

SHADWELL PARISH COUNCIL

***Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 14th September 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, ward councillor Matthew Robinson.

The Chairman opened the meeting at 7:04pm.

134/20 **Apologies for absence** – none.

135/20 **Minutes** - the minutes of the meeting held remotely on 10th August were approved and signed by the Chairman.

136/20 **Declarations of interest** – none.

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

137/20 **Questions from members of the public** – none.

138/20 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime was reported during August: a bottle was thrown from a moving vehicle on Main Street which caused damage to a vehicle parked on an adjacent driveway.
- ii. **Break-in at Parish Council Hut** – the Clerk reported on the break-in on 9th September. The premises have been made secure and an insurance claim has been initiated. The police are investigating.

139/20 **Ward councillor's update** – Cllr Robinson provided updates as follows:

- i. **Parking outside shops** – LCC have appointed a contractor to put in place the new road markings and signage. Work is expected to be completed shortly.
- ii. **Flashing Lights outside school** – lights have been ordered and installation is expected shortly.
- iii. **Dog waste** – measures to reduce problems are being trialled in other villages. Residents are encouraged to contact LCC's Environmental Action Team if they can provide specific evidence of dog-walkers not clearing up waste. Dog wardens will take action against repeat offenders.
- iv. **Bottle banks** – discussions with LCC Waste Management on possible alternative locations are continuing.
- v. **Local Centres Programme** – hoping for an update from officers in early October.

The Chairman thanked Cllr Robinson for attending and reconvened the meeting at 7:20pm.

140/20 Current items outstanding including the Clerk's report

- i. **Potholes, etc** – the Clerk was asked to report a pothole outside 4 Crofton Rise.
Action: DP.
- ii. **Broken manhole cover Ludolph Drive** – defective cover not identified and may have already been repaired. DP to check.
Action: DP.
- iii. **Website accessibility** – various non-compliant posts have been removed from website to improve accessibility. Clerk to ensure that new content added to website is compliant.
Action: Clerk.
- iv. **Malodorous drains** – no further problems reported.
- v. **Avon Court** – response by Clerk to concerns raised by resident regarding cutting back of conifer tree noted.

141/20 Items awaiting action by Leeds City Council

- i. **Drainage problems, Gateland Lane** – no progress; establishing responsibility for ducting proving difficult.
Action: NT/Clerk.
- ii. **Raised bed at Gateland Lane/Winn Moor Lane junction** – appears to have been removed; no further action required.
- iii. **Missing manhole cover Holywell Lane/Bridle Path Road** – still not replaced; Clerk to chase with Highways.
Action: Clerk
- iv. **Pooling of rainwater on Holywell Lane** – still awaiting level survey by Highways.

142/20 Bottle banks – no alternative site identified, Clerk to continue liaising with LCC Waste Management (see also 139iv/20, above). NT2 to check position with Red Lion now that car park resurfacing has been completed.

Action: Clerk and NT2.

143/20 Dog waste – agreed to request that a bin in the Holywell Lane play area be relocated to nearer the roadside or just inside the gate. DT and DF to check best location; Clerk to request move once new location agreed.

Action: Clerk

144/20 Legality of advertising sale of vehicle on roadside – legal position noted; Clerk to seek guidance from PCSO on advertising vehicles on grass verges.

Action: Clerk.

145/20 Business Continuity Plan – updated draft reviewed; resolved to adopt without further amendments.

146/20 Holywell Lane playground refurbishment – DF reported that a resident had raised the possibility of including a skatepark when the park is refurbished. Agreed that the suggestion should be considered as new facilities are planned, but that no guarantees could be given at this stage. Clerk to reply to resident.

Action: Clerk

147/20 Scouts and Guides

- i. **Play area** – still no feedback from the Lady Elizabeth Hastings Charities trustees meeting. DF to pursue with land agent.
Action: DF.
- ii. **Management Committee AGM** – agreed that NT would attend (via Zoom) at AGM on 22nd September.
Action: NT

148/20 **East Leeds Orbital Road** – various road works and temporary traffic management schemes noted. No other issues.

149/20 **Neighbourhood Plan** – DP reported that the independent examination is continuing and that our consultant is dealing with queries from the examiner as they arise.

150/20 **Highways**

- i. **Parking outside shops** – work to install limited waiting spaces is due to begin very shortly (see 139i/20, above).
- ii. **Flashing warning signs outside school** – installation due shortly (see 139ii/20, above)
- iii. **Speed Indicator Devices** – the Clerk reported that software to allow speed data to be accessed had now been received. Clerk to download and report to next meeting.

Action: Clerk.

