

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held remotely on Monday, 4th May 2021 using the Zoom platform.
(Subject to confirmation)**

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Apologies)	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) (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 parts of the meeting, two members of the public.

The Chairman opened the meeting at 7:07pm.

- 1/21 **Election of Chairman** – resolved to appoint Debbie Potter as Chairman for the coming year.
- 2/21 **Amendments to declarations of disclosable pecuniary and other interests (DPIs)** – no amendments declared.
- 3/21 **Chairman’s declaration of acceptance of office** - signed by DP; to be posted to Clerk for countersignature.
- 4/21 **Apologies for absence** – apologies were received and approved from DT, DF & VV.
- 5/21 **Election of Vice Chairman** – resolved to reappoint Denise Trickett as Vice Chairman for the coming year.
- 6/21 **Appointments to committees, sub-committees and working groups** – resolved to make the following appointments:
- Finance Committee: DP, GW, VV, NT and NT2, with DP as chairman.
 - Planning Committee: DT, NT2, DF, DS and ES with M. Wilford as community representative and DT as chairman.
 - Village Maintenance Committee: NT, DP, DF and NT2, with NT as chairman.
 - Personnel Committee: DP, DT, DF & ES with DP as chairman.
 - Four-Year Plan Working Group: DP, DT, ES, NT2 and VV.
 - Newsletter Working Group: DP, DS, Lesley Beales and the Clerk.
- 7/21 **Representatives to outside bodies** – resolved to make the following appointments:
- Town and Parish Council NE Forum – DP.
 - PACT – NT2, DP and DS (as available).
 - YLCA – the Clerk.
 - ELOR Forum – NT2, DP and DS (as available)
 - Library Committee – Chairman.
- 8/21 **Minutes** - the minutes of the Parish Council meeting held on 12th April 2021 were approved and signed by the Chairman.

- 9/21 **Declarations of interest** – none.
- 10/21 **Public participation session** – no questions or comments.
- 11/21 **Duke of Edinburgh** –DF is understood to have represented the Parish Council at the recent memorial service at St Paul’s Church. Clerk to “sign” the electronic Book of Condolence if still open.
- 12/21 **Crime**
- i. **Monthly report** – no crimes were recorded by the police in Shadwell during April. Concerns expressed regarding LCC’s recent replacement of stolen flag stones on Main Street with tarmac. Agreed to consider making a financial contribution to ensure like-with-like replacement should any further incidents occur. Clerk to contact Highways. NT to check possible source of replacements.
Action: Clerk & NT.
- 13/21 **Current items outstanding including the Clerk's report**
- i. **Potholes, etc** - Clerk still to report new potholes on Ash Hill Drive, plus further potholes on Strickland Close and Winn Moor Lane.
Action: Clerk.
 - ii. **Boundary stone adjacent to Holywell Lane** – DF and resident have visited site. DP to pass on ownership details of field to allow DF to make contact.
Action: DP & DF.
 - iii. **Dog fouling and control of dogs** – Clerk to check whether further supplies of warning stickers and leaflets are required.
Action: Clerk.
 - iv. **Wetherby Road/Carr Lane bus stops** – still no progress on refurbishment; Clerk to follow up with Metro Leeds.
Action: Clerk.
- 14/21 **Items awaiting action by Leeds City Council**
- i. **Replacement waste bin** – no progress; may be Metro’s responsibility. Clerk still to check.
Action: Clerk.
 - vi. **Roundhay Park Lane** – no response yet to request for traffic calming measures. Clerk to follow up with Highways.
Action: Clerk.
- 15/21 **Arrangements for future meetings**
- i. **High Court hearing** – noted that the High Court has confirmed that the legislation allowing remote meetings will cease on 7th May and that future parish council meetings will need to be held in person.
 - ii. **Revised meeting arrangements** – agreed to cancel June meeting and to resume in-person meetings in July having regard to any Covid-19 restrictions and guidance then in place. Clerk to check whether Recreation Centre is available and to conduct risk assessment (see also 36/21, below).
Action: Clerk.
- 16/21 **Christmas lights** – Clerk confirmed that LCC have completed the preparatory work on lamp posts.
- 17/21 **Holywell Lane playground refurbishment**
- i. **Progress report** – Clerk confirmed that work is expected to begin in June and that first phase is expected to be completed before the start of the school summer holidays.
- 18/21 **East Leeds Orbital Road** – nothing new to report. Agreed to seek Highway traffic surveys on local roads to establish baselines as evidence to counter possible use as rat-runs as ELOR nears completion.
Action: Clerk.

