

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 11th October 2021 in Shadwell Library, Main Street
(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 – in part)	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 one member of the public.

The Chairman opened the meeting at 7:03pm.

149/21 **Apologies for absence** – apologies from VV received and approved, ES joined the meeting for items 159/21 onwards.

150/21 **Minutes** - the minutes of the Parish Council meeting held on 13th September 2021 were approved and signed by the Chairman.

151/21 **Declarations of interest** – none.

152/21 **Public participation session** – no questions or comments.

153/21 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime were reported during September: a burglary on Strickland Avenue.

154/21 **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 has been repaired.
- ii. **Village noticeboard** – damaged noticeboard has now been removed. Resolved to give Clerk and Chairman delegated authority to purchase replacement noticeboard. Cost not to exceed £1,500.
Action: Clerk & DP.
- iii. **Cold calling exclusion zones** – guidance now on website and to be included in autumn newsletter.
- iv. **Commonwealth War Graves** – PCC have agreed to consider at November meeting.
- v. **Flyposting** – recent incident reported to LCC, and posters now removed.

155/21 **Items awaiting action by Leeds City Council**

- i. **Roundhay Park Lane** – still no response to letter to LCC's Chief Highways Officer. Ward councillor has been asked to pursue.
Action: Clerk monitor progress.

156/21 **Annual Return: Assertions 1 to 3** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

157/21 Policies and procedures

- i. **YLCA training session 29th September** – feedback by Clerk noted; session provided reassurance that policies and procedures in place are appropriate.
- ii. **Equal Opportunities Policy** – reviewed; resolved to readopt without amendments.
- iii. **Code of Conduct** – reviewed; resolved to readopt without amendments.

158/21 Remembrance Day wreath – agreed to order a British Legion civic wreath; GW to lay wreath on behalf of Parish Council.

Action: Clerk & GW.

159/21 Allotments

- i. **Plot 4** – agreed to split vacant plot and offer to first two residents on the waiting list.
Action: Clerk to contact residents.
- ii. **Increasing Community participation** – Clerk reported that letters seeking views on splitting plots had been sent to allotment holders. All respondents wish to continue with whole plots for the moment.

160/21 Shadwell Shows – initiatives by Shadwell Shows group to limit parking problems at events noted. Clerk to continue to liaise with Group on relevant issues.

Action: Clerk.

161/21 Holywell Lane

- i. **Parking problems** – to monitor and continue to use social media to highlight issues.
Action: Clerk.
- ii. **Car Park** – offer by ward councillors to match fund cost of marking out parking bays noted, agreed to decline as unnecessary at present.

Action: Clerk.

162/21 Christmas events

- i. **Update on progress** – DP confirmed arrangements for festive lights at Library and DF confirmed that Christmas trees have been ordered.
- ii. **Switch-on event** – switch on event confirmed for Friday, 3rd December at 6:00pm at the Red Lion. DF to arrange with LCC for lamppost lights to be switched on by LCC at same time. Invitation to be included in “Route of Lights” put in autumn newsletter and to be posted on social media. Resident to arrange for “Shadelf” to make appearances during December.
Action: Clerk & DF.
- iii. **Festive house plants** – for residents 80 and over. DP to order; DS, NT2 and VV to arrange distribution.
Action: DP, DS & VV.

163/21 The Queens’s Platinum Jubilee – Clerk to check whether local events need to be registered. Agreed to resume planning in January.

Action: Clerk

164/21 Scarecrow hunt – agreed to resume planning in January.

165/21 Scouts and Guides

- i. **Activity area** – email from agents noted. To follow up after Elizabeth Hastings trustees have met.
- ii. **AGM** – report by NT noted.

166/21 Newsletter – DP reported that the newsletter is being proof-read and is almost ready for printing.

167/21 East Leeds Orbital Road

- i. **Traffic surveys** – still no response to letter to LCC’s Chief Highways Officer. Ward councillor is pursuing.
Action: Clerk to monitor progress.
- ii. **Road closures** – planned temporary closures of A64 noted.

168/21 Neighbourhood Plan

- i. **Paper copies** – Clerk confirmed that ES and NT now have copies and an extra copy has been provided to Shadwell Library.

169/21 External meetings

- i. **Outer North-East Parish and Town Council Forum** – action points from last meeting noted. Next meeting: 6:30pm, 28th October at Tree Tops. NT2 to attend.
- ii. **PACT Zoom meeting** – 7:00pm 28th October, DF to attend.
- iii. **Leeds Festival Working Group** – meeting to be arranged late October/early November. DP to attend if available.

