

## SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council  
held remotely on Monday, 10<sup>th</sup> August 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) (Apologies)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	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

*The Chairman opened the meeting at 7:03pm.*

103/20 **Apologies for absence** – apologies were received and accepted from NT and VV.

104/20 **Minutes** - the minutes of the meeting held remotely on 13<sup>th</sup> July were approved and signed by the Chairman.

105/20 **Declarations of interest** – none.

106/20 **Questions from members of the public** – none present.

107/20 **Crime report** - the report from PCSO Barratt was noted. One crime was reported during July: a burglary at a dwelling on Bay Horse Lane during which keys were taken and a car stolen. The car was recovered later by Police in Bradford.

108/20 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – a pothole on Ash Hill Drive was reported.
- ii. **Missing manhole cover Holywell Lane/Bridle Path Road** – believed to be still awaiting action by LCC, Clerk to check.
- iii. **Pooling of rainwater on Holywell Lane** – photos forwarded. Highways have agreed to undertake a level survey but have indicated that because road surface is in good condition, any remedial work will not be high priority.
- iv. **Broken manhole cover Ludolph Drive** – defective cover not identified and may have been repaired. DP to check  
**Action:** DP.

109/20 **Items awaiting action by Leeds City Council**

- i. **Drainage problems, Gateland Lane** – still trying to establish responsibility for ducting.  
**Action:** NT/Clerk.

- 110/20 **Bottle banks** – noted that the bottle and charity banks are to be removed from the Red Lion car park shortly. Alternative sites discussed. Agreed to check existing facilities nearby, and that Clerk should follow-up options with LCC Waste Management.  
**Action:** Clerk.
- 111/20 **YLCA training programme for August** – noted; planning session booked for DS on 11<sup>th</sup> August.
- 112/20 **Review of Standing Orders** – revisions to take account of latest NALC guidance noted; resolved to adopt revised version without further amendment. Clerk to upload to website.  
**Action:** Clerk.
- 113/20 **Complaints procedure** – reviewed; resolved to readopt without amendment.
- 114/20 **Business Continuity Plan** – to discuss revised version at next meeting.  
**Action:** Clerk to circulate.
- 115/20 **Website accessibility review** – report by contractor noted. Many areas were already compliant. Other matters have been resolved by the contractor, but some would be disproportionately burdensome to resolve. Clerk to deal with remaining issues that require action.  
**Action:** Clerk.
- 116/20 **Holywell Lane playground refurbishment** – Clerk reported that letter committing 2018-19 CIL receipts to project had been sent to playground committee and that an email of thanks had been received. DF reported that two new grants applications have been submitted. ES reported that she had provided advice on fund-raising and marketing to the committee.
- 117/20 **Play area for Scouts and Guides** – no feedback from the Lady Elizabeth Hastings Charities trustees meeting. DF to contact land agent.  
**Action:** DF.
- 118/20 **East Leeds Orbital Road** –response regarding dropped kerb at the Ring Road end of cycle path/footpath 104 noted. No other issues.
- 119/20 **Neighbourhood Plan**
- i. **Consultation** - noted that pre-submission consultation ended today. Consultant and committee to check over responses received and decide whether any further input is required before independent examination.
  - ii. **Groundwork grant** – Clerk confirmed that an updated end of grant report was submitted on 30<sup>th</sup> July.
- 120/20 **Highways**
- i. **Planned maintenance programme** – LCC's proposals for the next three years noted.
  - ii. **Parking outside shops** – Cllr Matthew Robinson has been told that work to install limited waiting spaces is to begin very shortly.
  - iii. **Flashing warning signs outside school** – LCC looking to install during September, but no definite installation date yet.
  - iv. **Speed Indicator Devices** – awaiting software from LCC to allow speed data to be downloaded. Clerk to chase.  
**Action:** Clerk.
  - v. **Child safety near school** – agreed to review after flashing warning signs have been installed.

#### 121/20 Planning

- i. **Plans considered:**
  - a. **20/003821/FU – 9 Strickland Avenue** – First floor side extension and single storey rear extension; new pitched roof and timber cladding to front including rendering whole house – agreed **no objection** to the extension itself, but Clerk instructed to lodge an objection to the rendering because it would not be in keeping with nearby dwellings and the adjoining semi-detached home..
  - b. **20/04048/FU – 25 Shadwell Park Gardens** - Single storey front extension with roof light; removal of existing pitched roofs to rear single storey extensions to flat roofs; replace rear windows to French doors of the rear extensions. Window and door to side; Juliet balcony to first floor rear; re-formatting of existing patio area with new timber pergola to rear – agreed **no objection**.
- ii. **Planning Enforcement** – email to Planning Enforcement expressing dissatisfaction noted; no response received. Clerk to chase.  
**Action:** Clerk.
- iii. **25 Ash Hill Gardens** – complaint to LCC by nearby resident noted.

