

## SHADWELL PARISH COUNCIL

***Draft Minutes of the Annual Meeting of Shadwell Parish Council  
held remotely on Monday, 11<sup>h</sup> May 2020 using the Zoom platform  
(Subject to confirmation)***

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	0785 028 3529
David Ford (DF) (Present)	0776 050 8890
Daljit Sehmi (DS) (Present)	0778 885 5168
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

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 part of the meeting, LCC ward councillor Matthew Robinson.

- 1/20 **Election of Chairman** – resolved to appoint Debbie Potter as Chairman for the coming year.
- 2/20 **Amendments to declarations of disclosable pecuniary and other interests (DPIs)** – no amendments declared.
- 3/20 **Chairman’s declaration of acceptance of office** - signed by DP; to be posted to Clerk for countersignature.

*The chairman opened the meeting at 7:09pm.*

- 4/20 **Apologies for absence** – none.
- 5/20 **Election of Vice Chairman** – resolved to appoint Denise Trickett as Vice Chairman for the coming year.
- 6/20 **Appointments to committees, sub-committees and working groups** – resolved to make the following appointments:
- Finance Committee: DP, GW, VV, NT and NT2, with DP as chairman.
  - Planning Committee: DT, NT2, DF and ES with M. Wilford as community representative and DT as chairman.
  - Village Maintenance Committee: NT, DP, DF and NT2, with NT as chairman.
  - Four-Year Plan Working Group: DP, DT, ES and VV.
  - Newsletter Working Group: DP, Lesley Beales and the Clerk.
- 7/20 **Representatives to outside bodies** – resolved to make the following appointments:
- Town and Parish Council NE Forum – DP.
  - YLCA – the Clerk.
  - Library Committee – Chairman.
  - ELOR Forum – Denise Simpson on behalf of the Parish Council.
  - Neighbourhood Planning Steering Group – DP and DT.

8/20 **Minutes** - the minutes of the Parish Council meeting held on 9<sup>th</sup> March 2020 were signed by the Chairman and the minutes of the Parish Council meeting held remotely on 4<sup>th</sup> May 2020 were approved and signed by the Chairman.

9/20 **Declarations of interest** – none.

*The Chairman suspended the meeting at 7:18pm.*

10/20 **Questions from members of the public** – none.

11/20 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **LCC's general response to the coronavirus pandemic** – many staff have been retrained and repositioned. Wherever possible, office staff are working from home. Updates and guidance being disseminated through LCC's website, social media, and emails to key contacts.
- ii. **Waste disposal sites** – sites at Kirkstall, Meanwood, Middleton, Pudsey and Seacroft have reopened today but visits have to pre-booked. The Thorp Arch site will be reopening on the same basis on Monday 18<sup>th</sup> May.
- iii. **Parks** – car parking facilities at Leeds parks will reopen on 13<sup>th</sup> May, but playgrounds within parks will remain closed.
- iv. **Brown bin collections** - are to restart week-beginning 25<sup>th</sup> May, but with new collection days for many.
- v. **PPE**- there are currently no known shortages of PPE in the Leeds area.
- vi. **GP surgeries** – are continuing to operate throughout Leeds, and residents who need to see a doctor for non-coronavirus issues should not put off seeking an appointment.

*The Chairman thanked Cllr Robinson for attending and reconvened the meeting at 7:35pm.*

12/20 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – the Clerk was requested to report potholes on Ash Hill Drive and water gathering on Holywell Lane.  
**Action:** Clerk.
- ii. **Stiles** – the Clerk confirmed that a contractor has agreed to repair stiles on Hobberley Lane and Winn Moor Lane.
- iii. **Holywell Lane/Bridle Path Road** – the Clerk confirmed that LCC Highways have been asked to replace a missing manhole cover at the junction.
- iv. **Grievance and disciplinary templates** – Clerk still to revise; to consider at next meeting.  
**Action:** Clerk.

13/20 **Items awaiting action by Leeds City Council**

- i. **Missing street nameplate at Blind Lane and Gateland Lane junction** – now replaced.

14/20 **Review of Standing Orders** – to be concluded as soon as coronavirus lockdown restrictions allow.  
**Action:** DP & DT

15/20 **First Bus 7S service** – service is much reduced at present and is operating with very few passengers. No new complaints received.

16/20 **Outdoor area for Scouts and Guides** – response received from farmer indicating his reluctance to make plans or changes during the current pandemic. Agreed to revisit once coronavirus is under control.

17/20 **Holywell Lane playground** – Update from committee on disappointing response to funding requests noted. To consider support from Parish Council at next meeting.

