

## SHADWELL PARISH COUNCIL

*Draft Minutes of the Meeting of Shadwell Parish Council  
held remotely on Monday, 8<sup>th</sup> March 2021 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) (Present)	0788 873 4464
Geoffrey Wilson (GW) (Present)	0113 273 7164

Clerk: Mike Woods 0775 171 8483  
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In attendance - the Clerk and, for part of the meeting, two members of the public.

*The Chairman opened the meeting at 7:02pm.*

331/20 **Apologies for absence** – none.

332/20 **Minutes** - the minutes of the meeting held remotely on 8<sup>th</sup> February 2021 were approved and signed by the Chairman.

333/20 **Declarations of interest** – none.

334/20 **Public Participation Session**

- i. **Village Show** – two members of a newly-formed village group explained their proposals for the continuation of the annual show should the members of Shadwell Horticultural Society vote to wind up the Society at their forthcoming meeting later this month. Planning is still at an early stage, but initial proposals are to move towards a more general show with a wider range of activities that would appeal to families and encourage greater community involvement. A number of small-scale community events could be held before a larger village show in summer 2022. Councillors indicated their informal support for the new approach and asked to be kept informed of progress. The Chairman thanked the two attendees for their presentation.

335/20 **Crime**

- i. **Monthly report** – no crimes were recorded by the police in Shadwell during February.
- ii. **PACT meeting 18<sup>th</sup> February** – DP reported on the annual crime statistics for Harewood ward. Burglaries, robberies, thefts from vehicles and criminal damage all reduced significantly compared to the previous year, but there was a small increase in thefts of motor vehicles and a slightly larger increase in domestic incidents, the latter possibly as a result of the Covid-19 restrictions.

336/20 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – potholes reported on Ash Hill Lane, Crofton Rise and Winn Moor Lane have been filled. Clerk to report new potholes on Main Street and on Winn Moor Lane.  
**Action:** Clerk.
- ii. **Boundary stone adjacent to Holywell Lane** – DF and resident still to visit site.  
**Action:** DF.

- iii. **Dog fouling and control of dogs** – Clerk to request further no-fouling stickers from Dog Warden service for DF to distribute. Recent incidents of dogs not under proper control have been reported. Clerk to report to police.  
**Action:** Clerk & DF.
- iv. **Wetherby Road/Carr Lane bus stops** – no progress on refurbishment; Clerk to monitor and follow up as required.
- v. **Publicising services** - positive feedback to website and social media posts explaining the Parish Council's efforts during recent bad weather noted. Recent social media posts suggest that Parish Council's role in controlling litter is not fully understood. Clerk to contact organiser of newly formed litter-picking group to offer support and to update the group on the activities already taking place. In addition, to post information about litter-picking (including warnings about asbestos) on social media and website.  
**Action:** Clerk.
- vi. **Waste bin opposite 98 Main Street** – no replacement yet.

**337/20 Items awaiting action by Leeds City Council**

- i. **Parking spaces outside shops** – road markings now in place.
- ii. **Flooding on Shadwell Lane** – LCC contractors have been clearing ditches and culverts under road. To monitor in case of further problems (All).

338/20 **Shadwell Horticultural Society** – see item 342i/20, above.

339/20 **YLCA Leeds Branch meeting 16<sup>th</sup> February** – verbal report by Clerk noted.

340/20 **Town and Parish Council Forum meeting, 25<sup>th</sup> February** – verbal report by DP noted; Clerk to post warnings regarding far-right groups on website as requested by LCC.  
**Action:** Clerk.

341/20 **Code of Members' Standards** – reviewed; resolved to readopt without amendments.

342/20 **Publication scheme** – reviewed; resolved to readopt with minor amendments. Clerk to republish on website.  
**Action:** Clerk.

343/20 **Social Media Policy** – reviewed; resolved to readopt without amendments.

344/20 **Bottle banks** – no formal response received, but reinstatement at previous site appears unlikely even with support from the Parish Council. No other possible sites identified.

**345/20 Grit bins**

- i. **New bin** - NT confirmed that the recently purchased bin has been filled and sited at Hastings Court.
- ii. **Grit supplies** – NT reported that current stocks of rock salt are adequate. To consider restocking and provision of additional bins in August.  
**Action:** Clerk to add to August agenda.

346/20 **Annual Parish Meeting** – guidance from YLCA noted, agreed to go ahead with the meeting (via Zoom) on Monday, 19<sup>th</sup> April. To publicise on social media, website and noticeboard and to invite questions beforehand. Clerk and DP to finalise arrangements.  
**Action:** Clerk & DP.

**347/20 Holywell Lane playground refurbishment**

- i. **Third-Party Declaration** – Clerk confirmed that the declaration had been completed and passed to the steering group.

