

SHADWELL PARISH COUNCIL

***Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 9th November 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) (Apologies)	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) (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, a resident and another resident's representative.

The Chairman opened the meeting at 7:06pm.

201/20 **Apologies for absence** – apologies from DF and NT received and approved.

202/20 **Declarations of interest** – none.

The Chairman suspended the meeting at 7:08pm to receive questions, requests and comments from members of the public.

203/20 **Planning application 20/05749/FU (as amended) 17 Ash Hill Lane – variation of condition 4 (windows) to application 17/04154/FU to remove the requirement for obscure glazing on upper west elevation of extension** – the applicant explained his reasons for seeking the variation and his concerns about the objection lodged by the Parish Council after the 12th October meeting. A representative of a nearby resident explained why in that resident's opinion condition 4 should not be varied and that the requirement for obscure glazing should be retained. The Chairman thanked both speakers for their contributions and indicated that councillors would discuss the matter later in the meeting (see 204i/20, below).

Both speakers left and the Chairman reconvened the meeting at 7:40pm.

204/20 **Planning**

- i. **20/05749/FU – 17 Ash Hill Lane** – following on from the representations outlined in 203/20 above, resolved to:
 - a) withdraw the objection to the removal of the requirement for obscure glazing to the upper western (rear) elevation of the extension and to defer to LCC on that matter; and
 - b) recommend to LCC that obscure glazing should be installed to both windows on the upper southern (side) elevation of the extension as proposed in drawing 2017-17-02 that accompanied the original application.
- ii. **Parking space adjacent to 141 Main Street** – the Clerk reported on comments that had been received from Planning Enforcement and confirmed that further representations had been made reiterating safety concerns.

- iii. **Planning Enforcement October update** – the schedule showing LCC’s progress with cases was noted.
- 205/20 **Minutes** - the minutes of the meeting held remotely on 12th October were approved and signed by the Chairman. The minutes of the meeting held on 14th September (held over from the October meeting) were also signed by the Chairman.
- 206/20 **Crime**
- i. **Monthly report** - the report from PCSO Barratt was noted. Three crimes were reported during October: a break in at a farm off Main Street and two residential burglaries: one on Gateland Lane and the other on Main Street.
 - ii. **Police attendance at future meetings** – the Clerk reported that the Police have asked to attend parish council Zoom meetings from December onwards, as staff resources allow. Clerk to ensure Zoom invitation is sent for next meeting.
Action: Clerk.
 - iii. **Crime data for Harewood ward** – DP outlined data for the last year that was shared at a recent ONE Forum meeting. The number of robberies fell by nearly 41% compared to the previous year. There was a slight decrease in assaults and a slight increase in domestic incidents reported. Occurrences of anti-social behaviour rose by nearly a quarter to 126.
- 207/20 **Current items outstanding including the Clerk's report**
- i. **Potholes, etc** – none reported this month.
 - ii. **Insurance Claim** – claim has been settled in full.
 - iii. **Remembrance Sunday** – a short COVID-19 secure service was held with around 20 attendees. GW laid wreath on behalf of Parish Council.
 - iv. **Inappropriate parking** – minibus causing concerns at bus terminus was reported to DVLA by Police but has now been moved.
 - v. **Bottle banks** – Clerk confirmed that landlord of Red Lion had been asked to approach pub owners to request they reconsider their decision to require the removal of the bottle banks from the pub car park.
 - vi. **Dog Waste** – LCC have been asked to relocate a waste bin from park onto the verge on Holywell Lane.
 - vii. **YLCA Leeds branch meeting 20th October** – verbal report by Clerk noted.
- 208/20 **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 pursuing.
 - ii. **Missing manhole cover Holywell Lane/Bridle Path Road** – still awaiting replacement; Clerk to chase again with Highways.
Action: Clerk
 - iii. **Pooling of rainwater on Holywell Lane** –still awaiting level survey by Highways.
- 209/20 **Annual Return: Assertions 4 to 6** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.
- 210/20 **Proposed meeting dates 2021-22** – schedule considered and agreed. Clerk to upload to website.
Action: Clerk.
- 211/20 **Finance Committee** – terms of reference reviewed and agreed with one minor amendment.
- 212/20 **ONE Forum meeting 22nd October** – report by DP noted.
- 213/20 **Holywell Lane playground refurbishment** – report received from DF. One charity has turned down an application for funding. An Amazon Smile account has been set up and residents are encouraged to register to the “Shadwell Playground Campaign” so that all orders processed receive a donation.
Action: Clerk to publicise on website and Facebook page.