#### 122/20 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 closed on 7<sup>th</sup> August 2020 and that no requests were received.
- ii. **Q1 expenditure against budget and bank reconciliation** – budget position noted – no immediate concerns. Reconciliation to bank account as at 30<sup>th</sup> June checked and agreed.
- iii. **Grants requests** – none received.

#### 123/20 Allotments

- i. **Possible additional site** – Clerk to set up direct debit to allow check through Land Registry.  
**Action:** Clerk.
- ii. **Compost bins** – bins delivered. NT to arrange for village maintenance contractor and/or SIB volunteers to install at allotment site.  
**Action:** NT.

#### 124/20 Village Maintenance

- i. **Village Maintenance July** - the Clerk reported that the contractor completed 15¼ hours work during the month which included repairing damaged seat in Colliers lane, removing Himalayan balsam, collecting plant waste from work by volunteers and strimming at various sites, including at the entrance to Dan Quarry.
- ii. **Trees planted by Parish Council** – agreed that the only trees to inspect annually are those planted by the Parish Council on Shadwell Lane.  
**Action:** NT to arrange annual inspections with contractor.
- iii. **Raised bed at Winn Moor Lane** – still no response from LCC Highways. Clerk to chase again.  
**Action:** Clerk.
- iv. **Boundary stone in field near Holywell Lane** – DF still trying to contact field owner.  
**Action:** DF.

#### 125/20 Footpaths

- i. **Cycling on public footpaths** – Clerk confirmed that “no cycling” signs have been collected from the supplier and that PROW have no objection their installation at the entrances to path 102. Clerk to arrange installation with village maintenance contractor.  
**Action:** Clerk.
- ii. **Cutting back undergrowth** – No apparent progress; Clerk to check with contractor.  
**Action:** Clerk.
- iii. **Repairs to fence/gate at Ring Road entrance to path 102** – quotation for installation of gate requested.  
**Action:** Clerk to chase.
- iv. **Parish Paths Partnership** – nothing new to report.

126/20 **August risk assessment** – completed by DS – one new issue: condition of parts of Dan Quarry – Clerk to discuss remedial action with village maintenance contractor. DS to undertake assessment in September.  
**Action:** Clerk and DS.

127/20 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report received from DT. Library now open Wednesdays and Saturdays, with eight volunteers. Some regulars have not started using the Library yet. Significant loss of income due to cancellation of events and meetings, but costs are also down.
- ii. **Shadwell in Bloom** – agreed that the village looks well and that SIB volunteers are to be congratulated for their efforts.

128/20 **Councillors' queries**

- i. **Recreation Centre** – concerns expressed about the condition of the Centre. To discuss at next meeting.
- ii. **Dog Waste** – concerns expressed about the number of bags containing dog waste being left in various areas in the village, particularly near the Holywell Lane playground. To discuss possible actions at next meeting.
- iii. **Malodorous drains** – reported in the Ash Hills. To monitor and discuss at next meeting if no improvement.

129/20 **Items for next agenda** – Holywell Lane playground, play area for Scouts and Guides, Recreation Centre, dog waste, neighbourhood plan, business continuity, drains, Planning White Paper, Local Centres Programme and speed indicator devices.

130/20 **Invoices** – Resolved that the following payments should be made:

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

521	M. S. Woods (Zoom monthly subscription)	£14.39
521	M. S. Woods (stamps)	£20.16
521	M. S. Woods (LCN - annual hosting and domain fees)	£100.68
521	M. S. Woods (contributions towards Clerk's utility costs August)	£25.00
522	VA-L Trading (payroll additional costs August)	£46.78
523	P. Hallas (Village maintenance July)	£167.75
523	P. Hallas (fuel for equipment)	£20.43
524	N. Taylor (compost bins)	£179.95
525	Colour Display Ltd (signs)	£36.00
S/O	VA-L Trading (payroll) (31st July)	£578.11

**Total** **£1,189.25**

131/20 **Local Centres Programme** – it appears that the future of the scheme will be dependent upon an imminent review of LCC's Capital Programme. Subject to the review, the LCC's Director of City Development has indicated that the scheme may "be picked up in more detail towards the end of the summer/early autumn". Agreed that Clerk should contact shop owner(s) who are considering improvements to let them know the current position.

132/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 14<sup>th</sup> September 2020 at 7:00pm.**

133/20 **The Chairman closed the meeting at 8:15pm.**

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