

# SHADWELL PARISH COUNCIL

## Minutes of the Meeting of Shadwell Parish Council held on Monday, 13<sup>th</sup> December 2021 in Shadwell Library, Main Street

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	0785 028 3529
David Ford (DF) (Apologies)	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) (Apologies)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	0788 873 4464
Geoffrey Wilson (GW) (Apologies)	0113 273 7164

Clerk: Mike Woods 0775 171 8483  
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Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

**In attendance** - the Clerk.

*The Chairman opened the meeting at 7:03pm.*

221/21 **Apologies for absence** – apologies from DF, ES, NT2, VV and GW were received and approved.

222/21 **Minutes** - the minutes of the Parish Council meeting held on 15<sup>th</sup> November 2021 were approved with one amendment (VV was present at the meeting) and signed by the Chairman.

223/21 **Declarations of interest** – none.

224/21 **Public participation session** – no members of the public present.

225/21 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime was reported during November: an attempted burglary at Shadwell Park Court.

226/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – Clerk to report a large pothole on Strickland Close.  
**Action:** Clerk.
- ii. **Village noticeboard** – Clerk confirmed that new noticeboard for community use had been ordered – delivery expected early summer.
- iii. **Car parking on grass verges** – legal position noted; leaflets to discourage inappropriate parking circulated to councillors present.
- iv. **Flexibus** – details of trial service being operated in East Leeds noted.
- v. **7S bus service** – Clerk confirmed that a letter had been sent to Firstbus expressing concerns about recent service failures and current fare structure.

227/21 **Annual Return: Assertions 7 and 8** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control.

228/21 **Policies and procedures**

- i. **Vexatious complaints** – Clerk put forward a new policy for consideration; resolved to adopt as presented.
- ii. **Risk Assessment and Management** – reviewed; resolved to readopt with minor amendments.
- iii. **Grievance and Disciplinary** – reviewed; resolved to readopt without amendments.

- 229/21 **Security** – guidance on personal safety noted. Agreed to purchase a high-security padlock (max £100) to help improve security at shed.  
**Action:** NT.
- 230/21 **Climate Change** – Clerk to prepare summary of NALC guidance for consideration at next meeting.  
**Action:** Clerk
- 231/21 **Allotments**
- i. **Plot 4** – Clerk reported that the two half-plots have now been assigned to the two residents at the top of the waiting list. Clerk to prepare contracts.  
**Action:** Clerk.
  - ii. **Allotment/Recreation Centre car park** – NT confirmed that the large pothole has now been filled.
- 232/21 **Holywell Lane**
- i. **Dogs in Park** – reply by Playground Committee to concerns raised noted. Agreed that dogs should be kept on leads within playground and that signage should reflect that. Also agreed that any signs should not be headed with the parish council logo. Clerk to reply to Committee accordingly.  
**Action:** Clerk.
- 233/21 **Christmas activities**
- i. **Switch-on event 3<sup>rd</sup> December** – event was well received and very well attended. To conduct a full review of event and decorations at next meeting.
  - ii. **Festive house plants for those aged 80 and over** – DS confirmed that list of qualifying residents is being finalised. Plants to be distributed in the next few days.  
**Action:** DS & DP to lead.
- 234/21 **Scouts and Guides Activity area** – DF to update at next meeting.
- 235/21 **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 check progress with ward councillor
  - ii. **New footbridge** – Clerk still to write to contractors to express concerns about visual impact of new footbridge.  
**Action:** Clerk.
  - iii. **Mud on surrounding roads** – regular cleansing rounds seem to have ceased. Clerk to ask contractors to recommence.  
**Action:** Clerk.
- 236/21 **External meetings**
- i. **Outer North-East Community Committee 8<sup>th</sup> December** – minutes not yet available.
  - ii. **Harewood Ward PACT meetings 9<sup>th</sup> December** – feedback from NT2 noted. Attendance at future meetings to be shared between councillors.
- 237/21 **Highways**
- i. **Safety issues on Ring Road** – still no reply from LCC despite ward councillor's best efforts.  
**Action:** Clerk to contact Chief Highways Officer again.
- 238/21 **Planning Committee**
- DT reported on the meeting held earlier in the evening. Three applications were considered:
- i. **21/08543/FU – 11 Gateland Drive** – demolition of existing garage, two storey side extension with single storey rear extension – no objection.
  - ii. **21/08953/FU – 5 Cricketers View** – first floor front extension; dormer to rear – agreed to object on the grounds that the proposed front windows would not be in keeping with surrounding properties

- iii. **21/09067/FU – Woodhouse Farm, Ring Road** – first floor in-fill extension to rear, with juliet balcony and balustrade – agreed to object on the grounds that the proposed first floor extension would detract from the appearance of the building and would have a detrimental impact on what is a non-designated heritage asset.

