

SHADWELL PARISH COUNCIL

Minutes of the Meeting of Shadwell Parish Council held remotely on Monday, 14th December 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) (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) (Apologies)	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, Harewood ward councillor Matthew Robinson.

The Chairman opened the meeting at 7:08pm.

234/20 **Apologies for absence** – apologies from VV received and approved.

235/20 **Minutes** - the minutes of the meeting held remotely on 9th November were approved and signed by the Chairman.

236/20 **Declarations of interest** – none.

237/20 **Public Participation Session** – Cllr Matthew Robinson gave updates on the following issues:

- i. **Flashing warning signs outside village school** – LCC Highways have confirmed that the location does not meet the required criteria for installation. Other measures (such as a pelican or toucan crossing) do not seem to be viable.
- ii. **Parking bays outside shops** – signage is in place and Highways have confirmed that the marking out of parking bays is scheduled to be completed before Christmas. Once the bays are marked out, parking enforcement officers will begin making regular visits.
- iii. **Local Centres Programme** – official confirmation is still awaited, but it appears that LCC has cut funding and that the Shadwell scheme will not be able to go ahead (see also minute 261, below).

238/20 **Crime**

- i. **Police attendance at meetings** – noted that the police have decided not to contribute to parish council Zoom meetings because of hacking concerns.
- ii. **Monthly report** - the new on-line format was noted. Three crimes were reported in Shadwell during November; Clerk to check details and liaise with PCSO regarding future reporting arrangements.
Action: Clerk.

239/20 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – none reported this month.
- ii. **Bottle banks** – possible alternative site suggested. Clerk to check suitability with LCC Waste Management.
Action: Clerk.
- iii. **Flashing warning signs outside village school** – see minute 237i, above.

- iv. **Old Brandon Lane** – LCC Highways have agreed to review signage to discourage access by unsuitable vehicles.
 - v. **Boundary stone adjacent to Holywell Lane** – DF reported that position of stone is not clear. Clerk to check with resident.
Action: Clerk.
 - vi. **Snow clearing** – awaiting response from contractor. Clerk to chase.
Action: Clerk.
- 240/20 **Items awaiting action by Leeds City Council**
- i. **Drainage problems, Gateland Lane** – no progress; recent heavy rain has exacerbated problems; NT pursuing.
Action: NT.
 - ii. **Missing manhole cover Holywell Lane/Bridle Path Road** – now replaced.
 - iii. **Pooling of rainwater on Holywell Lane** – awaiting level survey by Highways, Clerk to check progress in the spring.
- 241/20 **Annual Return: Assertions 7 and 8** – assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.
- 242/20 **Risk Assessment and Management Arrangements** – reviewed and agreed with no amendments.
- 243/20 **Planning Committee** – updated terms of reference reviewed and agreed.
- 244/20 **Holywell Lane playground refurbishment** – DF reported that grants and gifts totalling over £100,000 have now been secured. The working group are planning for refurbishment to begin in the new year.
- 245/20 **Poinsettias** – DP to arrange collection, DS, NT2 and DF to help with delivery.
Action: DP, DS, NT2 & DF.
- 246/20 **Christmas decorations** – now in place and lots of positive feedback received. Thanks to all those involved. DF to coordinate taking down lights in new year with NT and SIB volunteers. DS to check whether St Gemma’s will collect trees for recycling. Lights and stands to be stored in parish council shed.
Action: DF, NT & DS.
- 247/20 **Scouts and Guides play area** - still no response from land agent. DF to contact again after Christmas.
Action: DF.
- 248/20 **East Leeds Orbital Road** – nothing new to report.
- 249/20 **Neighbourhood Plan** – LCC have confirmed that the local referendum has been timetabled to coincide with the local elections planned for 6th May 2021.
- 250/20 **Highways**
- i. **Parking outside shops** – road markings still awaited (see minute 237ii, above).
 - ii. **Speed Indicator Devices** – still waiting for devices to be turned. Clerk to chase LCC Highways after Christmas.
Action: Clerk.
 - iii. **Tarn Lane/Coal Road junction** – update from ward cllr Matthew Robinson noted.
- 251/20 **Planning**
- i. **Parking space adjacent to 141 Main Street** – no progress. Clerk to chase Planning Enforcement.
Action: Clerk.
 - ii. **Alterations to dwelling within Conservation Area** – LCC have indicated that planning permission is required. To refer to Planning Enforcement.
Action: Clerk.

iii. **Exterior air-conditioning units** – planning constraints noted; agreed to write to resident requesting that units at front of dwelling be re-sited or screened more effectively.