- 18/20 **Neighbourhood Plan** – DP to confirmed that submission documents were provided to LCC on 10<sup>th</sup> March, but that the consultation scheduled to start on 26<sup>th</sup> March was postponed by LCC and is to be rescheduled when the coronavirus lockdown eases.
- 19/20 **East Leeds Orbital Road** – Latest newsletter has been circulated to councillors; no new issues.
- 20/20 **Highways**
- i. **Parking outside shops** – no progress.
  - ii. **20mph speed limit** – no progress.
  - iii. **Flashing warning lights outside school** – no progress.
- 21/20 **Planning**
- i. **Planning Committee meetings** – the Clerk confirmed that future Planning Committee meetings have been cancelled and that planning issues will be considered at Full Council meetings until further notice.
  - ii. **Plan considered:**
    - a. **20/02382/FU – 10 Ash Hill Gardens** – part two storey part single storey side and rear extension. Agreed no objection.
  - iii. **Other planning issues** – no updates available on current enforcement issues.
- 22/20 **Finance**
- i. **2019/20 Outturn** – outturn reviewed and under/overspends against budget headings noted. Overall underspend against budget was £17,724.16 and balance carried forward into 2020/21 was £43,639.12.
  - ii. **Annual Governance and Accountability Return (AGAR) 2019/20** – the Clerk reported that the relevant sections of the AGAR had been completed and that the internal audit has been scheduled to begin on 13<sup>th</sup> May. The annual accounting statements will be provided to councillors for approval at the June meeting. This is in accordance with the new Accounts and Audit (Coronavirus) (Amendment) Regulations 2020.
  - iii. **Annual insurance renewal** – Three quotes provided by Came & Co noted. Agreed to delegate authority to Clerk to accept most appropriate quote, after checking for cover for village maintenance contractor. **Action:** Clerk.
  - iv. **Grants** – two grants of £240 each to village shop to help subsidise costs of delivering newspapers to vulnerable people agreed. Further grant of £240 agreed.
- 23/20 **Allotments**
- i. **Fees** – reviewed; agreed to keep fees at £25.00 per plot for 2020/21.
  - ii. **Waiting list** – noted that eight residents were currently on the waiting list and that three more had recently made enquiries.
  - iii. **Additional site** – agreed to try to establish ownership of a potential site that currently appears disused. **Action:** Clerk to check with Land Registry.
  - iv. **Compost bins** – NT reported that the compost bins need replacing. Possible replacements have been identified; NT to liaise with village maintenance contractor and to make recommendations at June meeting. **Action:** NT.
- 24/20 **Village Maintenance**
- i. **Risk assessment** – Clerk confirmed that a risk assessment had been carried out and that the village maintenance contractor has agreed to use protective equipment and apply social-distancing measures at all times when undertaking work for the Parish Council during the current pandemic.
  - ii. **Village Maintenance in March and April** - the Clerk reported that the contractor recommenced work w/c 13<sup>th</sup> April. During March (before lockdown) he completed 9¾ hours which included collecting rubbish from litter picking carried out by volunteers, cutting back hedges, bracken and grass on banking on north side of Shadwell Lane and cutting wooden blocks to size for repairs to entrance to village hall. In April work included strimming, grass cutting and clearing flower beds ready for replanting.

- iii. **Elm tree a bus terminus** – noted that LCC have removed branches from the dead tree and cut it back to leave a 3m high stump
- iv. **Tree to right of entrance to Old Hall** – noted that tree is in poor condition, but that inspection by Leeds City Council last year concluded that it was not dangerous. To monitor.
- v. **Raised bed at Winn Moor Lane** – concerns of resident regarding raised bed recently constructed on grass verge noted. Clerk to contact LCC Highways.  
**Action:** Clerk.

25/20 **Footpaths**

- i. **Parish Paths Partnership** – the Clerk confirmed that the annual grant of £350 had been received.
- ii. **Footpaths being used illegally for cycling** – numerous instances of Path 102 being used illegally for cycling have been observed since lockdown. Clerk to contact PROW to request that physical barriers to discourage illegal use are put in place.  
**Action:** Clerk.

26/20 **May risk assessment** – completed by DS – several benches require re-varnishing; “public” noticeboard near shops needs attention. NT to ask village maintenance contractor to repair noticeboard. June risk assessment: DS.

27/20 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report by DT outlining financial implications of coronavirus lockdown noted.
- ii. **Shadwell in Bloom** – report from NT noted.

28/20 **Parish Council Surgeries** – confirmed that surgeries have been cancelled until further notice.

29/20 **Correspondence** – none

30/20 **Items for next agenda** – grievance and disciplinary templates, checking trees planted by council, Holywell Lane playground, use of CIL receipts, Local Centres Programme and payments to village maintenance contractor

31/20 **Urgent items which have arisen since publication of agenda and councillors’ queries**

- i. **Recent theft from car outside village shop** – noted; to discuss with PCSO when next in village.
- ii. **Litter bins** – concerns that some litter bins in the village are overflowing despite being sealed shut by LCC for duration of lockdown. Clerk to contact LCC to request they be emptied and resealed until regular emptying service can resume.  
**Action:** Clerk.

32/20 **Invoices** – Resolved that the following payments should be made:

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

501	M. S. Woods (postage and travel)	£48.13
501	M. S. Woods (Office 365 annual subscription)	£113.76
501	M. S. Woods (Zoom monthly subscription)	£14.39
501	M. S. Woods (contributions towards clerks utility costs April & May)	£50.00
502	Yorkshire Local Councils Associations (Audit webinar 12th March)	£15.00
502	Yorkshire Local Councils Associations (Annual Subscription)	£560.00
503	P. Hallas (Village maintenance March)	£97.50
503	P. Hallas (Screwfix - materials for treating wooden border edges)	£31.06
503	P. Hallas (Village maintenance April)	£120.00
S/O	VA-L Trading (payroll) (1st May)	£578.11

**Total**

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**£1,627.95**

- 33/20 **Local Centres Programme** – No further progress; ward Cllr Robinson to take forward when lockdown eases.
- 34/20 **Village Hall** – still no reply from Rev. Young; Clerk to write again.  
**Action:** Clerk.
- 35/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 8<sup>th</sup> June at 7:00pm.**
- 36/20 **The Chairman closed the meeting at 8:48pm.**

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