

SHADWELL PARISH COUNCIL

***Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 8th June 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
Website: www.shadwell-parish-council.org

In attendance - the Clerk, and, for part of the meeting, LCC ward councillor Matthew Robinson.

The Chairman opened the meeting at 7:02pm.

37/20 **Apologies for absence** – none.

38/20 **Minutes** - the minutes of the Parish Council meeting held remotely on 11th May 2020 were approved with one amendment: Minute 6ii/20 was amended to include Cllr Daljit Sehmi in the membership of the Planning Committee. The minutes were signed by the Chairman.

39/19 **Declarations of interest** – none.

The Chairman suspended the meeting at 7:06pm to receive questions, requests and comments from members of the public.

40/20 **Questions from members of the public** – none.

41/19 **Crime report** - the report from PCSO Barratt was noted. Two crimes were reported during May: the breaking of a passenger window of a vehicle parked on Main Street to steal a wallet, and a residential burglary from a ground-floor flat also on Main Street. Motorists are reminded not to leave valuables on show in vehicles even in well-used areas.

42/20 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Holywell Lane playground** – LCC are aware of instances of cable-ties being broken and unauthorised use. The playground has been re-secured and litter removed. Police are aware.
- ii. **Litter bins** – are gradually being reopened and emptied.
- iii. **Cemeteries** - all cemeteries and crematoria grounds are now open, subject to social distancing guidelines.
- iv. **LCC Highways** – have started repairing minor defects again.
- v. **Thorner Lane** – the filter lane from the A64 has been removed but the road remains open to traffic. No date yet for the closure of Coal Road.
- vii. **Schools** – opening at the discretion of head teachers. Mixed picture across Leeds; LCC is providing support to schools wishing to reopen.
- viii. **Speed checks** – Police are carrying out speed checks at random points on the A58.

The Chairman thanked Cllr Robinson for attending and reconvened the meeting at 7:30pm.

43/20 Current items outstanding including the Clerk's report

- i. **Potholes, etc** - potholes on Ash Hill Drive have been reported to Highways.
- ii. **Stiles** – the stiles on Hobberley Lane and Winn Moor Lane have been repaired.
- iii. **Missing manhole cover Holywell Lane/Bridle Path Road** – DT to check whether replaced.
- iv. **Pooling of rainwater on Holywell Lane** - Clerk to send photo(s) to LCC Highways.
Action: Clerk.
- v. **Litter bins** – overflowing bins at Holywell Lane have been reported. See also 42ii/20, above.

44/20 Items awaiting action by Leeds City Council

- i. **Drainage problems, Gateland Lane** – LCC Highways are currently undertaking repairs.

45/20 Review of Standing Orders – to be concluded as soon as coronavirus lockdown restrictions allow.

Action: DP & DT.

46/20 GDPR – data protection policy and privacy notices reviewed. Resolved to readopt without amendments.

47/20 Grievance and Disciplinary templates – Resolved to establish a staffing committee comprising DP (chairman), DT, DF and ES. Clerk to draft terms of reference and update templates for consideration at next meeting.

Action: Clerk.

48/20 First Bus 7S service – service is much reduced at present and is operating with very few passengers. No new complaints received.

49/20 Holywell Lane playground – DF reported that recent feedback from some grant making bodies has been positive, but without any firm commitments being made. Opportunities for sponsorship and fund-raising events are being explored. DF to circulate business case; to consider Parish Council support at next meeting.

50/20 East Leeds Orbital Road – no new issues.

51/20 Neighbourhood Plan – Consultation rescheduled to run from 15th June to 10th August (inclusive). Clerk liaising with LCC on publicity.

Action: Clerk.

52/20 Highways

- i. **Parking outside shops** – no apparent progress, Cllr Robinson to meet LCC lead officer next week, will raise at meeting.
- ii. **20mph speed limit** – still awaiting trial of speed limit elsewhere in Leeds.
- iii. **Flashing warning lights outside school** – no progress, Cllr Robinson to raise at meeting, above.

53/20 Planning

- i. **Plans considered:**
 - a. **20/02488/FU – 468 Shadwell Lane** – part three storey, part two storey and part first floor side extension with dormer window to front and single storey extension to other side – **no objection**.
 - b. **20/02662/FU – 22 Shadwell Park Avenue** - Two storey side/rear extension; external alterations; alterations to roof - **no objection**.
- ii. **Planning Enforcement** – March update noted. Agreed to write to Planning Enforcement explaining history of parking issues at site of 141 Main Street.

