

Appendix A

Outer North East
Parish and Town Council Forum

Aberford and District; Alwoodley; Bardsey cum Rigton; Barwick in Elmet & Scholes;
Boston Spa; Bramham cum Oglethorpe; Clifford; Collingham with Linton; East
Keswick; Harewood; Scarcroft; Shadwell; Thorner; Thorp Arch; Walton; Wetherby;

Thursday 20th April 2017 at 7:30pm
John Rylie House, Barwick-in-Elmet (Harewood Ward)
Chair: Cllr Matthew Robinson

Attendance

Cllr Matthew Robinson	Harewood Ward
Cllr Ruth Reed	Aberford & District PC
Cllr David Howson	Aberford & District PC
Cllr Claire Hassell	Barwick in Elmet & Scholes PC
Keith Langley (Clerk)	Barwick in Elmet & Scholes PC & Bramham PC
Cllr Neil Beaumont	Barwick in Elmet & Scholes PC
Cllr Marina Heum	Boston Spa PC
Cllr Nicholas Fawcett	Clifford PC
Cllr Julian Holmes	Collingham with Linton PC
Cllr Gwen Brown	Thorner PC
Cllr John Richardson	Thorp Arch PC
Helena Buck	Clerk, Walton PC
Cllr Harry Chapman	Wetherby Town Council
Cllr Debra Coupar	Executive Board Member for Communities, LCC
Shaid Mahmood	Chief Officer, Communities, LCC
Jane Maxwell	Area Leader ENE, Communities Team, LCC
Russell Martin	LCC Highways
Andrew Birkbeck	LCC Communities Team
Geoff Turnbull	LCC Communities Team
PC Stephen Lane	West Yorkshire Police
PC Ben Chamberlain	West Yorkshire Police
Bev Kirk	LCC Environmental Action Service

Apologies: Cllr John Procter, Cllr Gerald Wilkinson, Cllr Alan Lamb, Cllr Rachael Procter, Cllr Ryan Stephenson, Cllr Dan Cohen, Cllr Peter Harrand, Cllr Neil Buckley, Sgt. Iain McKelvey, Jessica Hodgson (LCC), Cllr Keith Dunwell (Aberford & District PC), Cllr Lyn Buckley (Alwoodley PC), Cllr Debbie Potter (Shadwell PC), Gina Carter (Scarcroft PC).

1. Cllr Matthew Robinson welcomed everyone to the meeting and introductions were made.
2. **Apologies** given as above.
- 3 **Minutes of last meeting**
 - 3.1 Approved as an accurate record with the amendment that Cllr Lyn Buckley's apologies be noted at the Forum meeting held on 26th January 2017.
- 4 **Matters Arising**
 - 4.1 None.
5. **Cllr Coupar, Executive Board Member for Communities – An introduction**
 - 5.1 Cllr Coupar introduced herself as the Executive Board Member for Communities and explained the purpose of her visit to the Forum; to build relationships, understand issues in ONE and establish if there was an appetite to re-visit the Town and Parish Council Charter.
 - 5.2 The Forum fed back that they appreciated the visit – the first time an executive board member had come out to the ONE area to talk with the parishes – and they were keen to develop closer links with LCC that would be of mutual benefit.
 - 5.3 Further feedback included the need to for council services to treat Parish Councils with greater respect (follow in the example of both the Locality and Communities Teams) and also understand how they could add value (local intelligence, willing volunteers, etc).
 - 5.4 Shaid Mahmood suggested that a working group be convened to make the Town and Parish Charter more streamlined and relevant. This will include representatives from the Forum. AB to help co-ordinate this after the General Election.
- 6 **Police Update – PC Stephen Lane and PC Ben Chamberlain**
 - 6.1 PC Lane and PC Chamberlain presented a comprehensive report of police data relating to recorded crime in the ONE area (March 2017).
 - 6.2 PC Lane reminded members of the Forum to remain vigilant and to check the following link for all the latest information and developments regarding community safety matters in the Outer North East area:
<https://www.facebook.com/WYPLeedsOuterNorthEast/?fref=ts>
 - 6.3 Questions raised by the Forum included how to report domestic abuse and/or child abuse (PC Lane: via 999 if in progress, via 101 if intelligence); has drug

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related activity increased In Collingham (PC Chamberlain; No, but if you have any intel share via usual channels); parking issues remain a priority? (PC Lane: Yes, will enforce when staff resources allow).

6.4 Cllr John Richardson requested that the Police and Crime Commissioner be invited to a future meeting of the Forum.

7. Highways Update – Russell Martin (LCC Highways Maintenance Manager)

7.1 Russell explained his role, the Highways hierarchy and working processes of the highways maintenance team. In giving some context to the challenges facing the service, Russell stated that it would take £100m to fulfill the current highways maintenance backlog.

7.2 A number of questions were raised from the Forum; could budgets be made more transparent? (RM: We will look at improving this but the capital programme is a not a discretionary funding pot); can verge creep be prioritised? (RM: In the current financial climate this was not a priority but lessons can be learned regarding better partnership working); can we better supervise staff on how to finish jobs i.e. replacing white lines? (RM: Yes there is always room for improvement).

7.3 Russell suggested that Cllr Robinson's highways log be utilised: <https://docs.google.com/spreadsheets/d/17j9vmBaTqPais8HEx3YXeCP-66yTm6GckZx2ELIZT5w/pubhtml> and that Russell regularly responds to the concerns raised (even if this was not positive news).

**RM/Cllr
MR**

7.4 The issue of drainage and the need to thoroughly clean the gullies in Aberford was articulated at length by Cllrs Reed and Howson. Russell Martin said gully cleansing was in the process of coming over to highways and he would investigate this issue.

RM

8. Environmental Issues – Bev Kirk (LCC, Environmental Action Service)

8.1 Bev gave an update on behalf of the Locality Team and made reference to supporting the areas In Bloom groups, preparing for the forthcoming Tour De Yorkshire event, fly-tipping and car litter initiatives (inc. re-cycling dash-cam footage).

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8.2 Bev furthered that work is on-going around verge creep in the ONE area and that dog waste bin bags are available if parishes will help with their distribution as well as the maintenance of the dispensers (contact Bev Kirk for more information).

8.3 The Forum thanked Bev and the wider Locality Team for all their efforts.

9. Update from Town and Parish Councils

Andrew Birkbeck
Communities Team (East North East)
0113 3367642
Andrew.Birkbeck@leeds.gov.uk

- 9.1 Barwick in Elmet's tri-annual Maypole Festival takes place on 29th May from 11am.
- 9.2 Bramham will be holding its second annual 10K run on Sunday 16th July 2017 at 10:30am. Details available from the Clerk,
Clerk@BramhamParishCouncil.Org.UK

10. Any Other Business

- 10.1 Cllr Robinson made reference to the Street Trees project run by the Woodland Trust: <http://www.woodlandtrust.org.uk/get-involved/street-trees/> AB to circulate details to parishes via email.

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11. Date and Time of next meeting

- 11.1 Thursday 7th September 2017 at 7.30pm in a venue in Wetherby Ward (tbc)

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