

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 13th September 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) (Apologies)	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.

The Chairman opened the meeting at 7:02pm.

112/21 **Apologies for absence** – apologies from ES received and approved.

113/21 **Minutes** - the minutes of the Parish Council meeting held on 9th August 2021 were approved and signed by the Chairman.

114/21 **Declarations of interest** – none.

115/21 **Public participation session** – no members of the public present.

116/21 **Crime**

- i. **Monthly report** – no update received. **Post meeting note:** no crimes recorded in August.

117/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc** – no potholes reported this month. Road surface at the point Ash Hill Drive splits is being repaired.
- ii. **Litter pickers** – pickers and bag rings have delivered and coordinator of litter picking group has been informed. Other residents may collect from Parish Council hut on Tuesday mornings.
- iii. **Foster4Leeds** – still pursuing publicity material for website and newsletter.
Action: Clerk.
- iv. **Village noticeboard** – contractor has been asked to remove and refurbish. DP to follow up.
Action: DP.
- v. **Cold calling exclusion zones** – guidance to be put on website and in next newsletter. Key point is that CCEZs are suitable for groups of dwellings, not for the village as a whole.
Action: Clerk & DP.

117/21 **Items awaiting action by Leeds City Council**

- i. **Roundhay Park Lane** – no response to letter to LCC's Chief Highways Officer.
Action: Clerk to pursue through ward councillors.

118/21 Allotments

- i. **Annual fees** – the Clerk confirmed that annual fee letters were dispatched in August, and that the majority of fees have been received.
- ii. **Community participation** – agreed to write to allotment holders asking whether they would be prepared to divide their plots to allow greater community participation and reduce the waiting list.
Action: Clerk.

119/21 Financial Regulations – new version based upon recent NALC template considered. Resolved to adopt as presented. Clerk to publish on website.

Action: Clerk.

120/21 Vehicles offered for sale at roadside – legal position noted. To monitor and report any further incidents as necessary.

121/21 Commonwealth war graves – confirmation that there are two war graves in St Paul's cemetery noted. Agreed to write to Rev Young to encourage PCC to engage with Commonwealth War Graves Commission so that a memorial sign can be installed.

Action: Clerk.

122/21 Christmas lights

- i. **LCC Grant** – the Clerk confirmed that a grant of £1,500 had been received. Councillors recorded their thanks to ward Cllr Matthew Robinson for arranging the grant.
- ii. **Switch on and events** – provisional switch on agreed as Friday, 3rd December, subject to LCC having completed installation. Agreed to purchase four Christmas trees (DF to order) and to prepare a "route of lights" which will include garden displays where residents agree. Agreed to distribute plants to elderly residents, as last year. To publicise both events in next newsletter.

Action: DF, DP & Clerk.

123/21 The Queen's Platinum Jubilee – DF confirmed that beacon is in storage. Agreed to pursue picnic lunch, lighting the beacon (site to be decided) and a scarecrow competition. A meal for elderly residents could be arranged for the week before the Jubilee celebrations. DF to approach villagers who may be prepared to assist, VV to prepare list of residents for meal.

Action: DF & VV.

124/21 Leeds Festival 2021 – no significant issues of concern reported.

125/21 Leeds Compassionate City Awards 2021 – NT2 reported that the nomination procedure is complex and time consuming. Agreed not to pursue this year.

126/21 Scouts and Guides activity area – still no response from Elizabeth Hasting Charities. Agreed to pursue when opportunities arise.

127/21 Newsletter – preparatory work underway. DP and Clerk to take forward.

Action: DP & Clerk.

128/21 East Leeds Orbital Road

- i. **Traffic surveys** – still no response to letter to LCC's Chief Highways Officer. Clerk to pursue via ward councillors.

Action: Clerk.

129/21 Neighbourhood Plan

- i. **Paper copies** – still to distribute to ES and NT; further copy to be provided in Library

Action: Clerk.

130/21 External meetings

- i. **Local parishes meeting** – 7:00pm, 15th September in Thorner. DP to attend.
- ii. **PACT Zoom meeting** – 7:00pm 16th September, NT2 attend if available.
- iii. **Scouts and Guides AGM** – 7:00pm, 14th September, NT to attend.

131/21 Highways

- i. **Safety issues on Ring Road** – no response to letter to Highways Chief Officer. Ward councillor Matthew Robinson still to respond to GW's invitation to view the problem on-site.
Action: Clerk to raise both issues with Cllr Robinson.
- ii. **Speed limits** – still awaiting new proposals from LCC.
- iii. **Holywell Lane Playground** – concerns raised by resident regarding parking noted. DF reported that Playground Committee and LCC are aware of the problem and solutions are being sought. Agreed to use social media to discourage inappropriate parking. Clerk to reply to resident and post on social media.
Action: Clerk.