- 19/21 **Neighbourhood Plan** – DP confirmed that banners have been put up and leaflets delivered to raise awareness of referendum on 6th May.
- 20/21 **Litter**
- i. **Litter pickers** – Clerk to order new litter pickers and hoops for litter bags.
Action: Clerk.
 - ii. **Litter collection** – Clerk confirmed that he had contacted organiser of new Facebook group and had arranged for a supply of lilac waste collection bags to be delivered direct.
- 21/21 **Highways**
- i. **Speed limits** – response by Clerk to recent social media comments noted. Still awaiting results of trials by Leeds City Council in other areas. Clerk to check progress.
Action: Clerk.
 - ii. **Safety issues on Ring Road** – GW raised concerns regarding dangers of crossing the Ring Road at the entrance/exit of path 102 due to increasing speed and volume of traffic. Agreed to write to Highways to request suitable pedestrian crossing.
Action: Clerk
 - iii. **Parking space adjacent to 141 Main Street** – still awaiting action by Highways Enforcement Section.
Action: Clerk to chase.
- 22/21 **Planning**
- i. **Planning applications** – the following applications were considered:
 - a. **21/02392/FU/NE – 131 Main Street** – alterations including single-storey rear extension; dormer windows to rear and new pitched roof to detached garage – **no objection**.
 - b. **21/2550/FU/NE – 75 Ash Hill Drive** – part two-storey, part single-storey side extension; raised decking to rear – **no objection**, but decking should be constructed to minimize any overlooking of adjacent property.
 - c. **21/02732/FU/NE – 2 Shadwell Park Avenue** – alterations involving part two-storey and part first floor side extension and detached garage to rear – **no objection**.
Action: Clerk to submit comments through LCC’s Planning Portal.
- 23/21 **Finance**
- i. **2020/21 Outturn** – Outturn against Budget considered, and variations noted. No matters of concern.
 - ii. **Q4 reconciliation to bank account** – reconciliation to bank statement as at 31st March 2021 confirmed and initialled by Chairman.
 - iii. **Annual Governance and Accountability Return** – the Clerk reported that the 2020/21 accounts had been completed and the Return would be forwarded to internal auditor shortly.
Action: Clerk.
 - iv. **Insurance renewal** – Not yet received. Agreed to renew provided no above-indexation increase.
Action: Clerk to arrange.
- 24/21 **Village Maintenance**
- i. **Work completed** - the Clerk reported that the contractor completed 25 hours of maintenance work during the month. Work included putting up NP referendum banners, assisting with asset register check, fabricating new flower beds, cleaning signs and benches, wood-staining hut, putting in place new planters, repairs and refitting bench seat, making safe damaged barbed wire fence, tidying flower beds and removing spoil and rubbish.
 - ii. **Repairs to shed** – NT confirmed that repairs are now complete.
 - iii. **Replacement equipment** – NT reported that supplier is still awaiting delivery of some items. NT to collect from supplier when order is complete.
Action: NT.
- 25/21 **Footpaths**
- i. **Repairs to gates and stiles** – repairs now complete.

- ii. **Signs for Path 102** – social media responses to recent Facebook post noted. Agreed permanent signage needed to discourage vandalism and to affirm that path is a footpath not a bridleway. Clerk and DP to finalise wording, Clerk to arrange quotes.
Action: DP & Clerk.

26/21 **May risk assessment** – completed by DS – no new issues.

27/21 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – nothing new to report.
- ii. **Shadwell in Bloom** – [report](#) by NT noted.

28/21 **Correspondence** – none.

29/21 **Councillor queries** – none.

30/21 **Items for next agenda** – result of NP referendum, Local Centres Programme, Recreation Centre, speed limits, social media, flagstones, condition of vacant farm buildings, footpath signs and spring/summer newsletter.

31/21 **Invoices** – resolved that the following payments should be made:

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

574	M. S. Woods (Zoom monthly subscription)	£14.39
574	M. S. Woods (contributions towards Clerk's utility costs April)	£25.00
575	Northprint (banners & leaflets ahead of Neighbourhood Plan referendum)	£275.00
576	L. Dunne (gate and stile repairs, cutting back hedges, stimming & weedkiller)	£515.00
577	Leeds City Council (Xmas lights - installation of 18 lamp column sensor units)	£6,372.00
578	P. Hallas (village maintenance April including scrubbing down benches)	£258.50
578	P. Hallas (erecting NP referendum banners)	£16.50
578	P. Hallas (materials for repairs to benches)	£71.71
579	Shadwell Playground Campaign (grant - balance of CIL monies as agreed July)	£340.69
S/O	VA-L Trading (payroll) (1st May)	£641.79

Total	£8,530.58
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32/21 **Anti-social behaviour** – further correspondence noted. To continue to monitor and to report any future incidents to relevant authorities.

33/21 **Local Centres Programme** – no update available. Clerk to check current position with ward councillor.

34/21 **Recreation Centre** – no update available, NT2, GW and NT to check progress with secretary.
Action: NT2, GW & NT

35/21 **Village Hall refurbishment** – letter from PCC noted. Decision to hold hire fees at pre-pandemic levels welcomed.

36/21 **Future meetings**

- i. **Next meetings** – agreed to be held **in person (with appropriate Covid-19 protection measures in place) at 6:30 pm (Planning Committee) and 7:00pm (Full Council) on Monday 12th July in the Recreation Centre** (if available).
- ii. **June meetings** – agreed that the meetings planned for 14th June should be **CANCELLED**.

37/21 **The Chairman closed the meeting at 8:40pm.**

Signed: _____ Dated: _____