting back shrubs, hedges and bushes, collecting fallen leaves, preparation of beds for planting, and removal of rubbish, plastic plant trays and fallen leaves for disposal at waste disposal site. Agreed to write to contractor expressing appreciation for work done over the past year.
Action: Clerk.
- ii. **Cutting back hedges** – Clerk still to prepare standard letter to be used to remind landowners of their responsibilities. No further issues reported.
Action: Clerk.

263/19 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/DP to check definitive footpath map.
- iv. **Parish Paths Partnership** – nothing new to report.

264/19 Risk assessment

- i. **December assessment** – DF to complete and pass schedule to Clerk.
- ii. **January assessments** – DS.

265/19 Reports from Council representatives on local committees and forums

- i. **Shadwell Library, Arts Centre and Café** –report from DT noted.
- ii. **Shadwell in Bloom** – report from NT noted.

266/19 Parish Council surgery

- i. **December surgery** – no attendees.
- ii. **January surgery:** GW.

267/19 **Correspondence**

- i. **Composting** – email from resident suggesting creation of a community composting facility noted; agreed that whilst such a scheme could bring benefits, it would not be feasible currently because of difficulties of finding and managing a suitable site, arranging access and potential problems with vermin and controlling what would be composted.
Action: Clerk to reply to resident.
- ii. **Damage to verge at Strickland Avenue** – concerns raised by resident and LCC’s proposal to repair verge noted.
- iii. **Repair Shop** – email from TV production company noted; agreed to make flyers available in Library.
Action: DT.
- iv. **Shadwell Horticultural Society** – letter of thanks for recent grant noted.

268/19 **Questions from members of the public** – none.

269/19 **Items for next agenda** – Neighbourhood Plan, ELOR, Local Centres Programme, standing orders, parking issues, meal for elderly residents and VE Day commemoration celebrations.

270/19 **Urgent items which have arisen since publication of agenda and councillors’ queries** – none.

271/19 **Invoices** – resolved that the following payments should be made:

INVOICES TO BE APPROVED AND PAID

9th December 2019

Note: *All payments are made under the General Power of Competence unless stated otherwise.*

467	M. S. Woods (reimbursement for stationery)	£1.99
467	M. S. Woods (contribution to clerk's utilities)	£25.00
468	P. Hallas (village maintenance November)	£182.50
469	Dalbys Nurseries Ltd (bedding plants)	£1,050.18
470	Office Depot (2 boxes of A4 paper)	£35.23
471	Cheque cancelled	-
472	J. R. Sheret (newspapers for Library)	£88.30
473	Society of Local Council Clerks (annual subscription)	£126.00
474	B. Turner Landscapes Ltd (putting up Christmas lights)	£131.25
475	M. Savage (Christmas lights, timers & batteries purchased)	£110.67
476	Shadwell Methodist Church (grant agreed at meeting)	£250.00
477	M. Savage (erection of Christmas lights)	£50.00
S/O	Business Stream (water supply - allotments)	£30.19
S/O	VA-L Trading (payroll) (1st December)	£578.11
Total		£2,659.42

272/19 **The next Parish Council meetings were confirmed as follows:**

Planning Committee – Monday, 13th January at 6:30pm.

Full Council – Monday, 13th January at 7:00pm.

Please Note: The Village Maintenance Committee and the Finance Committee meetings scheduled for 6th January have been cancelled.

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

273/19 **The Chairman closed the meeting at 8:07pm.**

Signed: _____ Dated: _____