

SHADWELL PARISH COUNCIL

*Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 12th October 2020 using the Zoom platform
(Subject to confirmation)*

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

The Chairman opened the meeting at 7:02pm.

168/20 **Apologies for absence** – apologies from DS received and approved.

169/20 **Minutes** - the minutes of the meeting held remotely on 14th September were approved with one amendment regarding Clerk's remuneration. To be signed at next meeting.

170/20 **Declarations of interest** – none.

171/20 **Questions from members of the public** – none.

172/20 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime was reported during September: the break-in and theft from the Parish Council's hut adjacent to the Red Lion.
- 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.

173/20 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – potholes outside 4 Crofton Rise and at the junction of Strickland Avenue and Strickland Close have been reported and repaired
- ii. **Broken manhole cover Ludolph Drive** – defective cover appears to have been replaced or repaired.
- iii. **Insurance Claim** – schedule of items stolen has been prepared and passed to insurers to process the claim.
- iv. **Advertising vehicles on roadside** – immediate problems dealt with by LCC following request from resident. To monitor.
- v. **Remembrance Day wreath** – wreath has been ordered for delivery on 23rd October. Arrangements for Remembrance Sunday still to be finalised.

174/20 **Items awaiting action by Leeds City Council**

- i. **Drainage problems, Gateland Lane** – no progress; ducting appears to be shared by several suppliers, with no-one accepting responsibility.
Action: NT/Clerk to pursue.

- ii. **Missing manhole cover Holywell Lane/Bridle Path Road** – still awaiting replacement; Clerk to chase with Highways.
Action: Clerk
 - iii. **Pooling of rainwater on Holywell Lane** –awaiting level survey by Highways.
- 175/20 **Bottle banks** – no response to informal approach by NT2. Agreed to write to Red Lion to formally request that bottle banks be reinstated in car park.
Action: Clerk.
- 176/20 **Dog waste** – agreed to ask LCC to relocate bin in the Holywell Lane play area to the roadside on the other side of the fence.
Action: Clerk.
- 177/20 **Annual Return: Assertions 1 to 3** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.
- 178/20 **Holywell Lane playground refurbishment** – DF reported that one grant application had been successful and that an application to another funding body is to be considered later this week. Other applications are being prepared.
- 179/20 **Positive messages** – agreed that the current Covid-19 restrictions are having a negative effect on the community. Residents are missing community events, but there is evidence that many vulnerable and elderly people are being contacted regularly. VV to check with leader of the Sweet Memories group regarding scope for further support.
Action: VV.
- 180/20 **Christmas lights** – LCC are not able to fund any additional displays this year. Resolved to allocate £800 from parish council reserves to provide additional lights/displays (bringing the total available to £1,100). DF to check whether LCC can supply lights/displays at cost.
Action: DF.
- 181/20 **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** – NT attended; draft minutes noted.
- 182/20 **East Leeds Orbital Road** – NT2 reported on the Forum meeting on 9th October. Plans are for 2,000 new homes in each of the three sectors. A new primary school is being planned but there is no clarity yet on high school provision or doctors' surgeries.
- 183/20 **Neighbourhood Plan** – DP reported that the independent examination has been successfully concluded and the Plan is due to be signed-off by LCC. The Plan will then proceed to local referendum as soon as Covid-19 restrictions allow, which is likely to be May 2021.
- 184/20 **Highways**
- i. **Parking outside shops** – still no progress on installation of limited waiting spaces.
Action: Clerk to raise with Highways.
 - ii. **Flashing warning signs outside school** – installation still awaited.
Action: Clerk to raise with Highways.
 - iii. **Speed Indicator Devices** – Clerk reported that data from the two devices had been loaded and showed that the average speeds were acceptable and that the number of vehicles that had significantly exceeded the speed limits was low. Agreed to arrange for devices to be turned.
Action: Clerk.

