

SHADWELL PARISH COUNCIL

***Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 13th July 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) (Apologies)	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 7:03pm.

68/20 **Apologies for absence** – apologies were received and accepted from NT2.

69/20 **Minutes** - the minutes of the Parish Council meeting held remotely on 8th June 2020 were approved. The minutes to be signed by the Chairman at a later date.

70/20 **Declarations of interest** – ES declared an interest in respect of item minuted at 88i/20, below, and took no part in discussions on that item.

The Chairman suspended the meeting at 7:07pm to receive questions, requests and comments from members of the public.

71/20 **Questions from members of the public** – none.

72/20 **Crime report** - the report from PCSO Barratt was noted. Two crimes were reported during June: the theft of a motorcycle and a pedal cycle from a garage on Holywell Lane, and the theft of a plant pot, small statue and bottle of milk from outside a property also on Holywell Lane.

73/20 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Holywell Lane playground** – the meeting with stakeholders on 10th July was productive. Police are now visiting regularly, and nearby residents are being asked to log incidents of anti-social behaviour. Issues may be transient, but CCTV could be considered if problems continue. LCC's Parks and Countryside Team are willing to support the Park Committee in revamping the play area, but a more detailed business case is needed, and funding opportunities need explored further.
- ii. **Local Centres Programme** – future of programme is uncertain due to review of LCC's Capital Programme.
- iii. **Highways** – Cllr Robinson is due to meet with LCC Highways' officers on 15th July and will raise various issues of relevance to Shadwell.

The Chairman thanked Cllr Robinson for attending and reconvened the meeting at 7:27pm.

- 74/20 **Current items outstanding including the Clerk's report**
- i. **Potholes, etc** – no new incidents reported this month.
 - ii. **Missing manhole cover Holywell Lane/Bridle Path Road** – still awaiting action by LCC.
 - iii. **Pooling of rainwater on Holywell Lane** – awaiting a significant fall of rain so that photo(s) of problem can be sent to LCC Highways.
Action: DT/Clerk.
 - iv. **Broken manhole cover Ludolph Drive** – temporary repair has failed, Clerk requested to report to LCC.
Action: Clerk.
 - v. **Fly-tipping at Red Lion** – problems reported last month were dealt with by LCC Environmental Action Team. No further problems reported.
 - vi. **Defibrillator** – new pads have been purchased and the defibrillator outside the Post Office is now fully operational.
- 75/20 **Items awaiting action by Leeds City Council**
- i. **Drainage problems, Gateland Lane** – NT reported that problems caused by fibre ducting are still continuing when there is heavy rain. LCC have denied responsibility for ducting, NT and Clerk pursuing.
Action: NT/Clerk.
- 76/20 **YLCA Branch Meeting** – Clerk reported on meeting held remotely on 16th June. Issues included procedures for holding meetings during coronavirus lockdown and concerns regarding possible expansion of Leeds-Bradford Airport.
- 77/20 **YLCA training programme July/August** – noted; to arrange for DS to take part in Planning session on 11th August.
- 78/20 **Review of Standing Orders** – review completed by DP and DT; to be considered at next meeting.
- 79/20 **Staffing Committee** – proposed terms of reference reviewed; resolved to adopt without amendment.
- 80/20 **Grievance and Disciplinary procedures** – revised procedures reviewed; resolved to adopt as presented.
- 81/20 **Business Continuity Plan** – draft plan reviewed; various amendments suggested. Clerk to revise and represent at next meeting.
Action: Clerk.
- 82/20 **Website accessibility** – Clerk outlined NALC guidance on website accessibility. Agreed that Clerk will review website to ensure it meets requirements and prepare accessibility statement for website. Agreed to utilise website contractor if required.
Action: Clerk
- 83/20 **Holywell Lane playground refurbishment** – DF fed back on meeting on 16th July (see also 73i/20, above). Options for raising awareness within village of funding needs were considered. ES to provide marketing advice to playground committee. Agreed to commit 2018-19 Community Infrastructure Levy receipt (£7,840.69) to support project. Clerk to write to committee to confirm.
Action: Clerk.
- 84/20 **Play area for Scouts and Guides** – DF reported that request for land is on agenda for next Lady Elizabeth Hastings Charities trustees meeting. DF to check progress.
Action: DF.
- 85/20 **East Leeds Orbital Road** – no new issues regarding main construction. DP reported that a dropped kerb is required at the Ring Road end of cycle path/footpath 104. Clerk to request.
Action: Clerk.