- 214/20 **Supporting residents** – VV confirmed that contacts are being maintained with vulnerable and elderly residents and that the Red Lion had restarted the support line. To consider options for parish council support at next meeting.
- 215/20 **Christmas decorations** – report received from DF. LCC are not able to supply or install lights/displays for this Christmas. Agreed to check local suppliers and liaise with local shops, pub and other village organisations to try to improve lights and displays and to provide a Christmas tree in the village.
Action: DF.
- 216/20 **Scouts and Guides play area** - still no response from land agent. DF to try contacting again.
Action: DF.
- 217/20 **East Leeds Orbital Road** – recent newsletter has been circulated, no other issues to report.
- 218/20 **Neighbourhood Plan** – DP reported that LCC have published the Regulation 18 Decision Statement which confirms the changes to be made to the plan and that it can proceed to a referendum. Clerk to upload decision statement to website. A local referendum will be arranged as soon as Covid-19 restrictions allow, which is likely to be May 2021.
Action: Clerk.
- 219/20 **Highways**
- i. **Parking outside shops** – 20-minute waiting sign has been installed. Road markings awaited.
 - ii. **Flashing warning signs outside school** – installation still awaited.
Action: Clerk to raise with Highways.
 - iii. **Speed Indicator Devices** – Highways have been asked to turn both devices asap.
- 220/20 **Finance**
- i. **Audit of 2019/20 accounts** – Auditors’ report received - no issues. Notice of conclusion of audit and accounts have been displayed on noticeboard and uploaded to website.
 - ii. **Community Infrastructure Levies** – Clerk confirmed that a payment of £2,842.06 had been received from LCC.
 - iii. **Q2 expenditure against budget and bank reconciliation** – budget position noted – no immediate concerns. Reconciliation to bank account as at 30th September checked and agreed.
 - iv. **Grants requests** – none received.
- 221/20 **Allotments**
- i. **Possible additional site** – DP reported that landowner does not wish to proceed.
- 222/20 **Village Maintenance**
- ii. **Work completed** - the Clerk reported that the contractor completed 16 hours maintenance work during the month. Work included stripping flower beds, removing plant material for composting, assisting with preparing and replanting beds, strimming, checking seats/benches in preparation for cleaning or refurbishment and measuring up for materials to repair Riverside beds and herb beds.
 - ii. **Benches and herb beds** – contractor is to clean benches where required and will begin refurbishment in the spring as the weather allows.
 - iii. **Boundary stone in field near Holywell Lane** – DF and DT have located stone and taken photographs. Options to inscribe and/or protect stone discussed. DF to ask field owner whether Parish Council could erect a low fence around stone to provide some protection.
Action: DF.
 - iv. **Snow clearing** – agreed to continue current hourly-rate arrangements assuming contractor agrees. Clerk to check.
Action: Clerk.

223/20 **Footpaths**

- i. **Repairs to fence/gate at Ring Road entrance to path 102** – contractor aiming to complete by the end of November.
- ii. **Cutting back undergrowth** – contractor to complete “autumn round” shortly.
- iii. **Parish Paths Partnership** – nothing new to report.

224/20 **November risk assessment** – completed by DS – herb beds on Colliers Lane have deteriorated further and there is a deep hole under one of the benches also on Colliers Lane. Clerk to ask contractor to fill in. DS to undertake monthly assessments until further notice.
Action: Clerk and DS.

225/20 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report by DT noted; Library currently closed due to Covid-19 lockdown, but a rota is being prepared for reopening in December.
- ii. **Shadwell in Bloom** – DP reported that autumn planting has been completed. Ward councillor Matthew Robinson is to ask LCC to provide a skip to help remove waste currently stored behind hut. Clerk to ask LCC to provide waste sacks and litter pickers.
Action: Clerk.

226/20 **Correspondence**

- i. **Consultation on Standards in Public Life** – letter from NALC noted; agreed no local response required.
- ii. **Old Brandon Lane** – concerns raised by resident about danger from use by large vehicles noted. Agreed scope for intervention limited because access by commercial vehicles will be required to service dwellings and stables. DP to check signage. Clerk to raise with Highways and feed back to resident.
Action: DP and Clerk.

227/20 **Items for next agenda** – Christmas decorations, bottle banks, support for residents, Recreation Centre, Village Hall, Local Centres Programme, republishing local walks guide, planning permission for external air conditioning units and litter pickers and waste bags.

228/20 **Invoices** – resolved that the following payments should be made:

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

535	M. S. Woods (Zoom monthly subscription)	£14.39
535	M. S. Woods (contributions towards Clerk's utility costs October)	£25.00
536	PKF Littlejohn LLP (external audit of 2019/20 accounts)	£240.00
537	Ripon Farm Services (replacement Stihl AL101 battery charger)	£30.00
538	Dalbys Nurseries Ltd (autumn bedding plants)	£1,179.36
539	S. Dobson (NP website maintenance)	£40.00
540	VA-L Trading (payroll) (Underpayment October - VA-L's error)	£10.00
541	P. Hallas (Village maintenance October)	£176.00
541	P. Hallas (materials for repairs to flower beds)	£69.98
S/O	VA-L Trading (payroll) (1st November)	£641.79

Total **£2,426.52**

229/20 **Local Centres Programme** – no update; Clerk to check progress with Cllr Robinson.
Action: Clerk.

230/20 **Recreation Centre** – no response received to concerns about external condition. Ongoing concerns about long-term future raised again. NT2 to try to make contact with Secretary.

Action: NT2.

231/20 **Village Hall** – feedback from Rev. Young noted. To consider options at next meeting.

232/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 14th December 2020 at 7:00pm.**

233/20 **The Chairman closed the meeting at 9:15pm.**

Signed: _____ Dated: _____