

## SHADWELL PARISH COUNCIL

### *Draft Minutes of the Council Meeting held on Monday, 13<sup>th</sup> January 2020 (Subject to confirmation)*

Debbie Potter (DP) (Chairman) (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 and, for parts of the meeting, one member of the public and ward councillor Matthew Robinson.

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

274/19 **Apologies for absence** – apologies received and accepted from NT2.

275/19 **Minutes** - the minutes of the Parish Council meeting held on 9<sup>th</sup> December 2019 were approved and signed by the Chairman.

276/19 **Declarations of interest** – none.

*The Chairman suspended the meeting at 7:04pm to receive questions, requests and comments from members of the public.*

277/19 **Main Street immediately to the east of Crofton Terrace** – a resident explained that she and her dogs had been involved in a traffic accident recently in which one of her dogs had been injured and asked that the Parish Council consider requesting additional signs to warn road users of potential dangers.

278/19 **Crime report** – The report from PCSO Barratt was noted. Three crimes were reported in the month: two burglaries on Main Street and one on Strickland Avenue. The Clerk reported that, despite concerns on social media, there was no evidence of increasing crime levels in the village; the number of domestic burglaries reported actually fell between 2018 and 2019. Residents are reminded to do the basics: replace euro-profile locks, keep doors and windows locked and avoid leaving keys in doors where they can be seen from the outside. ES to circulate summary of preventative actions for website and social media.

**Action:** ES.

279/19 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Local Centres Programme** – meeting with LCC officers to decide how best to take forward arranged for 17<sup>th</sup> January in Collingham. Agreed that ES and Clerk should attend.  
**Action:** ES and Clerk.
- ii. **Limited waiting spaces outside shops** – Cllr Robinson confirmed that LCC officers appear to be prepared to amend proposed traffic regulation in-line with the Parish Council's objections. Agreed that, if confirmed, the Parish Council would be prepared to withdraw the formal objection.

- iii. **Flashing warning lights outside school** – Cllr Robinson is to meet with Highways officers shortly and this will be on the agenda for that meeting.
- iv. **ELOR** – next meeting to be arranged shortly; detailed planning applications for housing in the “northern quadrant” (between the A58 and the A64) are expected to be submitted early in 2020.
- v. **ENE Forum** – next meeting to be arranged shortly.

*The Chairman reconvened the meeting at 7:45pm.*

**280/19 Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – no new potholes were reported during the month.
- ii. **Outdoor area for Scouts and Guides** – Clerk reported on email correspondence to date. Agreed that future discussions should be led by councillors with Clerk providing admin support. Agreed that DF and NT should take this forward.  
**Action:** DF to contact Scout and Guide leadership team.
- iii. **YLCA training webinars** – DP to take part in “chairmanship skills” webinar on 22<sup>nd</sup> January to trial the new service.  
**Action:** DP.
- iv. **Insurance for village maintenance contractor** – Clerk confirmed that the contractor is covered under current policy, but that insurers have advised that risk assessments need to be undertaken and documented.  
**Action:** Clerk to prepare risk assessments.
- v. **Anti-idling banner** - Clerk confirmed that LCC Sustainable Energy Team have agreed to contact village school regarding siting of banner.
- vi. **Composting** – Clerk confirmed that a reply has been sent to resident explaining the challenges of establishing a community composting scheme.

**281/19 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.

**282/19 Archiving Policy** – reviewed and resolved to readopt without amendment.

**283/19 Standing Orders and Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – DP/DT have been through the documents and have identified minor issues. Clerk to make suggested amendments and bring back to next meeting for final approval.  
**Action:** Clerk.

**284/19 First Bus 7S Service Issues** – still no response from First Bus, but number of complaints has reduced since Christmas. Clerk to continue to monitor performance and report issues.  
**Action:** Clerk/NT2.

**285/19 VE Day Celebrations, 8<sup>th</sup> – 10<sup>th</sup> May** – DF reported that planning for the weekend is continuing and circulated a draft of a flyer/newsletter to help publicise the events being held.  
**Action:** DF, NT2 & DS.

**286/19 Annual meal for older residents** – agreed provisional date of 20<sup>th</sup> March, subject to availability of village hall. VV to co-ordinate, DF to lead on catering.  
**Action:** VV & DF.

**287/19 Supporting local businesses**

- i. **Local Centres Programme** – meeting planned with LCC for 17<sup>th</sup> March (see 279i/19, above).

288/19 **Neighbourhood Plan** – still awaiting date for next meeting of the Steering Group. DP pursuing with Group chairman.  
**Action:** DP.

289/19 **Holywell Triangle Conservation Area** – final version of letter to residents approved. DF/DS to arrange distribution.  
**Action:** DF/DS.

290/19 **East Leeds Orbital Road** – see 279iv/19, above.

#### 291/19 **Highways**

- i. **Parking outside shops** – Clerk confirmed that a letter objecting to LCC’s proposals was submitted before the 3<sup>rd</sup> January deadline. See 279ii/19, above, for subsequent developments.
- ii. **Safety issue on Main Street** – the issue raised by resident (see 277/19, above) was discussed. Agreed to write to LCC Highways expressing concern and requesting the installation of better signage at appropriate points to reduce the risks to pedestrians and mobility scooter users using that length of Main Street.  
**Action:** Clerk.
- iii. **20mph speed limit and installation of flashing warning lights outside school** – ward councillor Matthew Robinson to raise both issues with LCC Highways officers at forthcoming meeting (see 279iii/19, above).