132/21 Planning Committee

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

- i. **21/05951/FU – 3 Park Lane Court** – Single storey rear extension – **no objection**.
- ii. **21/06528/FU – 15 Church Farm Garth** – First floor window opening to rear – **no objection**.
- iii. **21/06258/FU – 29 Ash Hill Gardens** – First floor extension to front with juliet balconies – agreed to object on the grounds that the alterations would be out of character with surrounding houses. **Post meeting note:** this application was withdrawn on 15th September.
Action: Clerk to submit comments through LCC's Planning Portal.

133/21 Finance

- i. **External audit of 2020/21 accounts** – Clerk reported that one query had been dealt with, but still awaiting final report.
- ii. **Grant requests** – none received.
- iii. **Shadwell Horticultural Society** – the society is now being dissolved and has provided two closing donations to the Parish Council: £250 towards event(s) to celebrate of the Queen's Platinum Jubilee and £750 for general horticultural purposes. Clerk to send letter of thanks.
Action: Clerk.

134/21 Village Maintenance

- i. **Work completed** - the Clerk reported that the contractor completed 21¾ hours of maintenance work during August. Work included trimming hedges, strimming verges, clearing undergrowth along path 102 and collecting waste plant material for transport to waste disposal site.
- ii. **Shadwell Lane field** – resident's concerns about Himalayan Balsam noted. DP & DT to visit site, Clerk to check legal position.
Action: DP, DT & Clerk.
- iii. **Weeds growing through gaps in pavements** – NT to ask contractor to apply weedkiller where appropriate.
Action: NT.

135/21 Footpaths

- i. **Signs for Path 102** – quotation noted; agreed to put signs at both entrances. Clerk to circulate wordings for each and to check with contractor regarding installation.
Action: Clerk.
- ii. **Overgrown paths** – path 102 cleared; Clerk to check progress with contractor regarding other paths.
Action: Clerk.

136/21 **September risk assessment** – completed by DS; no new issues.

137/21 **Parish Council surgery** 4th September– GW reported on issues raised:

- i. **Overgrown hedges, Spencer House** – now trimmed back.

- ii. **Gateland Lane** – request for 20mph limit.
Action: Clerk to feed back to residents.
GW to conduct next surgery, 10:00am, Saturday, 2nd October in Shadwell Library.

138/21 **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. See <https://tinyurl.com/8k3ydwzc>.

139/21 **Correspondence**

- i. **Concerns regarding ginnel and parking issues** – email from resident noted. SIB to cut back undergrowth, Clerk to pursue parking issues and feed back to resident.
Action: Clerk & NT.
- ii. **Wetherby Local Care Partnership** – minutes of 8th September meeting noted. VV to attend 3rd November meeting via Teams.
- iii. **Possible Highways adoption of Stocks Hill** – Clerk to contact LCC regarding current position.
Action: Clerk.

140/21 **Councillor queries**

- i. **Stone snake at Red Lion** – noted that many decorations have now deteriorated; agreed no merit in trying to preserve.
- ii. **Playground official opening** – DF confirmed scheduled for Saturday, 9th October. Leeds Lord Mayor to attend.
- iii. **Paving over gardens** – clarification over planning constraints requested.

141/21 **Items for next agenda** – Christmas lights, scarecrow hunt, allotments, weather, Local Centres Programme, Village Hall and Recreation Centre

142/21 **Invoices** – resolved that the following payments should be made:

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

594	M. S. Woods (LCN.com Wordpress annual subscription for website)	£94.74
594	M. S. Woods (Zoom monthly subscription September)	£14.39
594	M. S. Woods (stamps)	£15.84
594	M. S. Woods (contributions towards Clerk's utility costs September)	£25.00
595	P. Hallas (village maintenance August)	£195.25
596	Ripon Farm Services (replacement equipment & fuse)	£2,489.29
S/O	Business Stream (water and sewerage)	£103.00
S/O	VA-L Trading (payroll) (1st August)	£641.79

Total	£3,579.30
--------------	------------------

143/21 **Local Centres Programme** – agreed to go forward with a smaller scheme with greater LCC involvement. Clerk to prepare a note with possible options and to arrange meeting with LCC and ward councillor.

Action: Clerk

144/21 **Recreation Centre** – application for charitable status proceeding. Concerns expressed about the structural integrity of building.

Action: NT2 to raise concerns with secretary.

145/21 **Village Hall** – concerns regarding rent increases and limited access to kitchen facilities noted. To seek meeting with management committee and/or PCC.

Action: Clerk to write to PCC.

146/21 **Future meeting arrangements** – in view of concerns raised about the Recreation Centre and heating issues, agreed to hold future meetings in Shadwell Library until further notice.

147/21 Next meetings

Planning Committee – 6:30pm, Monday, 11th October 2021

Full Council - 7:00pm, Monday, 11th October 2021

Village Maintenance Committee – 6:30pm, Monday, 25th October 2021

Finance Committee – 7:00pm, Monday, 25th October 2021

The above meetings will be held **in Shadwell Library**, Main Street and are open to the press and public. National guidance on Covid-19 protection measures will be observed.

148/21 The Chairman closed the meeting at 9:15pm.

Signed: _____ Dated: _____