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

#### 239/21 Finance

- i. **Internal control checklist** – agreed that two councillors should meet with the Clerk in February to go through the checklist. To finalise date and attendees at next meeting.

#### 240/21 Village Maintenance

- i. **Work completed** - the Clerk reported that the contractor completed 20½ hours of maintenance work during November. Work included helping to rebuild compost bins at the allotments, collecting and transporting fallen leaves and other plant waste, clearing brambles and assisting with erecting village Christmas trees and other decorations.
- ii. **Snow clearing** – Clerk confirmed that contractor has agreed to provide snow-clearing services on the same basis as previous years.
- iii. **Rock salt** – Clerk reported that quotations had been sought for the supply of rock salt from several companies but only one had replied. Agreed to accept quotation received.

**Action:** Clerk to order.

#### 241/21 Footpaths

- i. **Signs for Path 102** – Clerk confirmed that order has been placed.

242/21 **December risk assessment** – completed by DS; no new issues.

243/21 **Parish Council surgery 4<sup>th</sup> December** – to receive feedback from GW at next meeting.  
GW to conduct next surgery, 10:00am, Saturday, 8<sup>th</sup> January in Shadwell Library.

#### 244/21 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/tsrayp3s>.

#### 245/21 Correspondence

- i. **Bus Service** – response to resident by Firstbus noted (see also 226v, above).
- ii. **Tree outside Old Hall** – Clerk confirmed that concerns raised by residents have been forwarded to LCC’s Arboricultural Team for action.

#### 246/21 Councillor queries

- i. **Hedge opposite Church Farm Garth** – NT to investigate the feasibility of reducing the height of the hedge.
- ii. **Waste bin for opposite the fish and chip shop** – Clerk to look into LCC’s criteria for waste bin provision.

247/21 **Items for next agenda** – internal control checklist, letters of support for cricket club, communication channels and the use of social media, climate change, allotments, potential use for a redundant shipping container, Local Centres Programme, Village Hall and Recreation Centre.

248/21 **Invoices** – resolved that the following payments should be made:

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

617	M. S. Woods (Post Office Ltd - stamps)	£20.94
617	M. S. Woods (contributions towards Clerk's utility costs December)	£25.00
618	Shadwell Recreation Centre (meetings July - Sept)	£60.00

618	Shadwell Recreation Centre (Allotment rent 2020)	£50.00
619	B Turner Landscapes Ltd (erecting Christmas lights at Library)	£243.00
619	B Turner Landscapes Ltd (tarmac planings for Recreation Centre car park)	£44.82
620	Leeds City Council (hire, installation, maintenance & removal of Xmas motifs)	£4,730.40
621	D. Potter (festive plants for distribution to villagers aged 80 or over)	£358.00
622	Office Depot (printer paper and various items of stationery)	£79.04
623	P. Hallas (village maintenance November)	£214.50
623	P. Hallas (defining boundary on allotment 4)	£11.00
623	P. Hallas (consumables for village maintenance)	£136.99
624	M. Savage (erecting Christmas lights at Library)	£50.00
DD	VA-L Trading (payroll) (30th November)	£641.79
<b>Total</b>		<b><u>£6,665.48</u></b>

249/21 **Local Centres Programme** – ES to report progress at next meeting.

**Action:** ES.

250/21 **Recreation Centre** – no further progress - application for charitable status still proceeding.

251/21 **Village Hall** – Still awaiting feedback from committee on suggestions for improving liaison.

**Action:** Clerk to follow up with committee contact.

252/21 **Next meetings**

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

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

**Planning Committee** – 6:30pm, Monday, 17<sup>th</sup> January 2022

**Full Council** - 7:00pm, Monday, 17<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.

253/21 **The Chairman closed the meeting at 8:45pm.**

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