- ii. **Progress report** - DF reported that site plans are being finalised and that a further £5,000 has been raised so far from a letter drop in the village. Concerns regarding drainage will be passed to the steering group. Agreed to discuss provision of benches at next meeting. A request to site a beehive in the park was discussed, but it was felt that it would not be an appropriate place.
- 348/20 **Christmas decorations 2021** – DF reported that meeting with LCC officials was helpful, but that the cost of providing lamppost decorations through the full length the village would be high. DP & DF to identify key areas where decorations would have maximum impact.  
**Action:** DF & DP.
- 349/20 **East Leeds Orbital Road** – NT2's report of 5<sup>th</sup> March Forum meeting noted. Concerns expressed regarding recent notification of permanent closure of Coal Road planned for 6<sup>th</sup> April. To ask ward councillor whether closure can be challenged.  
**Action:** Clerk.
- 350/20 **Neighbourhood Plan** – LCC's timetable for the referendum noted. Steering group to consider how best to engage villagers and encourage them to vote.  
**Action:** DP.
- 351/20 **Highways**
- i. **Speed Indicator Devices** – Highways have still not responded to repeated requests; Clerk to escalate.  
**Action:** Clerk.
  - ii. **Parking space adjacent to 141 Main Street** – still awaiting action by Highways Enforcement Section.  
**Action:** Clerk to monitor progress.
- 352/20 **Planning**
- i. **5 & 8 Crofton Terrace** – comments from LCC's Conservation Team now on planning portal. Revised plans to be issued.  
**Action:** to consider revised plans when available.
  - ii. **Planning applications** – none received this month.
- 353/20 **Finance**
- i. **VAT Claim** – the Clerk confirmed that the annual claim was submitted in February for £1,704.30.
  - ii. **Precept** – the Clerk confirmed that the 2021-22 precept was agreed by LCC on 24<sup>th</sup> February 2021.
- 354/20 **Village Maintenance**
- i. **Work completed** - the Clerk reported that the contractor completed 15¾ hours of maintenance work during the month. Work included clearing snow and gritting pavements, refilling grit bins, removing fallen branches, identifying the source of a water leaks at the allotments and helping SIB volunteers to refill flower beds with soil.
  - ii. **Repairs to shed** – NT reported that volunteer is expecting to complete repairs this month.
  - iii. **Replacement equipment** – NT reported that required equipment has been identified and will be ordered shortly.  
**Action:** NT.
  - iv. **Hedge bordering south side of Recreation Centre** – hedge has now been trimmed back by contractor.
- 355/20 **Footpaths**
- i. **Repairs to fence/gate at Ring Road entrance to path 102 and stile on path between Bay Horse Lane and Shadwell** – contractor has indicated that Ring Road repairs will be completed this week. No date yet for repairs to stile.  
**Action:** Clerk to pursue.
  - ii. **Bridle Path** – the fence on the footbridge has been repaired by LCC's PROW team.

356/20 **February risk assessment** – completed by DS – no new issues. NT to ask maintenance contractor to scrub down benches as weather conditions allow. DS to undertake monthly risk assessments until further notice.

**Action:** DS & NT

357/20 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – still closed due to the Covid-19 lockdown, but preparations are being made to reopen when current national restrictions are lifted. It was confirmed that residents' tickets for Leeds Festival 2021 have been allocated to the library.
- ii. **Shadwell in Bloom** – report by NT noted.

358/20 **Training** – DP encouraged councillors to take up training opportunities offered by YLCA. DP to attend NALC on-line course "Building back resilient communities" on 25<sup>th</sup> March.

359/20 **Councillor queries**

- i. **Roundhay Park Road** – DS raised concerns about speeding traffic. Clerk to raise with Highways.  
**Action:** Clerk.
- ii. **Social media** – ES suggested a communication plan should be developed to make better use of social media and raise the profile of the Parish Council. Clerk to bring draft proposals to next meeting.  
**Action:** Clerk.

360/20 **Items for next agenda** – Christmas decorations, communication plan, NP referendum engagement, benches for playground, Local Centres Programme, Recreation Centre, community land and arrangements for 2021 annual parish meeting.

361/20 **Invoices** – resolved that the following payments should be made:

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

564	M. S. Woods (Zoom monthly subscription)	£14.39
564	M. S Woods (Grit bin)	£118.31
564	M. S. Woods (contributions towards Clerk's utility costs March)	£25.00
565	National Association of Local Councils (Training course for Chairman)	£38.93
566	P. Hallas (village maintenance February)	£173.25
S/O	VA-L Trading (payroll) (1st March)	£641.79

**Total** £1,011.67

362/20 **Local Centres Programme** – Clerk reported that ward councillors are to arrange a stakeholder meeting shortly.

363/20 **Community Land** – Clerk confirmed that a letter had been sent to owner. No response yet. DP to explore the possibility of an independent valuation, Clerk to contact agent if no response received from owner.

**Action:** DP and Clerk.

364/20 **Recreation Centre** – Zoom trustees' meeting arranged for 10<sup>th</sup> March. NT, NT2 and GW to attend.

365/20 **Village Hall refurbishment** – Clerk confirmed that letter had been sent to the Parochial Church Council requesting an update on progress, but no reply as yet.

**Action:** DF to seek update from Rev. Young.

**366/20 Agreed that the next Parish Council meeting will be held on Monday, 12<sup>th</sup> April 2021 at 7:00pm, and that the Annual Parish Meeting will be held on Monday 19<sup>th</sup> April at 7:00pm. Both meetings will be held remotely using the Zoom platform.**

**367/20 The Chairman closed the meeting at 8:55pm.**

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