

SHADWELL PARISH COUNCIL

Draft Minutes of the Council Meeting held on Monday, 9th March 2020 (Subject to confirmation)

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Apologies)	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) (Present)	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 and, for parts of the meeting, ward councillor Matthew Robinson and three residents.

The Chairman opened the meeting at 7:00pm.

343/19 **Apologies for absence** – apologies received and accepted from DT.

344/19 **Minutes** - the minutes of the Parish Council meeting held on 10th February 2020 were approved and signed by the Chairman.

345/19 **Declarations of interest** – none.

The Chairman suspended the meeting at 7:05pm to receive questions, requests and comments from members of the public.

346/19 **Coal Road closure at A58 junction** – a resident raised concerns about closure of the junction. Cllr Robinson confirmed that LCC Highways are planning to take steps to prevent unauthorised access and overnight stays.

347/19 **Crime**

- i. **Crime report** - the report from PCSO Barratt was noted. Two crimes were reported during February: a residential burglary on Shadwell Park Avenue where nothing was stolen and the theft of equipment from a shed in a garden on Gateland Lane. Residents are reminded again 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.

348/19 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Local Centres Programme** – next meeting arranged for 27th March in Shadwell. Installation of run-offs from fall pipes should be included in the Shadwell shops scheme. Discussions with LCC officer regarding recycle bins and cycle rails are continuing. See also 379/19, below.
- ii. **V. E. Day celebrations** – are being planned in several villages within Harewood Ward. Cllr Firth is main contact; funding may be available to support events.
Action: DF to liaise with Cllr Firth.
- iii. **Livestock** – more than one case of escaped livestock has been reported via social media recently.
Action: Clerk to establish best way of contacting farmer(s).
- iv. **Highways issues** – no progress, key LCC officer still off sick.

- v. **Automatic number plate recognition cameras** – reminder that cameras are in place in key locations near Shadwell.
- vi. **Flower beds** – LCC may be willing to install flower beds in verges on Shadwell Lane between the Shadwell Parks and the village entrance sign, if Shadwell in Bloom could assume responsibility for their upkeep.
Action: Cllr R. & NT to explore further.
- vii. **Climate change** – ward councillors are inviting ideas from residents on how best to tackle climate change in Leeds.
Action: climate change to be included on the agenda for Annual Parish Meeting.

The Chairman restarted the meeting at 7:40pm.

349/19 Current items outstanding including the Clerk's report

- i. **Potholes, etc** – potholes reported on Crofton Rise, at the Colliers Lane/Main Street junction, on Ash Hill Drive, Strickland Avenue, Hobberley Lane and on Main Street opposite the village school entrance. Graffiti has been reported on Holywell Lane. To follow up on graffiti on village entrance sign and missing flagstones opposite Manor Court.
Action: Clerk.
- ii. **YLCA Webinars** – DP reported that recent webinar on committees was helpful; DS to attend planning and flying start seminars
Action: Clerk to book places.
- iii. **Christmas tree near Village Green** – Clerk still to contact LCC regarding decorations for 2020.
Action: Clerk.
- iv. **Revised grievance and disciplinary templates** - Clerk still to review.
Action: Clerk.

350/19 Items awaiting action by Leeds City Council

- i. **Surface water run-off in Gateland Lane** – LCC have agreed to make necessary alteration to road surface
Action: Clerk to monitor progress.
- ii. **Missing street nameplate at Blind Lane and Gateland Lane** – still awaiting installation by LCC.
Action: Clerk to monitor progress.

351/19 Code of Members Standards – reviewed; resolved to readopt without amendment.

352/19 Publication Scheme – reviewed; resolved to readopt without amendment.

353/19 Social Media Policy – reviewed; resolved to readopt without amendment.

354/19 First Bus 7S Service Issues – number of complaints has fallen markedly. Clerk to continue to pass on to First Bus. Still awaiting date for next meeting with First Bus; DP to pursue with ward councillor Sam Firth.
Action: Clerk & DP.

355/19 YLCA Leeds Branch Meeting 18th February – verbal report by Clerk noted.

356/19 VE Day Celebrations, 8th – 10th 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 planning to attend St Paul's for a special service and a "picnic in the park" event is being organised. **However, arrangements may need to be changed as a result of Covid-19.**
Action: DF, NT2 & DS.

357/19 Outdoor area for Scouts and Guides – no progress; contact details for farmer being pursued.
Action: DF.

