

## SHADWELL PARISH COUNCIL

### ***Draft Minutes of the Council Meeting held on Monday, 10<sup>th</sup> February 2020 (Subject to confirmation)***

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	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 7:02pm.*

307/19 **Apologies for absence** – apologies received and accepted from ES and VV.

308/19 **Minutes** - the minutes of the Parish Council meeting held on 13<sup>th</sup> January 2020 were approved and signed by the Chairman.

309/19 **Declarations of interest** – none.

#### 310/19 **Crime**

- i. **Crime report** - the report from PCSO Barratt was noted. One crime was reported during January: a residential burglary on Crofton Rise which resulted in the theft of a vehicle which was subsequently found burnt out in another county. 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.
- ii. **CCTV** – the Clerk reported that CCTV at the main entry/exit points to the village would cost at least £90,000 to install. A more affordable option may be to make periodic use of mobile CCTV units, and to encourage residents with their own CCTV cameras to register with West Yorkshire Police.  
**Action:** Clerk to follow up with ward councillors and to publicise registration scheme.

#### 311/19 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – to report potholes at the junction of Colliers Lane and Main Street, on Strickland Avenue near the junction with Strickland Close, near 12 Ash Hill Drive and halfway up Hobberley Lane. Also, to request that gully between 79 and 81 Gateland Lane be re-sited to assist drainage of water from road surface.  
**Action:** Clerk
- ii. **YLCA Webinars** – DP reported that recent chairmanship skills webinar was helpful; councillors to pass requests to take part in future webinars to the Clerk.  
**Action:** All
- iii. **Outdoor area for Scouts and Guides** – DF reported on recent discussions with Scout and Guide leadership. Agreed to contact tenant farmer for his views.  
**Action:** DF.

- iv. **Christmas tree near Village Green** – Clerk confirmed that he had replied to resident and will contact LCC regarding decorations for 2020.  
**Action:** Clerk
  - v. **Revised grievance and disciplinary templates** - Clerk to review for next meeting.  
**Action:** Clerk.
  - vi. **YLCA Spring Training Conference** – noted, but no councillors are available to attend.
  - vii. **Dog walkers using long leads in “open plan” areas** – Clerk confirmed that he had replied to resident; matter noted for inclusion in next newsletter.
- 312/19 **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** – LCC have indicated that nameplate will be replaced within 8 to 12 weeks.  
**Action:** Clerk to monitor.
- 313/19 **Standing Orders** – Clerk has amended SOs to reflect changes in latest update from NALC. DP and DT to review for next meeting  
**Action:** DP/DT.
- 314/19 **Equal Opportunities Policy** – reviewed; resolved to readopt without amendment.
- 315/19 **Code of Conduct** – part 1 reviewed; resolved to readopt without amendment. To review part 2 at March meeting.
- 316/19 **First Bus 7S Service Issues** – still no response from First Bus; Clerk to pursue and to report further service failures. DP to contact Cllr Stephenson regarding date of next meeting with First Bus.  
**Action:** Clerk & DP.
- 317/19 **VE Day Celebrations, 8<sup>th</sup> – 10<sup>th</sup> May** – DF reported that planning for the weekend is continuing. The village school may not be able to participate directly because the celebrations coincide with half-term, but the Bishop is to attend St Paul’s for a special service and a “picnic in the park” event is being considered.  
**Action:** DF, NT2 & DS.
- 318/19 **Holywell Lane playground** – letter from Playground Committee noted. Exploration of possible funding sources is continuing, and a wish-list of desired improvements and equipment is to be prepared by the Committee. Clerk to contact Scarcroft PC for information on play equipment recently installed there.  
**Action:** Clerk.
- 319/19 **Annual meal for older residents** – Village Hall booked for 20<sup>th</sup> March; DF to lead on catering, VV is coordinating volunteers.  
**Action:** VV & DF.
- 320/19 **Annual Parish Meeting 20<sup>th</sup> April** – possible speakers considered. Clerk and DP to take forward. Clerk to request reports and send invites to local organisations  
**Action:** Clerk & DP.
- 321/19 **Newsletter** – content for next edition discussed and agreed; target date for delivery: end March.  
**Action:** DP & Clerk.

**322/19 Supporting local businesses**

- i. **Local Centres Programme** – the Clerk reported that ward councillor Matthew Robinson is planning to meet with LCC officers shortly to seek clarification on legal aspects and to try to simplify project management arrangements. ES is pursuing revised costings. Next progress meeting: 21<sup>st</sup> February in Collingham. Clerk and ES to attend, DP to deputise for ES if required.

**Action:** Clerk & ES/DP.

**323/19 Neighbourhood Plan** – DP reported that a Steering Group meeting has been arranged for 18<sup>th</sup> February.

