

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 12th April 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
Email: clerk@shadwell-parish-council.org
Website: www.shadwell-parish-council.org

In attendance - the Clerk and, for parts of the meeting, up to four members of the public.

The Chairman opened the meeting at 7:03pm.

A minute's silence was observed to pay respects to HRH Prince Philip, Duke of Edinburgh who died on 9th April.

368/20 **Apologies for absence** – none.

369/20 **Minutes** - the minutes of the meeting held remotely on 8th March 2021 were approved and signed by the Chairman.

370/20 **Declarations of interest**

- i. DT and VV declared an interest in relation to item 18ii(b) on the agenda (planning application for dwellings on land off Bridle Path Road) and took no part in the discussion on that item or in the public participation session.
- ii. ES declared an interest in relation to item 18ii(d) on the agenda (planning application for 10 Manor Court) and took no part in the discussion on that item or in the public participation session.

371/20 **Public Participation Session**

- i. **Planning application 21/0158/DPD** – the applicant and his architect explained and answered questions on their proposals to convert existing barns at Alban Villa, Bridle Path Road to form three new dwellings. The Chairman thanked both attendees for their contributions. (See minute 386/20ii(b) for decision).
- ii. **Planning application 21/01741/FU** – the applicant explained why she is seeking to extend her property at 10 Manor Court and confirmed that she was not planning to use the extra space to expand her pre- and after-school club business. The Chairman thanked the applicant for her contribution. (See minute 386/20ii(d) for decision).

372/20 **Crime**

- i. **Monthly report** – no crimes were recorded by the police in Shadwell during March.
- ii. **PACT meeting 1st April** – report from DP noted. Issues highlighted include:
 - a. **Cars with keyless entry** - are particularly vulnerable to theft. Owners are advised to keep keys in metallic containers when inside their homes.
 - b. **CCTV** – residents with CCTV camera are encouraged to register them with the police.
 - c. **Electric scooters** – it is illegal to use electric scooters on roads, pavements or cycle lanes. Residents are encouraged to report incidents to the police using 101.

- d. **Catalytic convertors** – thefts are occurring mainly in affluent areas. Residents are warned to look out for a 09-registered Ford Focus which may be involved.

373/20 Current items outstanding including the Clerk's report

- i. **Potholes, etc** – potholes reported on Main Street and Winn Moor Lane have been reported. Clerk to report new potholes on Ash Hill Drive.
Action: Clerk.
- ii. **Boundary stone adjacent to Holywell Lane** – DF and resident to visit site shortly.
Action: DF.
- iii. **Dog fouling and control of dogs** –LCC's Dog Wardens have taken action in one case and warnings about keeping dogs under control will be posted on social media shortly. Clerk to obtain further supplies of "no-fouling" stickers.
Action: Clerk.
- iv. **Wetherby Road/Carr Lane bus stops** – still no progress on refurbishment; Clerk to follow up with Metro Leeds.
Action: Clerk.
- v. **Countryside Code** – links to new Code have been publicised on website and social media.
- vi. **Roundhay Park Lane** – a request for traffic calming measures has been made to LCC Highways.

374/20 Items awaiting action by Leeds City Council

- i. **Replacement waste bin** – no progress; may be Metro's responsibility. Clerk to check.
Action: Clerk.

375/20 Annual Parish Meeting 19th April – agenda and arrangements to encourage participation noted.

376/20 Arrangements for future meetings

- i. **Remote meetings** – the Clerk reported that legislation that allows remote meetings will cease to have effect on 6th May and that the Government has indicated that the provisions will not be extended.
- ii. **Revised meeting arrangements** – agreed to reschedule the Annual Meeting of the Parish Council for Tuesday, 4th May 2021 to enable the meeting to be held remotely. Dates for future meetings to be considered at the 4th May meeting.
- iii. **Delegated powers** - agreed to grant Clerk temporary delegated powers from 7th May 2021 to 31st July 2021 to allow business to continue if physical meetings are not possible due to Covid-19 concerns. Scheme of delegation to be added to Standing Orders and made available on website.
Action: Clerk.