- 86/20 **Neighbourhood Plan** – Consultation underway – closing date to 10th August.
- 87/20 **Highways**
- i. **Parking outside shops** – no progress, Cllr Robinson to meet LCC lead officer next week, will raise at meeting.
 - ii. **Flashing warning lights outside school** – no progress, Cllr Robinson to raise at meeting, above.
 - iii. **Speed Indicator Devices** – speed data requested from LCC. Clerk to chase.
Action: Clerk.
 - iv. **Roundhay Park Lane** – DS reported concerns about speeding traffic and narrow pavement. Agreed to request speed survey when road reopens after current works.
Action: Clerk.
- 88/20 **Planning**
- i. **Plan considered:**
 - a. **20/03627/FU – 4 Old Brandon Lane** – raising of roof height and new rooflights forming second floor accommodation – **no objection**, but Clerk asked to ask planning officers to ensure raised height does not affect nearby properties.
Action: Clerk.
 - ii. **Planning Enforcement** – response regarding parking area adjacent to 141 Main Street noted. Agreed to write again to express dissatisfaction and to detail on-going concerns.
Action: Clerk.
- 89/20 **Finance**
- i. **Notice of public rights and publication of unaudited annual governance & accountability return** – the Clerk confirmed that the period for the exercise of public rights in respect of the 2019/20 accounts will close on Friday, 7th August 2020.
 - ii. **External Audit** – the Clerk confirmed that Annual Governance and Accountability Return was emailed to External Auditors on 29th June 2020.
 - iii. **Grants** – the following grant payments were approved:
 - a) Shadwell Library - £3,000.
 - b) Shadwell Recreation Centre - £500.
 - c) 1st Shadwell Scouts Group - £500.
- 90/20 **Allotments**
- i. **Possible additional site** – Clerk to establish ownership through Land Registry.
Action: Clerk.
 - ii. **Compost bins** – NT reported that original supplier no longer had suitable bins available. Alternative supplier identified; NT to order a group of four bins (approx. 1,600 litres in total) as agreed at last meeting.
Action: NT.
- 91/20 **Village Maintenance**
- i. **Village Maintenance June** - the Clerk reported that the contractor completed 20 hours work during the month which included collecting plants, preparing and planting up beds, weeding and strimming at various sites, removing rubbish and cutting grass.
 - ii. **Trees planted by Parish Council** – DF to check with resident regarding location of trees in preparation for regular annual inspections.
Action: DF.
 - iii. **Raised bed at Winn Moor Lane** – still no response from LCC Highways. Clerk to chase.
Action: Clerk.
 - iv. **Boundary stone in field near Holywell Lane** – DF to discuss protection of stone with field owner.
Action: DF.

- 92/20 **Footpaths**
- i. **Cycling on public footpaths** – “no cycling” signs for path 102 agreed. Clerk to order from contractor
Action: Clerk.
 - ii. **Cutting back undergrowth** – the Clerk to check progress with contractor.
Action: Clerk.
 - iii. **Repairs to fence/gate at Ring Road entrance to path 102** – agreed that a gate would be the best option. Clerk to feed back to contractor.
Action: Clerk.
 - iv **Parish Paths Partnership** – nothing new to report.
- 93/20 **June risk assessment** – completed by DS – nothing new to report. NT has arranged for village maintenance contractor to varnish benches and repair herb beds later in the year. DS to undertake assessment in August.
Action: DS.
- 94/20 **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Independent Library, Arts Centre and Café** – report noted.
 - ii. **Shadwell in Bloom** – [report](#) from NT noted.
- 95/20 **Councillors’ queries**
- i. **Keeping children safe crossing roads** - DT raised concerns; to discuss at next meeting.
- 96/20 **Items for next agenda** – Holywell Lane playground, play area for Scouts and Guides, child safety crossing roads, website accessibility, business continuity, standing orders, speed indicator devices and Q1 budget report.
- 97/20 **Invoices** – Resolved that the following payments should be made:
- Note:** *All payments are made under the General Power of Competence unless stated otherwise.*
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|--------------|---|-------------------|
| 511 | B. Turner Landscapes Ltd (hanging baskets) | £2,400.00 |
| 512 | Cheque cancelled | - |
| 513 | M. S. Woods (stationery and printer cartridge) | £101.02 |
| 513 | M. S. Woods (Zoom monthly subscription) | £14.39 |
| 513 | M. S. Woods (contributions towards Clerk's utility costs June) | £25.00 |
| 514 | Dalby's Nurseries Ltd (bedding plants) | £1,910.16 |
| 515 | Cardiac Science Holdings UK Ltd (defibrillator pads) | £62.34 |
| 516 | B. Turner Landscapes Ltd (changing sponsorship signs & cutting back bushes) | £45.00 |
| 517 | P. Hallas (Village maintenance June) | £220.00 |
| 517 | P. Hallas (engine oil and spark plug for Hayter lawnmower) | £15.89 |
| 518 | Shadwell Independent Library Ltd (grant) | £3,000.00 |
| 519 | Shadwell Recreation Centre (grant) | £500.00 |
| 520 | 1st Shadwell Scouts Group (grant) | £500.00 |
| D/D | PWLB (half-yearly loan repayment, inc. interest) | £1,689.32 |
| S/O | VA-L Trading (payroll) (30th June) | £578.11 |
| Total | | £11,061.23 |
- 98/20 **Local Centres Programme** – agreed to press for continuation of the scheme (see minute 73ii/20, above).
- 99/20 **Village Hall** – agreed to monitor arrangements as coronavirus lockdown eases.

100/20 **Clerk's appraisal** – DP and DT reported on Clerk's appraisal held via Zoom on 22nd June. Resolved to increase the Clerk's salary by four scale points with effect from 1st August 2020, hours to remain unchanged. DP to inform payroll contractor.

Action: DP.

101/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 10th August 2020 at 7:00pm.**

102/20 **The Chairman closed the meeting at 9:07pm.**

Signed: _____ Dated: _____