

# SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council  
held on Monday, 15<sup>th</sup> November 2021 in Shadwell Library, Main Street  
(Subject to confirmation)**

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Apologies)	0785 028 3529
David Ford (DF) (Present)	0776 050 8890
Daljit Sehmi (DS) (Apologies)	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](mailto:clerk@shadwell-parish-council.org)  
Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

**In attendance** - the Clerk and, for part of the meeting, one member of the public.

*The Chairman opened the meeting at 7:04pm.*

187/21 **Apologies for absence** – apologies from DS and DT received and approved.

188/21 **Minutes** - the minutes of the Parish Council meeting held on 11<sup>th</sup> October 2021 were approved and signed by the Chairman.

189/21 **Declarations of interest** – none.

190/21 **Public participation session** – a resident expressed concerns about a number of highways issues on the eastern length of Main Street, including parking and progress on LCC proposals for a 20mph limit. Concerns also expressed about tags and fasteners apparently discarded by LCC contractors when erecting Christmas lights. The Clerk explained the Parish Council's policies in relation to emails. DP thanked the resident for his contribution.

191/21 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime was reported during October: an instance of criminal damage (probably as a prelude to burglary) on Crofton Terrace.

192/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – no potholes reported this month.
- ii. **Village noticeboard** – Clerk indicated that cost of a new board is likely to exceed the delegated authority limit agreed at last meeting. Resolved to increase to a maximum of £2,000 inc. VAT.  
**Action:** Clerk to obtain quotes and place order.
- iii. **Car parking on grass verges** – Clerk to circulate notes on legal position.  
**Action:** Clerk.
- iv. **Flexibus East Leeds** – Clerk to circulate details of new service.  
**Action:** Clerk.

193/21 **Items awaiting action by Leeds City Council**

- i. **Roundhay Park Lane** – LCC response explaining that highway has a very good injury collision record and does not meet criteria for speed limit reduction or further traffic-calming measures noted. Agreed to pursue if further incidents are reported.

- 194/21 **Annual Return: Assertions 4 to 6** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.
- 195/21 **Policies and procedures**
- ii. **GDPR General Privacy Notice** – reviewed; resolved to readopt without amendments.
  - iii. **GDPR Staff and Councillor Privacy Notice** – reviewed; resolved to readopt without amendments.
- 196/21 **Remembrance Day** – GW confirmed that wreath was laid on behalf of Parish Council. Number of other wreaths laid disappointing.
- 197/21 **Allotments**
- i. **Plot 4** – Clerk reported that resident highest on the waiting list had agreed to take up one of the half plots. Next resident has not yet responded. NT to arrange for the two half plots to be clearly marked out. Clerk to try to contact second resident and arrange contracts.  
**Action:** Clerk & NT.
- 198/21 **Holywell Lane**
- i. **Parking problems** – Clerk confirmed that a further request for considerate parking has been posted on social media.
  - ii. **Car Park** – Clerk confirmed that LCC's request for a financial contribution towards marking out parking bays has been declined. Clerk to check whether LCC are still going ahead.  
**Action:** Clerk
  - iii. **Dogs in Park** – DF confirmed that Playground Committee are arranging for LCC sign prohibiting dogs is to be taken down and replaced with signs asking for dogs to be kept under control. Agreed to write to Committee expressing concerns about health and safety issues of dogs near play area.  
**Action:** Clerk.
- 199/21 **Christmas events**
- i. **Update on progress** – NT2 and DF to meet with landlord of Red Lion on 16<sup>th</sup> November to finalise arrangements for switch-on event on 3<sup>rd</sup> December. Catering budget agreed.
  - ii. **Practical issues** – Christmas trees are to be delivered on 26<sup>th</sup> November. DF to arrange for them to be put up and decorated. DP reported that arrangements have been made for the Christmas lights at the library. Clerk to prepare posters.  
**Action:** Clerk & DF.
  - iii. **Festive house plants** – for residents 80 and over. Order placed; distribution list is being updated. DS, NT2 and VV to arrange distribution.  
**Action:** DP, DS & VV.
- 200/21 **Scouts and Guides Activity area** – no feedback from trustees, DF to email agents.
- 201/21 **Newsletter** – DP reported that the newsletter has been delivered. Resolved to make payment to resident for preparatory work.
- 202/21 **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 and traffic management** – current closures and restrictions noted; agreed to write to contractors to express concerns about visual impact of new footbridge.  
**Action:** Clerk.
- 203/21 **External meetings**
- i. **YLCA Branch Meeting 19<sup>th</sup> October** – verbal report by Clerk noted.
  - ii. **Outer North-East Town and Parish Council Forum and PACT meetings 28<sup>th</sup> October** – verbal report by NT2 noted.

- iii. **Leeds Festival Working Group** – no date yet, DP to check with LCC.  
**Action:** DP.

#### 204/21 Highways

- i. **Safety issues on Ring Road** – ward councillor still pursuing on behalf of the Parish Council.  
**Action:** Clerk to monitor progress.
- ii. **LCC's Planned maintenance programme 2022/25** – noted.