151/20 **Planning**

- i. **“Planning for the Future” consultation** – letter from ward councillors noted. Agreed not to formally respond to consultation but to reply to ward councillors in support of the two proposals highlighted.
Action: Clerk.
- ii. **The following planning applications were considered:**
 - a. **20/04589/FU – 5 Hastings Court** – Single storey side extension – no objection.
 - b. **20/04538/FU – 14 Ash Hill Lane** – Two storey rear extension and first floor side extension – no objection.
 - c. **20/04088/FU – 69 Main Street** – Single storey rear extension – no objection.
 - d. **20/03821/FU – 9 Strickland Avenue** – considered last month. Revised plans now issued – proposal to render whole house removed – no objection to revised plans.
 - e. **20/05059/FU – 25 Ash Hill Gardens** – variation of condition 2 of approved plans (20/01577/FU) for amendments to pitched roofs and fenestration pattern to the existing dormer windows – agreed to express concerns that no enforcement action was taken when original conditions were breached, and to object that the extra mass caused by the pitched roof may cause overshadowing and that the window arrangement to the rear and the side will reduce privacy for nearby properties.
- iii. **Adj. 141 Main Street** – noted that Planning Enforcement have indicated that legal advice is being sought.

152/20 **Finance**

- i. **Audit of 2019/20 accounts** – still awaiting sign-off by external auditors.
- ii. **Grants requests** – none received.

153/20 **Allotments**

- i. **Possible additional site** – the Clerk reported on concerns raised by owner. Agreed to write again, to suggest an informal meeting with councillors to discuss.
Action: Clerk.
- ii. **Compost bins** – NT reported that the bins are now in place and in use, but do not appear particularly robust. To consider installing additional wooden bins in the spring.
Action: NT.

154/20 **Village Maintenance**

- i. **Village Maintenance August** - the Clerk reported that the contractor completed 12¾ hours work during the month which included strimming back pyracantha, strimming grass verges on Shadwell Lane, collecting rubbish, erecting footpath signs and tidying Dan Quarry.
- ii. **Trees planted by Parish Council** – NT to arrange an inspection in the spring.
Action: NT.

- iii. **Boundary stone in field near Holywell Lane** – DF reported that field owner is aware. DF and NT to arrange a site visit to establish what protective measures would be appropriate.
Action: DF/NT.

155/20 **Footpaths**

- i. **Cycling on public footpaths** – Clerk confirmed that “no cycling” signs have been installed at the entrances to path 102.
- ii. **Cutting back undergrowth** – paths appear to have been cut back; Clerk to check with contractor.
Action: Clerk
- iii. **Repairs to fence/gate at Ring Road entrance to path 102** – quotation still awaited.
Action: Clerk to chase.
- iv. **Parish Paths Partnership** – nothing new to report.

156/20 **August risk assessment** – completed by DS – two new issues: condition of benches and condition of herb beds. Clerk to discuss remedial action with contractor. DS to undertake assessment in October.
Action: Clerk and DS.

157/20 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – report by DT noted. Grant from LCC will help defray income lost due to coronavirus restrictions. The annual Macmillan coffee morning has been cancelled.
- ii. **Shadwell in Bloom** – report by NT noted.

158/20 **Correspondence** – none.

159/20 **Councillors’ queries**

- i. **Positive messages** – agreed that measures to encourage and support residents are still needed as the coronavirus pandemic continues. To discuss at next meeting.

160/20 **Items for next agenda** – Christmas lights, wreath for Remembrance Day, support for residents, play area for Scouts and Guides, Recreation Centre, Village Hall, neighbourhood plan, Local Centres Programme and speed indicator devices.

161/20 **Invoices** – Resolved that the following payments should be made:

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

526	M. S. Woods (Zoom monthly subscription)	£14.39
526	M. S. Woods (Land Registry fees)	£6.00
526	M. S. Woods (contributions towards Clerk's utility costs September)	£25.00
527	S. Dobson (Accessibility review, etc of website)	£200.00
527	S. Dobson (Neighbourhood Plan - domain name and hosting)	£85.00
527	S. Dobson (Neighbourhood Plan - IT consultancy April to June 2020)	£40.00
528	Yorkshire Local Councils Associations (Planning on-line training for DS)	£22.50
529	B. Turner Landscapes Ltd (repairs to shed following break-in)	£132.00
530	P. Hallas (village maintenance August)	£140.25
S/O	VA-L Trading (payroll) (31st August)	£624.89

Total	£1,290.03
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162/20 **Local Centres Programme** – email from shop owner noted. Still waiting for update from LCC (see 139v/20, above).

163/20 **Recreation Centre** – concerns expressed about the external appearance and structural integrity of the centre. NT2 to contact secretary to the trustees.

Action: NT2.

164/20 **Village Hall** – concerns expressed about continuing uncertainty about the future of the hall. Much of the equipment in the hall was supplied through local fund raising for the benefit of the local community, and not through the Parochial Church Council. Agreed to escalate through church authorities, as necessary. DF to establish best contact and Clerk to write to invite a senior representative to a future parish council meeting.

Action: DF and Clerk.

165/20 **Clerk's remuneration** – resolved to implement the recently agreed 2020/21 NJC pay award (including revised leave entitlement) for the Clerk with effect from 1st April 2020. DP to inform payroll provider, Clerk to prepare updated contract for signatures.

Action: DP and Clerk.

166/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 12th October 2020 at 7:00pm.**

167/20 **The Chairman closed the meeting at 8:36pm.**

Signed: _____ Dated: _____