Action: Clerk.

iv. **Planning applications** - the following applications were discussed

a. **20/06401/FU – Oakfield House, Roundhay Park Lane** – New wall and access drive – agreed not to object, but to express concerns that the proposed new entrance would be very close to the driveway to Oakhill (to the south) and that an additional entrance could exacerbate hazards for both drivers and pedestrians on what is a narrow and very busy length of road.

b. **20/07396/FU – 24 Shadwell Park Drive** – First floor side extension, single storey front extension, single story rear extension – agreed no objection.

c. **20/07441/FU – 23 Shadwell Park Drive** – Part two storey, part single storey side extension with first floor balcony to rear and ground floor canopy to front – agreed not to object, but to express concerns that the 1st floor balcony could allow overlooking of nearby properties.

d. **20/07223/FU – 468 Shadwell Lane** – Single storey side extension, two storey side/rear extension – agreed not to object, but to express concerns about the scale of the extensions and whether the proposed cladding is appropriate in that locality.

e. **20/07617/FU – 7 Shadwell Park Avenue** – Alterations including single storey side/rear extension incorporating access ramp to front and rear – agreed no objection.

f. **20/07726/FU – 15 Gateland Lane** – Alterations including single storey side extension – agreed no objection.

Action: Clerk to submit comments through LCC's planning portal.

252/20 Finance

i. **Grant request by Shadwell Local History Society** – grant for £200 towards republishing costs of footpath booklet agreed.

253/20 Allotments

i. **Insulating allotment tap** – NT reported that village maintenance contractor is to insulate tap this week. To liaise with allotment users regarding turning off water supply over the winter.

Action: NT.

254/20 Village Maintenance

ii. **Work completed** - the Clerk reported that the contractor completed 16 hours maintenance work during the month plus 4½ hours helping to put up Christmas lights. Maintenance work included checking grit bins, stinging and tidying herb beds, collecting and delivering plants, assisting in repairs to allotment tap, assisting with emptying hanging baskets, cleaning down benches, making safe a trip hazard and clearing rubbish and plant remains.

ii. **Hedge bordering south side of Recreation Centre** – contractor still to cut back.

255/20 Footpaths

i. **Footpath booklet** – DT reported that Shadwell Local History Society have arranged for the booklet to be reprinted.

ii. **Repairs to fence/gate at Ring Road entrance to path 102** – still not completed. Clerk to chase contractor.

Action: Clerk.

256/20 **December risk assessment** – completed by DS – no new issues, NT reported that work to repair Colliers Lane herb beds is expected to start in January. DS to undertake monthly risk assessments until further notice.

Action: DS.

257/20 Reports from Council Representatives on Local Committees and Forums

i. **Shadwell Independent Library, Arts Centre and Café** – verbal report by DT noted; Library has reopened and is being well used, with enough volunteers in place. Last opening day before Christmas will be 23rd December.

- ii. **Shadwell in Bloom** – report by NT noted.

258/20 **Correspondence**

- i. **Stile on path between Bay Horse Lane and Shadwell** – email from resident noted. Agreed to ask contractor to install an extra step on stile.
Action: Clerk.
- ii. **Electric vehicle charging infrastructure** – funding opportunities for on-street charging points noted. Clerk to research for next meeting.
Action: Clerk.

259/20 **Items for next agenda** – Christmas decorations for 2021, bottle banks, Local Centres Programme, Village Hall, Recreation Centre, 2021 budget and council tax precept.

260/20 **Invoices** – resolved that the following payments should be made:

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

542	Stockeld Farms Ltd (Christmas trees for village displays)	£492.00
543	Cheque cancelled	--
544	K. Hicks (lights for Christmas displays)	£200.94
545	M. S. Woods (Zoom monthly subscription)	£14.39
545	M. S. Woods (stamps)	£15.60
545	M. S. Woods (contributions towards Clerk's utility costs November)	£25.00
546	B. Turner Landscapes Ltd (batteries, cable ties and labour - Christmas lights)	£176.45
547	D. Ford (Christmas tree stands)	£99.96
548	Society of Local Council Clerks (annual subscription)	£130.00
549	S. Dobson (resolving issues with website contact forms, upgrades and maintenance)	£120.00
550	Office Depot (printer/photocopying paper)	£36.29
551	P Hallas (village maintenance and erecting Christmas lights)	£225.50
552	Shadwell in Bloom (reimbursement for skip hire)	£230.00
553	Shadwell Local History Society (grant towards reprint of footpath booklet)	£200.00
D/D	Business Stream - allotment water charges	£58.41
S/O	VA-L Trading (payroll) (1st December)	£641.79
Total		£2,666.33

261/20 **Local Centres Programme** – concerns expressed about apparent withdrawal of funding (see minute 237iii, above). Agreed to write to Leeds City Council's Chief Executive to request that programme be reinstated.

Action: Clerk.

262/20 **Recreation Centre** – NT2 reported that the Secretary has agreed to organise a trustees' meeting shortly.

263/20 **Village Hall** – DF reported that internal electrical work, including the installation of alarms, seems to be continuing. No indication yet as to when the hall will reopen.

264/20 **Agreed that the next Parish Council meeting will take place remotely using the Zoom platform on Monday, 11th January 2021 at 7:00pm.**

265/20 **The Chairman closed the meeting at 8:58pm.**

Signed: _____ Dated: _____