170/21 Highways

- i. **Safety issues on Ring Road** – ward councillor pursuing on behalf of the Parish Council.
Action: Clerk to monitor progress.
- ii. **Speed limits** – still awaiting new proposals from LCC.

171/21 Planning Committee

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

- i. **21/06921/FU – 6 Old Brandon Lane** - two storey side to existing house and garage conversion to habitable room space – **no objection**.
- ii. **21/06377/FU – 17 Shadwell Park Gardens** – single storey side extension; new pitched roof to ground floor rear extension and single storey side extension – **no objection**.
- iii. **21/06974/FU - Former Oakhill Lodge, Roundhay Park Lane** - two dwelling houses, relocation of access with associated road widening – **agreed to object** on the grounds that the site is within Green Belt, is not in accordance with the objectives of the Shadwell Neighbourhood Plan and there is no evidence that special circumstances should apply.
- iv. **21/07152/FU – 27 Ash Hill Gardens** - single storey extension to front; retrospective application for fence topper to side boundary – **no objection**.

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

172/21 Finance

- i. **Audit of 2020/21 accounts** – External auditor's report noted. Clerk confirmed that the report has been published on the Parish Council website and noticeboard in accordance with regulations.
- ii. **Grant requests** – tennis club: £250.00 agreed.
- iii. **Zoom subscription** – agreed to cancel after this month.
Action: Clerk to arrange.

173/21 Village Maintenance

- i. **Work completed** - the Clerk reported that the contractor completed 14¼ hours of maintenance work during September. Work included clearing undergrowth along pavements, removal of spoil, tidying grassed areas and transporting waste to disposal site.
- ii. **Shadwell Lane field** – legal position confirmed, DP and DT to check site.
Action: DP & DT.

174/21 Footpaths

- i. **Signs for Path 102** – Clerk to confirm wording for sign at Shadwell entrance to path and to obtain quote.
Action: Clerk.
- ii. **Overgrown paths** – Clerk confirmed that contractor has undertaken work to clear footpaths.

175/21 October risk assessment

– completed by DS; bench near school is deteriorating – to refurbish next spring.

Action: NT to arrange with contractor.

- 176/21 **Parish Council surgery 2nd October** – conducted by GW; no attendees.
GW to conduct next surgery, 10:00am, Saturday, 6th November in Shadwell Library.
- 177/21 **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/25x9cc9t> and <https://tinyurl.com/4fm838et>.
- 178/21 **Correspondence** – none.
- 179/21 **Councillor queries**
- i. **Legality of car parking on grass verges** – Clerk to check.
 - ii. **Flexibus service** – raised by resident; Clerk to check.
- 180/21 **Items for next agenda** – Christmas events, allotments, Local Centres Programme, Village Hall and Recreation Centre
- 181/21 **Invoices** – resolved that the following payments should be made:

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

Note:

597	M. S. Woods (Zoom monthly subscription October)	£14.39
597	M. S. Woods (Remembrance Day wreath)	£50.00
597	M. S. Woods (contributions towards Clerk's utility costs October)	£25.00
598	Ripon Farm Services (grass cutting blades)	£94.67
599	PKF Littlejohn LLP (External audit fees 2020/21)	£240.00
600	Shadwell Scout Group (Alarm repairs and rubbish disposal)	£360.00
601	S. Dobson (Neighbourhood Plan website maintenance and domain renewal)	£165.00
602	Stockeld Farms Ltd (Christmas trees)	£648.00
603	Cheque cancelled	£0.00
604	Yorkshire Local Councils Associations	£22.50
605	L Dunne (clearing footpaths, stinging & weedkilling)	£175.00
606	P Hallas (village maintenance September)	£156.75
607	Shadwell Tennis Club (grant approved 11th October)	£250.00
D/D	Business Stream (water and sewerage)	£75.87
S/O	VA-L Trading (payroll) (30th September)	£641.79

Total

£2,918.97

- 182/21 **Local Centres Programme** – no further progress; ES to contact ward councillor.
Action: ES.
- 183/21 **Recreation Centre** – NT2 reported that the secretary is arranging checks on building. Application for charitable status proceeding.
- 184/21 **Village Hall** – Clerk has made contact with new committee. Meeting to be arranged.
Action: Clerk.
- 185/21 **Next meetings**
- Village Maintenance Committee** – CANCELLED
- Finance Committee** – 7:00pm, Monday, 25th October 2021
- Planning Committee** – 6:30pm, Monday, 15th November 2021
- Full Council** - 7:00pm, Monday, 15th November 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.

186/21 **The Chairman closed the meeting at 8:35pm.**

Signed: _____ Dated: _____