

SHADWELL PARISH COUNCIL

*Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 12th July 2021 in the Recreation Centre, Holywell Lane
(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) (Apologies)	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.

The Chairman opened the meeting at 7:02pm.

43/21 **Apologies for absence** – apologies were received and approved from NT2 & VV.

44/21 **Minutes** - the minutes of the Parish Council meetings held on 4th May 2021 and 21st June 2021 were approved and signed by the Chairman.

45/21 **Declarations of interest** – none.

46/21 **Public participation session** – none present.

47/21 **Crime**

- i. **Monthly report** – no crimes were recorded by the police in Shadwell during May or June.

48/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** - Clerk confirmed that potholes on Main Street, Ash Hill Lane, Winn Moor Lane and Strickland Close have been reported since the May meeting. Further potholes to be reported on Blind Lane and outside 3 Manor Court.
Action: Clerk.
- ii. **Boundary stones** – DF reported that there is a map which is believed to show the locations of all the boundary stones around the village. DF to arrange to publicise in newsletter and Library.
Action: DF.
- iii. **Dog fouling and control of dogs** – no issues.
- iv. **Wetherby Road/Carr Lane bus stops** – response from West Yorkshire Combined Authority noted. Stops do not meet criteria for shelters or enhanced waiting areas. Agreed to contact LCC to request that encroaching undergrowth should be cut back, and to feed back to resident who initially raised concerns.
Action: Clerk.

49/21 **Items awaiting action by Leeds City Council**

- i. **Replacement waste bin, Main Street** – waste bin lid now removed from bus stop. No prospect of replacement.

- ii. **Roundhay Park Lane** – no response yet to request for traffic calming measures. Clerk pursuing with Highways.
Action: Clerk.
- 50/21 **Arrangements for future meetings**
- i. **Risk assessment** – risk assessment for in-person meetings during Covid-19 considered. Resolved to adopt with no amendments.
 - ii. **Powers delegated to the Clerk** – resolved to rescind with immediate effect.
- 51/21 **Financial Regulations** – agreed that DP would lead on annual review. To report back at a future meeting.
Action: DP
- 52/21 **Scouts and Guides activity area** – DF has attempted to contact agents again, but no response. To liaise with ward councillor to see whether LCC can assist in influencing Lady Elizabeth Hastings Trust.
Action: DF.
- 53/21 **Holywell Lane playground** – DF confirmed that refurbishment is now underway and that much of the new equipment is now in place. Leeds Lord Mayor has agreed to officially reopen the playground on 9th October.
- 54/21 **Newsletter** – no progress; to take forward early autumn.
Action: DP & Clerk.
- 55/21 **The Queen’s Platinum Jubilee Beacons, 2nd June 2022** – guidance noted; DF to liaise with Red Lion and other local stakeholders with a view to putting a local event together.
Action: DF to lead initially, other councillors to provide support as required.
- 56/21 **Social media** – agreed that there is need to celebrate achievements and activities more effectively in the village. To pass content to Clerk to upload to Facebook, etc. Aim to provide updates every fortnight or so throughout the year.
Action: All.
- 57/21 **East Leeds Orbital Road**
- i. **Consultative Forum 7th July** – report from NT2 noted. Feedback on safety issues at Ring Road entrance to path 102 disappointing. To liaise with ward councillor to try to take forward with LCC.
Action: Clerk.
 - ii. **Traffic surveys** – no response to initial email. Clerk to write to Chief Highways Officer.
Action: Clerk.
- 58/21 **Neighbourhood Plan**
- i. **Legal status** – noted that the plan was officially “made” by Leeds City Council on 24th June and will now be taken into account when considering planning applications.
 - ii. **Paper copies** – Clerk reported that quotes are being obtained for paper copies for the Library and for distribution to councillors and other stakeholders. All councillors are encouraged to make themselves familiar with the contents of the Plan.
Action: All.
- 59/21 **Litter**
- i. **Litter pickers** – Clerk reported that availability is currently limited, and quotes obtained seem high. Agreed to source five from each of two on-line suppliers.
Action: Clerk.
- 60/21 **Highways**
- i. **Safety issues on Ring Road** – see 57i/21, above.

- ii. **Parking space adjacent to 141 Main Street** – no response to repeated requests for updates from Highways Enforcement Section. Space seems to be used for storage only.
- iii. **Speed limits** – Clerk reported that ward councillor had indicated that issue would be discussed with LCC's Chief Highways Officer at a meeting later this week.
Action: Clerk to seek feedback.
- iv. **Planned maintenance programme** – LCC's programme for 2022/23 to 2024/25+ noted

61/21 **Planning Committee**

DT reported on the meeting held earlier in the evening. Three applications were considered:

- i. **21/04231/FU - 14 Ash Hill Lane** – First floor front/side extension – no objection.
- ii. **21/04377/FU – 10 Ash Hill Drive** – Single storey side extension – no objection.
- iii. **21/04468/FU – Land at Red Hall Lane** - Residential development comprising 360 new build dwellings, conversion of Old Farmhouse offices into 2 apartments, refurbishment/extension of Gate House, conversion of outbuildings to form garages, bin & cycle store; associated works – not within Parish Council's boundaries, but concerns expressed about the scale and density of development and the impact on surrounding communities. To monitor progress of application.
- iv. **21/04992/FU – South View House, Hobberley Lane** – Garden office shed to front – agreed to object on the grounds that a garden office is not an appropriate development within Green Belt, approval would set an unwelcome precedent and the garden office would exceed the height of the hedge screening the property.