377/20 Christmas lights – quote from LCC for 18 motifs on lampposts (£9,252) agreed. Clerk to confirm arrangements with Leeds Lights Manager.
Action: Clerk.

378/20 Social media communication plan – reviewed and agreed. Clerk to implement.
Action: Clerk.

379/20 Annual Parish Meeting – guidance from YLCA noted, agreed to go ahead with the meeting (via Zoom) on Monday, 19th April. To publicise on website and noticeboard and to invite questions beforehand. Clerk and DP to finalise arrangements.
Action: Clerk & DP.

380/20 Holywell Lane playground refurbishment

- i. **Third-Party Contribution** – Clerk confirmed that Veolia Trust had confirmed receipt of Third-Party Contribution.
- ii. **Progress report** – DF reported that work is scheduled to start in May. LCC are going to arrange transfer of grants. Take up of sponsorship plaques has been encouraging and efforts are continuing to secure sponsorship from local businesses.
- iii. **Benches** – agreed to consider provision at a later date once need is established.

381/20 **East Leeds Orbital Road** – DP reported on recent forum meeting. Skelton Lane is now closed until August and the A64 junction of Thorner Lane is to be closed permanently from October. Farm gate and access for pedestrians and cyclists to be provided at A58 entrance to Coal Road.

382/20 **Neighbourhood Plan** – DP reported that steering group are arranging banners and a leaflet drop to raise awareness ahead of referendum on 6th May. All eligible residents are encouraged to vote.

383/20 **Litter**

i. **Litter pickers** – indicative prices noted. Agreed to purchase 20 new litter pickers and a similar number of hoops for litter bags if available; Clerk to arrange.

Action: Clerk.

ii. **Lilac litter collection bags** – Clerk to arrange for supplies to be delivered to ES for wider distribution in the village.

iii. **Litter champion** – Clerk to contact creator of newly-established Facebook group.

384/20 **Highways**

i. **Speed Indicator Devices** – the Clerk reported that the devices have now been turned.

ii. **Parking space adjacent to 141 Main Street** – still awaiting action by Highways Enforcement Section.

Action: Clerk to monitor progress.

385/20 **Planning**

i. **Publicising planning applications** – agreed not feasible to publicise on Parish Council website or social media because of timing issues and need to maintain neutrality.

ii. **Planning applications** – the following applications were considered:

a. **20/08059/FU/NE – 8 Crofton Terrace** – single-storey front extension; conversion of garage to habitable room; raising of roof height (**revised plans**) – agreed to **object** to the proposal for charred timber cladding on the rear wall of the extension on the grounds that it would be unsightly, not in keeping with surrounding dwellings and a potential fire risk.

b. **21/01588/DPD – Alban Villa, Bridle Path Road** - conversion of existing barns into three dwellings including removal of non-convertible barns – agreed to **object** on the grounds that the road is used extensively by ramblers, dog walkers and horse riders and three new dwellings would add to congestion and make access more difficult for existing residents and other users. Such a development would also be inappropriate when the future of Alban Villa itself has not been determined.

c. **21/01660/FU/NE – 3 Ash Hill Gardens** – two storey front extension – **no objection**.

d. **21/01741/FU/NE – 10 Manor Court** – first floor side extension with balcony to rear, single storey rear extension – **no objection**.

e. **21/02013/FU/NE – 2 Crofton Rise** – single storey rear extension and landscaping to rear garden - **no objection**.

f. **21/02323/FU/NE – 24 Shadwell Park Drive** – single storey rear extension and alterations including front porch infill and new roof to existing extension – **no objection**.

Action: Clerk to submit comments/objections through LCC's Planning Portal.

386/20 **Finance**

i. **Precept** – the Clerk confirmed that the precept and council tax support grant for 2021-22 have been received.

ii. **Annual return and internal audit** – the Clerk confirmed that arrangements are in place for an internal audit prior to finalising the 2020-21 accounts.

iii. **Grants** – Shadwell Local History Society request for a grant of £250 towards the cost of reprinting 'Shadwell and It's People' – agreed.