185/20 Planning

- i. **“Planning for the Future” consultation** – Clerk confirmed that a letter had been sent to ward councillors supporting the two proposals highlighted.
- ii. **The following planning application were considered:**
 - a. **20/05749/FU – 17 Ash Hill Lane** – variation of condition 4 (windows) to application 17/04154/FU to remove requirement for obscure glazing in southern upper floor elevation of the extension – Agreed to object on the grounds that there appears to be no change in circumstances that would justify removing the relevant condition, and that clear glazing to the rear would cause excessive overlooking of neighbouring properties.

186/20 Finance

- i. **Audit of 2019/20 accounts** – still awaiting sign-off by external auditors.
- ii. **Community Infrastructure Levies** – Clerk confirmed that a payment of £2,842.06 had been received from LCC.
- iii. **Grants requests** – none received.

187/20 Allotments

- i. **Possible additional site** – Chairman and Vice-Chairman have arranged to meet with landowner on 14th October to discuss possible options.
Action: DP & DT.

188/20 Village Maintenance

- i. **Security and replacing lost equipment** – agreed that no additional security measures are needed at present but that other options for storing equipment should be considered. To agree what replacement equipment to purchase once insurance claim is settled.
- ii. **Work completed** - the Clerk reported that the contractor completed 18 hours work of maintenance during the month, plus 4 hours repairing the shed. Maintenance work included strimming at various locations in the village, preparing and siting new planter, distributing and collecting loan equipment, stripping flower beds and removing plants for composting.
- iii. **Benches and herb beds** – contractor is to begin refurbishing benches in the spring. NT to ask contractor to check and repair herb beds as weather allows.
Action: NT.
- iii. **Boundary stone in field near Holywell Lane** – DF and NT still to arrange a site visit.
Action: DF/NT.

189/20 Footpaths

- i. **Cutting back undergrowth** – Clerk reported that contractor has cut back undergrowth on main footpaths.
- ii. **Repairs to fence/gate at Ring Road entrance to path 102** – quotation received and agreed.
Action: Clerk to inform contractor
- iii. **Parish Paths Partnership** – nothing new to report.

190/20 **October risk assessment** – completed by DS – bench near village school needs cleaning. Clerk to ask maintenance contractor to scrub down. DS to undertake assessment in November.
Action: Clerk and DS.

191/20 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report by DT noted; Library is still opening two days a week, but bookings are still suspended.
- ii. **Shadwell in Bloom** – report by NT noted. Clerk to ask LCC whether additional litter-pickers (and sacks) can be provided.
Action: Clerk.

192/20 **Correspondence** – none.

193/20 **Councillors' queries** – concerns about parking on pavements and verges. Clerk to request PCSO to take enforcement action.

Action: Clerk

194/20 **Items for next agenda** – Christmas lights, bottle bank, support for residents, play area for Scouts and Guides, Recreation Centre, Village Hall, neighbourhood plan and Local Centres Programme.

195/20 **Invoices** – resolved that the following payments should be made:

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

531	M. S. Woods (Zoom monthly subscription)	£14.39
531	M. S. Woods (contributions towards Clerk's utility costs October)	£25.00
531	M. S. Woods (Remembrance Day wreath)	£50.00
532	P. Hallas (village maintenance and shed repairs September)	£247.50
532	P. Hallas (fuel for use in strimmers/lawnmowers)	£22.98
533	Emerald Garden and Tree Maintenance (footpath maintenance May & Sept)	£310.00
534	VA-L Trading (payroll) (national pay award)	£103.14
S/O	VA-L Trading (payroll) (30th September)	£624.89

Total

£1,397.90

196/20 **Local Centres Programme** – ward councillor Matthew Robinson still pursuing with LCC.

197/20 **Recreation Centre** – still awaiting response from trustees regarding concerns about structural integrity.

198/20 **Village Hall** – latest letter from Parochial Church Council noted. Still concerns about lack of engagement and the extent of refurbishment work that is now apparently needed. DF to raise at Annual Parochial Church Meeting on 19th October.

Action: DF.

199/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 9th November 2020 at 7:00pm.**

200/20 **The Chairman closed the meeting at 8:26pm.**

Signed: _____ Dated: _____