#### 205/21 Planning Committee

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

- i. **21/07887/FU – 29 Ash Hill Gardens** - first floor extensions to front with Juliet balconies – no objection.
- ii. **21/08106/FU – 21 Shadwell Park Grove** – first floor extension to side; balcony to rear – agreed to object on the grounds that that the proposed balcony would overlook adjacent garden causing loss of privacy.
- iii. **21/08279/FU – 19 Ash Hill Gardens** – alterations involving two storey and single storey side and rear extension including two rear dormers – no objection.
- iv. **21/08495/FU – Three Oaks, 3 Hastings Court** – Juliette balcony to gable side for alterations involving loft conversion to habitable accommodation – agreed to object on the grounds that the proposed window and Juliette balcony would overlook neighbouring properties causing a loss of privacy.  
**Action:** Clerk to submit comments through LCC's Planning Portal.

#### 206/21 Finance

- i. **Finance committee meeting 25<sup>th</sup> October** – DP reported that Q2 accounts had been checked and the bank reconciliation as at the end of September confirmed. No matters of concern identified.
- ii. **Grant requests**
  - a. **Shadwell Runners** – £250.00 agreed.
  - b. **Shadwell News** – £250.00 agreed.

#### 207/21 Village Maintenance

- i. **Work completed** - the Clerk reported that the contractor completed 14¼ hours of maintenance work during September. Work included stripping plants from barrier baskets and replanting, emptying planters, collecting removing waste and plant trays, clearing leaves, taking down noticeboard and preparing ditch near library.
- ii. **Shadwell Lane field** – site checked; field is not cultivated but is not causing problems to justify any intervention.
- iii. **Overgrown hedges** – Clerk confirmed that farmer has been asked to cut back hedges along Blind Lane and Gateland Lane. Post meeting note: hedges have now been cut back.

#### 208/21 Footpaths

- i. **Signs for Path 102** – wording for village entrance sign agreed; Clerk to place order for both signs.  
**Action:** Clerk.

209/21 **November risk assessment** – completed by DS; no new issues.

210/21 **Parish Council surgery 7<sup>th</sup> November** – parish councillor delayed; no matters dealt with.  
GW to conduct next surgery, 10:00am, Saturday, 4<sup>th</sup> December in Shadwell Library.

#### 211/21 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/vsc74n73> and <https://tinyurl.com/u3u64zc>

## 212/21 Correspondence

- i. **Bus Service** – response to resident by West Yorkshire Mayor noted, agreed to write to First Bus regarding continuing unreliability and drawbacks of current fare structure.  
**Action:** Clerk.
- ii. **Arium horticultural grants** – conditions noted, NT to pursue on behalf of SIB.  
**Action:** NT.
- iii. **Free trees for public spaces** – offer of minimum 150 saplings by eforests noted, but no sites identified.

## 213/21 Councillor queries

- i. **Shadwell Medical Centre** – NT2 provided an update on progress. Centre is to operate as a satellite from Street Lane Medical Practice in the short term.

214/21 **Items for next agenda** – internal control checklist, vexatious complaints procedure, security issues, climate change, allotments, Local Centres Programme, Village Hall and Recreation Centre

215/21 **Invoices** – resolved that the following payments should be made:

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

608	M. S. Woods (Cartidgesave - replacement printer cartridges)	£155.83
608	M. S. Woods (mileage to/from meeting)	£11.25
608	M. S. Woods (contributions towards Clerk's utility costs November)	£25.00
609	Parish Magazine Printing	£169.50
610	S. Dobson (Neighbourhood Plan website maintenance)	£60.00
610	S. Dobson (Parish Council website maintenance, correcting email and backup)	£220.00
611	Shadwell Independent Library Ltd (room hire for meetings in October)	£20.00
612	Shadwell Scouts Group (replacement padlock)	£88.00
613	P Hallas (village maintenance October)	£236.50
613	P Hallas (gravel for ditch)	£15.54
614	L. Beales (newsletter preparation)	£50.00
615	Shadwell Runners (grant)	£250.00
616	Shadwell News (grant)	£250.00
DD	Business Stream (water and sewerage)	£52.47
DD	VA-L Trading (payroll) (31st October)	£641.79
<b>Total</b>		<b>£2,245.88</b>

216/21 **Local Centres Programme** – no further progress; ES to contact ward councillor.

**Action:** ES.

217/21 **Recreation Centre** – no further progress - application for charitable status still proceeding.

218/21 **Village Hall** – DP & DF reported on meeting with representatives of new committee. Agreed that it would be helpful for a parish councillor to attend Village Hall committee meetings, perhaps on a rolling basis.

**Action:** Clerk to request dates of future committee meetings.

## 219/21 Next meetings

**Planning Committee** – 6:30pm, Monday, 13<sup>th</sup> December 2021

**Full Council** - 7:00pm, Monday, 13<sup>th</sup> December 2021

**Village Maintenance Committee** – 6:30pm, Monday, 10<sup>th</sup> January 2022

**Finance Committee** – 7:00pm, Monday, 10<sup>th</sup> January 2022

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.

220/21 **The Chairman closed the meeting at 9:10pm.**

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_