292/19 **Planning Committee** – DT reported on the meeting held earlier in the evening. Five applications were considered:

- i. **19/07160/FU – 470 Shadwell Lane** – Alterations to existing bungalow including two storey side/rear extension and new first floor to form a dwelling house with integral garage – no objection.
- ii. **19/07513/FU – 25 Ash Hill Drive** – Single storey rear extension – no objection.
- iii. **19/07469/FU – 46 Strickland Avenue** – Dormer window to rear with Juliet balcony; window to second floor side and roof lights to front – no objection.
- iv. **19/07613/FU – 15 Old Brandon Lane** – Alterations including enlarged dormer window on left side; new canopy to front entrance; new first floor window to right side; replacement flat window with lantern to existing single storey side; new first floor door; glazing to front balcony; replacement windows to dwelling and increase height of boundary wall – no objection.
- v. **19/06015/LI -199 Main Street** – Listed building application for replacement of existing single glazed windows with timber double glazed windows to front and rear and new composite timber effect UPVC door to front - no objection, provided the alterations are agreed by the LCC’s Conservation Team.

#### 293/19 **Finance**

- i. **Internal audit report 2018-19** – report noted; no issues.
- ii. **Q3 expenditure against budget** – position statement noted; no issues of concern identified. Q3 summary reconciled to bank statement as at 31<sup>st</sup> December 2019 and signed by Chairman.
- iii. **2020-21 Budget** – resolved to agree budget for 2020-21 as presented, and to set a precept of £39,000 for 2020-21, an increase of 2.6% in cash terms over 2019-20, and equivalent to a council tax band D charge of £40.02 for the year. The Chairman and the Clerk signed the precept return.  
**Action:** Clerk to send return to LCC.

#### 294/19 **Village maintenance**

- i. **Village maintenance in December** - the Clerk reported that the contractor completed 15 hours during the month which included staking sponsorship sign, repairing/replacing fence rails in Holywell Lane playground, strimming grass verges along Shadwell Lane, emptying hanging baskets, collecting rubbish from work by volunteers, and taking rubbish to shed and waste disposal site.
- ii. **Cutting back hedges** – draft letter considered; agreed to amend to include reference to potential difficulties for mobility scooter users and those with pushchairs.  
**Action:** Clerk.

#### 295/19 Footpaths

- i. **Creation of a public right of way between Path 102 and Path 245** – no further progress likely pending completion of ELOR.
- ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – meeting to determine whether to add to the definitive list to be held on 28<sup>th</sup> January; agreed to await publication of report before deciding whether to attend.  
**Action:** DP & Clerk.
- iii. **2026 cut-off for adding definitive footpaths** – DT/DP reported that check of definitive footpath map revealed no omissions other than those presently under review.
- iv. **Parish Paths Partnership** – nothing new to report.

#### 296/19 Risk assessment

- i. **December and January assessments** – Completed by DF and DS respectively; public noticeboard near shops needs some attention. NT to ask village maintenance contractor to undertake repairs.
- ii. **February and March assessments** – DS.

#### 297/19 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.

#### 298/19 Parish Council surgery

- i. **January surgery** – one attendee who raised concerns about dog walkers using long leads allowing dogs to roam over gardens in “open-plan” areas. Agreed to include in next newsletter.  
**Action:** Clerk/DP.
- ii. **February and March surgeries:** GW.

#### 299/19 Correspondence

- i. **Christmas tree near village green** – email from resident noted; agreed that 2018 tree had been dwarfed by adjacent lights in gardens and that the Parish Council’s efforts should be concentrated on the Library and surrounding area. Also agreed to contact LCC regarding provision of addition Christmas lights in 2020.  
**Action:** Clerk to reply to resident and contact LCC.
- ii. **YLCA Spring Training Conference 28<sup>th</sup> March** – agenda noted; to consider attendance at next meeting.
- iii. **NALC grievance and disciplinary templates** – new templates noted; clerk to check for differences to current policies and report back to next meeting.  
**Action:** Clerk.
- iv. **Shadwell Park Committee** – letter from Chair regarding support for refurbishment of Holywell Lane children’s playground noted; to consider at next meeting.

#### 300/19 Questions from members of the public – none.

301/19 **Items for next agenda** – Neighbourhood Plan, ELOR, Local Centres Programme, parking issues, local business forum, meal for older residents, VE Day commemoration celebrations, refurbishment of Holywell Lane children’s playground, Village Hall.

#### 302/19 Urgent items which have arisen since publication of agenda and councillors’ queries

- i. **Footpath from Bride Path Road to Tarn Lane** – DT reported that the agreed repairs in the Harewood Parish Council area appear not to have been progressed.  
**Action:** Clerk to check with Harewood PC and PROW team.

303/19 **Invoices** – resolved that the following payments should be made:

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

478	M. S. Woods (reimbursement for mileage, postage and printer cartridge)	£104.76
478	M. S. Woods (contribution to clerk's utilities)	£25.00
479	P. Hallas (village maintenance December)	£150.00
480	L. Moore (internal audit fee)	£30.00
481	Parish Magazine Printing (autumn newsletter)	£154.50
482	B. Turner Landscapes Ltd (taking down Christmas lights)	£50.00
DD	PWLB (periodic loan repayment 27th January)	£1,689.32
S/O	VA-L Trading (payroll) (31st December)	£578.11
<b>Total</b>		<b>£2,781.69</b>

*Council resolved to exclude the press and public for the following item because it included exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended.*

304/19 **Village Hall** – agreed to write to Parochial Church Council.

**Action:** Clerk.

*The exclusion was rescinded for the remainder of the meeting.*

305/19 **The next Parish Council meetings were confirmed as follows:**

**Planning Committee** – Monday, 10<sup>th</sup> February at 6:30pm.

**Full Council** – Monday, 10<sup>th</sup> February at 7:00pm.

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

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

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

306/19 **The Chairman closed the meeting at 8:40pm.**

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