**324/19 Holywell Triangle Conservation Area** – DF/DS confirmed that letters have been delivered to residents.

**325/19 East Leeds Orbital Road** – traffic management arrangements in place for w/c 10<sup>th</sup> February noted.

**326/19 Highways**

- i. **Parking outside shops** – update to proposed Traffic Management Order to create 20-minute waiting spaces noted. Clerk and DP to clarify whether there are any proposed changes to double yellow lines. Deadline for responses to consultation is 28<sup>th</sup> February.  
**Action:** Clerk & DP.
- ii. **20mph speed limit**– the Clerk reported that Highways are considering trialling a large-scale 20 mph zone in one village (not Shadwell) before committing to introduce elsewhere.
- iii. **Flashing warning signs outside village school** – the Clerk reported that LCC have ordered the signs and are planning to install them before the end of March. Exact locations still to be determined.

**327/19 Planning Committee** – DT reported on the meeting held earlier in the evening. Three applications were considered:

- i. **19/06789/FU – 79 Ash Hill Lane** – Construction of two-storey side extension with porch, single storey rear extension and demolition of garage. (Amended application) – no objection to the extension itself, provided that sewerage pipes are rerouted as highlighted by Flood Management and Yorkshire Water.
- ii. **20/00191/FU – Coles Carpets and Flooring, 59 Main Street** – Change of use of offices (class use B1) to shop (class use A1) – no objection but need to consider improving access for disabled people.
- iii. **19/07740/FU – Woodhouse Farm, Ring Road** – Installation of telecommunications equipment including phase seven 20m monopole, cabinets at base and associated works – no objection.

**328/19 Finance**

- i. **Precept Return** – the Clerk confirmed that LCC have confirmed receipt of the 2020/21 return. The precept is due to be formally agreed by LCC on 26<sup>th</sup> February.
- ii. **Council tax base** – the Clerk confirmed that the 2020/21 council tax base for Shadwell has been agreed as 974.4 band D equivalents.

**329/19 Village maintenance**

- i. **Village maintenance in January** - the Clerk reported that the contractor completed 18 hours during the month which included preparing beds for planting, assisting with cutting and strimming grass verges, tidying kerb edges, repairing village notice board on Main Street and a post on Colliers Lane and collecting green waste and rubbish from work by volunteers.
- ii. **Village Maintenance Risk assessments** – Clerk to review.  
**Action:** Clerk.
- iii. **Village noticeboard near shops** – temporary repairs completed but will need replacing in fairly soon. Clerk to check brochures for prices.  
**Action:** Clerk.

**330/19 Footpaths**

- i. **Rights of way affected by ELOR** – DP to visit ELOR site office to check on plans for footpaths.

**Action:** DP.

- ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – meeting held in Civic Hall on 28<sup>th</sup> January. Application to add path to definitive map rejected.
- iii. **Parish Paths Partnership** – nothing new to report.

331/19 **February risk assessment** – completed by DS - no new issues; DS has already volunteered for March.

332/19 **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.

333/19 **Parish Council surgery**

- i. **February surgery** – GW reported that there were no attendees. GW has already volunteered for March.

334/19 **Correspondence**

- i. **Shadwell Methodist Church** – letter of thanks for recent grant noted.
- ii. **Great British Spring Clean 2020** – email noted; agreed to include in next newsletter.  
Action: DP & Clerk.
- iii. **Emmerdale Stakeholder Panel** – letter from ward councillor Ryan Stephenson inviting grant applications noted; to consider suitable projects at next meeting.

335/19 **Questions from members of the public** – none.

336/19 **Items for next agenda** – Neighbourhood Plan, ELOR, Local Centres Programme, parking issues, local business forum, meal for older residents, VE Day commemoration celebrations, Emmerdale stakeholder funding, Holywell Lane children’s playground and Village Hall.

337/19 **Urgent items which have arisen since publication of agenda and councillors’ queries**

- i. **Graffiti** - on utilities building on Gateland Lane near junction with Blind Lane.  
Action: Clerk to report.

338/19 **Invoices** – resolved that the following payments should be made:

483	M. S. Woods (reimbursement for mileage, postage and printer cartridge)	£103.39
483	M. S. Woods (contribution to clerk's utilities)	£25.00
484	P. Hallas (village maintenance January)	£180.00
485	Yorkshire Local Council Associations (webinar)	£15.00
486	D Potter (parking charges for meeting 28/01/20 @ Civic Hall)	£4.20
S/O	VA-L Trading (payroll) (31st January)	£578.11
<b>Total</b>		<b>£905.70</b>

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

339/19 **Village Hall** – letter from Rev. Young noted; agreed to reply requesting a meeting. DP to draft letter.  
Action: DP & Clerk.

340/19 **Recreation Centre** – agreed to support proposal to amend trust deed put forward by GW.

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

341/19 **The next Parish Council meetings were confirmed as follows:**

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

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

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

**Full Council** – Monday, 6<sup>th</sup> April at 7:00pm.

**Annual Parish Meeting** – Monday, 20<sup>th</sup> April at 7:00pm

Please note that the meetings scheduled for 9<sup>th</sup> March and 6<sup>th</sup> April will be held in Shadwell Library and **not** in the Recreation Centre. All meetings are open to the press and public.

342/19 **The Chairman closed the meeting at 8:45pm.**

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