Action: DP & Clerk

54/20 Finance

- i. **Annual Governance and Accountability Return (AGAR) 2019/20** – the items listed in section 1 of the return were considered. Resolved that the Parish Council considers that the system of internal control in place is sound, and that appropriate arrangements for the preparation of accounting statements are in place. Section 1 of the return was signed by the Chairman at the meeting and will be countersigned by the Clerk at a later date.
- ii. **Internal Audit** – noted that the internal audit was completed on 26th May and that the auditor has agreed in writing that all relevant internal control objectives were achieved during the year.
- iii. **Annual Accounting Statements (Section 2 of the AGAR)** – Resolved to approve the Annual Accounting Statements for 2019/20. Section 2 of the return was signed by the Chairman and will be countersigned by the Clerk (in his capacity as Responsible Financial Officer) at a later date.
- iv. **Annual insurance renewal** – the Clerk confirmed that insurance had been arranged for 2020/21 with Pen Underwriting Ltd.
- v. **Grants** – no requests received.

55/20 Allotments

- i. **Possible additional site** – Clerk to identify grid reference to allow Land Registry search to establish ownership
Action: Clerk.
- ii. **Compost bins** – Agreed to purchase a group of four bins (approx. 1,600 litres in total). NT to arrange.
Action: NT.

56/20 Village Maintenance

- i. **Village Maintenance May** - the Clerk reported that the contractor completed 16 hours work during the month which included stripping and digging over flower beds, cutting grass, strimming, removing rubbish, repairing sponsorship signs, weeding and collecting and distributing compost.
- ii. **Payments to contractor** – resolved to increase the rate paid to the self-employed contractor by £1.00 an hour with effect from 1st June 2020. Also resolved to pay contractor for mileage incurred in carrying out duties on behalf of the Parish Council at the current Inland Revenue approved rate for cars and vans.
Action: Clerk to write to contractor.
- iii. **Trees planted by Parish Council** – DP and NT to identify trees in preparation for regular annual inspections.
Action: DP/NT.
- iv. **Raised bed at Winn Moor Lane** – Clerk confirmed that matter has been referred to LCC Highways. No reply received; Clerk to chase.
Action: Clerk.

57/20 Footpaths

- i. **Cycling on public footpaths** – PROW team have confirmed that cycling on public footpaths constitutes civil trespass. Agreed to ask contractor to repair gate at Ring Road end of Path 102. DP to locate “no cycling” signs and to arrange through NT for signs to be reinstated at either end of Path 102. Clerk to arrange quote for Covid-19 distancing sign.
Action: DP, NT & Clerk.
- ii. **Cutting back undergrowth** – the Clerk reported that the usual contractor has agreed to carry out his spring round of cutting back undergrowth encroaching onto public footpaths and bridleways around the village.
- iii. **Parish Paths Partnership** – nothing new to report.

- 58/20 **May risk assessment** – completed by DS – several benches still require re-varnishing and that wooden boarding on raised beds in Colliers Lane need attention. NT to ask village maintenance contractor to varnish benches; agreed to leave herb beds until the autumn. DS to undertake assessment in July.
Action: DS and NT

59/20 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – nothing new to report.
- ii. **Shadwell in Bloom** – [report](#) from NT noted.
- iii. **Leeds Festival** – DP confirmed that the 2020 Festival has been cancelled due to Covid-19.

60/20 **Correspondence** – none.

61/20 **Councillors' queries**

- i. **Roundhay Park Lane** - DS raised concerns about the narrow pavement. To discuss at next meeting.
- ii. **Fly-tipping at Red Lion car park** – ES confirmed that a large amount of cardboard had been illegally dumped in the car park recently, including a delivery box showing the recipient's address. Clerk to report to LCC's Environmental Action Team.
Action: Clerk.

62/20 **Items for next agenda** – Roundhay Park Lane, play area for Scouts and Guides, website accessibility and business continuity, speed indicator devices.

63/20 **Invoices** – Resolved that the following payments should be made:

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

504	J. R. Sheret (grant towards newspaper deliveries)	£240.00
505	Came and Company (Insurance renewal)	£636.41
506	M. S. Woods (postage and travel)	£14.40
506	M. S. Woods (Zoom monthly subscription)	£14.39
506	M. S. Woods (contributions towards clerks utility costs June)	£25.00
507	VA-L Trading (year-end processing fees)	£5.50
508	L. Moore (Internal audit fees 2019/20)	£30.00
509	Ripon Farm Services (file and oil for village maintenance equipment)	£26.88
510	P. Hallas (village maintenance May)	£160.00
511	P. Hallas (fuel for village maintenance equipment)	£18.39
D/D	Business Stream (Allotment water & sewerage)	£23.43
S/O	VA-L Trading (payroll) (1st May)	£578.11

Total

£1,772.51

64/20 **Local Centres Programme** – One shop owner is wishing to carry out urgent repairs to shop-front. Clerk to pass details to Cllr Robinson to help in pressing LCC officers to resume work on developing the Shadwell scheme.

Action: Clerk.

65/20 **Village Hall** – letter from Parochial Church Council noted. Clerk to draft a reply.

Action: Clerk.

66/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 13th July at 7:00pm.**

67/20 **The Chairman closed the meeting at 8:53pm.**

Signed: _____ Dated: _____