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

62/21 **Finance**

- i. **Notice of public rights and publication of unaudited annual governance & accountability return** – Clerk confirmed that the period for the exercise of public rights in respect of the 2020/21 accounts is due to close on Wednesday, 4th August 2021.
- ii. **External Audit** – Clerk confirmed that Annual Governance and Accountability Return and associated documents were emailed to the External Auditors on 24th June 2021.
- iii. **Grant requests** – the following grants were approved:
 - a. Shadwell Independent Library - £3,000.
 - b. Shadwell Recreation Centre - £500.
 - c. 1st Shadwell Scouts and Guides - £500.

63/21 **Village Maintenance**

- i. **Work completed** - the Clerk reported that the contractor completed 46¼ hours of maintenance work during May and June. Work included cutting grass, strimming, collecting waste plant material, composting, preparing and repairing flower beds and assisting with planting.
- ii. **Replacement equipment** – NT reported that most items have now been delivered and have been distributed around volunteers. Details passed to Clerk for asset register.
- iii. **Flagstones** – NT reported that Shadwell in Bloom have purchased a quantity of Yorkshire stone flagstones for repairs to pavements. Clerk to write to Highways to confirm availability.
Action: Clerk.

64/21 **Footpaths**

- i. **Signs for Path 102** – new mock-up considered. Agreed with minor amendments to wording.
Action: Clerk to obtain estimate.
- ii. **Overgrown paths** – Clerk to ask contractor to do his usual summer round.
Action: Clerk.

65/21 **July risk assessment** – completed by DS, benches near school and near Strickland Avenue need attention, herb beds on Colliers Lane still awaiting repairs. NT to liaise with contractor.
Action: NT.

66/21 **Parish Council surgeries** – agreed to restart monthly surgeries in August. First surgery 10:00 am Saturday, 7th August – GW to attend.

- 67/21 **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Independent Library, Arts Centre and Café** – report by DT noted.
 - ii. **Shadwell in Bloom** – report by NT noted.
- 68/21 **Correspondence**
- i. **YLCA training programme July** – noted.
 - ii. **Foster4Leeds** – email seeking more foster parents in Leeds noted. Agreed to publicise through social media.
Action: Clerk
- 69/21 **Councillor queries**
- i. **Queen’s Award for Voluntary Service** – DT reported that Shadwell Library is to be nominated. Awards will be announced later in the year.
- 70/21 **Items for next agenda** – Christmas lights, doctors’ surgery, Local Centres Programme, Recreation Centre, speed limits, condition of vacant farm buildings, Leeds Compassionate City awards

71/21 **Invoices** – resolved that the following payments should be made:

All payments are made under the General Power of Competence unless stated

Note: *otherwise.*

580	VA-L Trading (year-end fee)	£5.50
581	Came & Company (annual insurance renewal)	£967.28
582	L. Moore (Internal Audit fee)	£30.00
583	B Turner Landscapes Ltd (hanging baskets and barrier baskets)	£3,825.60
584	B K Growers Ltd (bedding plants for summer planting)	£1,478.22
585	M. S. Woods (Zoom monthly subscriptions June & July)	£28.78
585	M. S. Woods (stationery, stamps and mileage)	£37.84
585	M. S. Woods (contributions towards Clerk's utility costs June & July)	£50.00
586	P. Hallas (village maintenance May and June)	£470.25
587	Shadwell Independent Library Ltd (annual grant)	£3,000.00
588	Shadwell Recreation Centre (annual grant)	£500.00
589	1st Shadwell Scouts Group (annual grant)	£500.00
S/O	VA-L Trading (payroll) (1st June)	£641.79
S/O	VA-L Trading (payroll) (1st July)	£641.79
Total		£12,177.05

72/21 **Local Centres Programme** – Clerk reported on 24th June meeting with LCC. Leeds-wide cuts to the programme threaten the viability of Shadwell’s proposed scheme, and LCC are keen to promote actions in response to the Climate Emergency. Clerk to discuss best way forward with ward councillor.
Action: Clerk.

73/21 **Recreation Centre** – application for charitable status proceeding.
Action: NT2, GW & NT to monitor progress.

74/21 **Village Hall** – now taking bookings.

75/21 **Next meetings**
Finance Committee - 7:00pm, Monday, 26th July 2021
Planning Committee – 6:30pm, Monday, 9th August 2021
Full Council - 7:00pm, Monday, 9th August 2021

Please note that the Village Maintenance Committee meeting scheduled for Monday, 26th July has been CANCELLED.

All meetings are held in the Recreation Centre on Holywell Lane and are open to the press and public. National guidance on Covid-19 protection measures will be observed.

76/21 **The Chairman closed the meeting at 8:50pm.**

Signed: _____ Dated: _____