387/20 **Village Maintenance**

i. **Work completed** - the Clerk reported that the contractor completed 24¼ hours of maintenance work during the month. Work included collecting and distributing compost, repairs to leaking tap at

allotments, cutting back and removing fallen branches, erecting signs and collecting and preparing wood for new planters, repairs to flower beds and refurbishment of benches.

- ii. **Repairs to shed** – NT reported that repairs are now complete, apart for some cosmetic work which will be completed shortly.
- iii. **Replacement equipment** – NT reported that equipment has been ordered and will be collected later this month.
- iv. **Asset register** – the Clerk reported that equipment was checked with NT on 6th April. Revised register reviewed and agreed with minor amendments.
- v. **Bench on Colliers Lane** – has been removed by contractor for repairs.

388/20 Footpaths

- i. **Repairs to gates and stiles** – new gate and fencing now in place at Ring Road entrance of path 102. Contractor to install more robust catches and hinges. No date yet for repairs to stile on path 111.
Action: Clerk to pursue with contractor.
- ii. **Signs** – wording for signs at entrance of path 102 discussed. Clerk to obtain quote for supply and installation of permanent signs.
Action: Clerk.

389/20 **April risk assessment** – completed by DS – several benches still need cleaning. NT confirmed that contractor has them on his work schedule. DS to undertake monthly risk assessments until further notice.

Action: DS.

390/20 **Training** – verbal report on YLCA course “Building back resilient communities” on 25th March noted.

391/20 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Independent Library, Arts Centre and Café** – reopening on Wednesday and Saturday mornings.
- ii. **Shadwell in Bloom** – report by NT noted.

392/20 Correspondence

- i. **New Code of Conduct** – new code recommended by NALC noted. Clerk to prepare a bespoke version for consideration at a future meeting.
Action: Clerk.

393/20 Councillor queries

- i. **Anti-social behaviour** – DT outlined recent incidents linked to one individual. Agreed that Clerk should write to landlord and agent.
Action: Clerk.
- ii. **Restarting committee meetings** – raised by DS; agreed to discuss at next meeting.
- iii. **Safety issues crossing Ring Road (path 102)** - raised by GW; agreed to discuss at next meeting.

394/20 **Items for next agenda** – NP referendum, Local Centres Programme, Recreation Centre, community land, arrangements for future meetings, restarting committee meetings and safety issues on Ring Road.

395/20 **Invoices** – resolved that the following payments should be made:

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

567	Veolia ES UK Ltd (Third party contribution - playground project)	£7,500.00
568	Cheque cancelled	-
569	M. S. Woods (Zoom monthly subscription)	£14.39
569	M. S Woods (Microsoft Office subscription)	£113.76
569	M. S. Woods (contributions towards Clerk's utility costs April)	£25.00
570	Yorkshire Local Councils Associations (annual subscription)	£572.00
571	B. Turner Landscapes Ltd (hedge cutting at Recreation Centre)	£45.00
572	P Hallas (hours worked March)	£266.75
572	P. Hallas (materials for repairs to flowerbeds)	£24.96
573	Shadwell Local History Society (grant)	£250.00
S/O	VA-L Trading (payroll) (1st April)	£641.79
Total		£9,453.65

396/20 **Local Centres Programme** – no update available. Clerk to check with ward councillor.

397/20 **Community Land** – land now sold subject to contract. Agents have been asked to inform the Parish Council should the sale fall through.

398/20 **Recreation Centre** –NT2 and GW reported that application to register the centre as a charity is to be submitted shortly.

399/20 **Village Hall refurbishment** – no update available.

Action: DF to check with Rev. Young.

400/20 **Future meetings**

i. **Annual Parish Meeting** – to be held at 7:00pm on Monday 19th April.

ii. **Annual Meeting of the Parish Council** – to be held at 7:00pm on Tuesday, 4th May.

Both meetings will be held remotely using the Zoom platform.

401/20 **The Chairman closed the meeting at 9:15pm.**

Signed: _____ Dated: _____