- 358/19 **Holywell Lane playground** – DF reported that that committee members are actively pursuing grant opportunities.
- 359/19 **Annual meal for older residents** – agreed to go ahead with a limit of 50 attendees. **Post meeting note:** event **cancelled** due to Covid-19.
- 360/19 **Annual Parish Meeting 20th April** – draft agenda agreed. **Post meeting note:** meeting **postponed** due to Covid-19. To be rearranged as soon as circumstances allow.
- 361/19 **Newsletter** – to be forwarded to printers shortly, target date for distribution: end of March. **Post meeting note:** newsletters will not be delivered – most events advertised cancelled due to Covid-19.
- 362/19 **Neighbourhood Plan** – submission documents considered and agreed; resolved to submit to Leeds City Council as soon as possible.
Action: Clerk.
- 363/19 **East Leeds Orbital Road** – nothing new to report.
- 364/19 **Highways**
- i. **Parking outside shops** – Clerk confirmed that objection to amended Traffic Regulation Order had been lodged. Awaiting response from LCC Highways.
Action: Clerk to monitor.
 - ii. **20mph speed limit** – no progress; see 348iv/19, above.
 - iii. **Flashing warning signs outside village school** – no progress; see 348iv/19, above.
- 365/19 **Planning Committee** – NT2 reported on the meeting held earlier in the evening. Five applications were considered:
- i. **20/00755/FU – 4 Manor Court** – single storey front extension – no objection.
 - ii. **20/00658/FU – 5 Hastings Court** – single storey rear extension – no objection
 - iii. **20/00954/RM – 464 Shadwell Lane** – reserved matters application, appearance, scale access and landscaping – no objection but request that adequate provision for water run-off from hard-standing be incorporated in the final design.
 - iv. **19/06789/FU – 79 Ash Hill Drive** – further amendments to application – no objection.
 - v. **19/06516/FU - 16 Ash Hill Drive** - construction of single storey side and rear extension and formation of pitched roof to existing garage – no objection.
- 366/19 **Finance**
- i. **Precept Return** – the Clerk confirmed that the precept was formally agreed by LCC on 26th February.
 - ii. **Grant request: Shadwell Tennis Club** – £200 towards creation of a purpose-built changing room – agreed.
- 367/19 **Village maintenance**
- i. **Village maintenance in February** - the Clerk reported that the contractor completed 16¾ hours during the month which included tidying kerb edges, measuring up for new beds, clearing snow and slush, stimming along Shadwell Lane, collecting green waste and rubbish from work by volunteers and taking it to the waste disposal facility.
 - ii. **Village Maintenance Risk assessments** – assessment prepared by Clerk reviewed, amendments agreed. Clerk to prepare final version for village maintenance contractor.
Action: Clerk.
 - iii. **Village noticeboard near shops** – Clerk still to check brochures for prices.
Action: Clerk.

368/19 **Footpaths**

- i. **Rights of way affected by ELOR** – DP still to visit ELOR site office to check on plans for footpaths.
Action: DP.
- ii. **Parish Paths Partnership** – nothing new to report.

369/19 **March risk assessment** – completed by DS - no new issues; DS has already volunteered for April.

370/19 **Reports from Council representatives on local committees and forums**

- i. **Shadwell Library, Arts Centre and Café** – no report this month.
- ii. **Shadwell in Bloom** – report from NT noted.

371/19 **Parish Council surgery**

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

372/19 **Correspondence**

- i. **Parish Charter** – Agreed that Clerk should attend launch event on 17th April. **Post meeting note:** event **cancelled** due to Covid-19.
- ii. **The Future of Public Parks and Green Spaces in Leeds** - consultation noted; Clerk to consider response.
Action: Clerk.

373/19 **Questions from members of the public** – none.

374/19 **Items for next agenda** – Standing Orders, Neighbourhood Plan, ELOR, Local Centres Programme, parking issues, VE Day commemoration celebrations, Emmerdale stakeholder funding, Holywell Lane children's playground and Village Hall.

375/19 **Urgent items which have arisen since publication of agenda and councillors' queries** – none.

376/19 **Invoices** – resolved that the following payments should be made:

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

487	M. S. Woods (reimbursement for mileage and postage)	£55.80
487	M. S. Woods (contribution to clerk's utilities)	£25.00
488	P. Hallas (village maintenance February)	£167.50
489	L. Beales (newsletter preparation)	£50.00
490	J. R. Sheret (newspapers for Library)	£65.58
491	N. Taylor (keys, horticultural sundries)	£36.89
492	Shadwell Recreation Centre (Room rental November and December)	£30.00
492	Shadwell Recreation Centre (allotment rent)	£50.00
493	Shadwell Independent Library Ltd (room rental Neighbourhood Plan meeting)	£25.00
494	Yorkshire Local Councils Associations (webinar & planning training)	£130.00
495	Peter Baker Associates (consultancy fees - Neighbourhood Plan)	£5,040.00
496	Shadwell Tennis Club (grant)	£200.00
S/O	business stream (water and sewerage at allotments)	£4.60
S/O	VA-L Trading (payroll) (29th February)	£578.11
Total		£6,458.48

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.

377/19 **Village Hall** – information circulated via social media noted, but no reply received to letter to Rev. Young. Clerk to send a reminder.
Action: Clerk.

378/19 **Recreation Centre** – no progress; still awaiting date for meeting of trustees.
Action: GW, NT & NT2.

379/19 **Supporting local businesses** – ES gave update on progress (see also 348i/19, above). Resolved in principle to provide financial support if required. Next meeting: 27th March. Meeting likely to be held as a conference call as a result of Covid-19 restrictions. Clerk and ES to take part.
Action: Clerk & ES/DP.

The exclusion was rescinded for the remainder of the meeting.

380/19 **Post meeting update on future meetings as a result of Covid-19:**

- i. The **Planning Committee** and **Full Council** meetings scheduled for 6th April are **cancelled**.
- ii. The **Annual Parish Meeting** scheduled for 20th April has been **postponed** and will be rearranged as soon as circumstances allow.
- iii. All subsequent meetings as published on the Parish Council website are subject to change.

381/19 **The Chairman closed the meeting at 8:45pm.**

Signed: _____ Dated: _____