

SHADWELL PARISH COUNCIL

Minutes of the Meeting of Shadwell Parish Council held on Monday, 17th January 2022 in Shadwell Library, Main Street

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) (Apologies)	0778 885 5168
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Apologies)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Present)	0788 873 4464
Geoffrey Wilson (GW) (Apologies)	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, for part of the meeting, ward councillor Matthew Robinson.

The Chairman opened the meeting at 7:00pm.

254/21 **Apologies for absence** – apologies from DS, NT and GW were received and approved.

255/21 **Minutes** - the minutes of the Parish Council meeting held on 13th December 2021 were approved and signed by the Chairman.

256/21 **Declarations of interest** – none.

257/21 **Public participation session** – ward councillor Matthew Robinson gave updates on the following:

- i. **Local Centres Programme** – meeting held with LCC officers and ES on 14th January. Various options discussed including uniform signage for shops, awnings, community noticeboard, Christmas lighting, benches, planters and bike racks. Drainage issues cannot be included in LCP scheme – need to pursue with Highways. (See also minute 283/21, below).
- ii. **ELOR works affecting A58** – delays at new Red Hall roundabout should ease after next weekend.
- iii. **Traffic surveys** – MR to check with Highways.
- iv. **X99 bus** – MR to pursue the possibility of the route including Shadwell, as it was noted that the service was routed through the village when the A58 was temporarily closed.
- v. **Shipping container** – MR to check on availability/timescales with ELOR chief engineer.
- vi. **20mph limit** – still awaiting Highways' report.
- vii. **Path 102 safety concerns at Ring Road** – MR to raise with LCC Chief Officer.
- viii. **Parking around school** – problems discussed, Parish Council to raise at PACT meeting 10th February.

258/21 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. No crimes were reported in Shadwell during December.

259/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – large pothole on Strickland Close has been patched.
- ii. **7S bus service** – response by Firstbus noted; to monitor and report future service issues.
Action: Clerk.
- iii. **Rock salt** – pallet of forty-nine bags delivered to hut last week.

- iv. **Waste bins** – criteria for provision in Leeds not available online. Clerk to request new bin in Main Street via Environmental Action.
Action: Clerk.
- v. **Tree Outside Hall** – matter being pursued by LCC’s Arboricultural Team. **Post meeting note:** tree has now been felled.

260/21 **Policies and procedures**

- i. **Document Retention Policy** – reviewed; resolved to readopt without amendments.

261/21 **Meeting dates** – proposed dates for 2022-23 agreed. Clerk to upload to website.

Action: Clerk.

262/21 **Climate Change** – summary of NALC survey noted. Clerk to check on actions being taken by LCC and other parishes and DP to raise at next ONE forum. To report back to a future meeting.

Action: Clerk and DP.

263/21 **Allotments**

- i. **Plot 4** – Clerk reported that contracts have been sent to both new tenants; one signed and returned, one still awaited.
Action: Clerk to follow up.
- ii. **Fees** – current fees reviewed; agreed to raise by £5 to £30 (£15 for half plots) for 2022-23. Noted that fees will still be well below those charged by LCC and other nearby parishes.
Action: Clerk to inform tenants.

264/21 **Holywell Lane**

- i. **Signage in park** – DF reported that sign had already been ordered and it is now too late to change wording. To monitor effectiveness.
Action: All.

265/21 **Christmas activities**

- i. **2021 activities** – agreed all went well and worth repeating for 2022. Christmas trees taken down and recycled, lights on Library taken down, lamppost motifs now switched off but LCC still to take down and put into storage. DF to check with Red Lion about catering supplies.
Action: DF.
- ii. **Christmas 2022** – agreed to hold switch on event earlier this year and to try to organise a DJ and a visit by Santa. NT to arrange for Christmas tree stands to be strengthened, but to have fewer trees this year. Agreed to install ten further lamppost motifs. Clerk to arrange with LCC.
Action: NT and Clerk.
- iii. **Festive house plants for those aged 80 and over** – welcomed by residents. Agreed to repeat next Christmas. DS to keep list under review.
Action: DS.

266/21 **Social media** – discussion deferred to next meeting.

267/21 **Cricket Club** – agreed to send letter of support regarding proposed practice nets.

Action: Clerk.

268/21 **Scouts and Guides Activity area** – no response from agents, despite repeated requests for updates.

269/21 **East Leeds Orbital Road**

- i. **Traffic surveys** – no progress, ward councillor to check with Highways.
- ii. **New footbridge** – Clerk confirmed that footbridge, as built, matches plans passed by Leeds City Council. Agreed not to pursue.
- iii. **Shipping container** – see minute 257v/21, above.

270/21 **External meetings**

- i. **Festival Working Group 25th January** – DP to attend via Zoom, if available.
- ii. **YLCA Leeds Branch meeting 15th February** – Clerk to attend via Zoom.
- iii. **Parish and Town Council Forum 24th February, Bardsey** – DP to attend, if available.

271/21 **Highways**

- i. **Safety issues on Ring Road** – ward councillor still pursuing.

272/21 **Planning Committee**

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

- i. **21/09661/FU – 2 Shadwell Park Avenue** – two storey part single storey side extension; detached garage to rear – no objection.
- ii. **21/09942/FU – 7 Shadwell Park Drive** – part two storey, part single storey side and rear extension – no objection.

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

273/21 **Finance**

- i. **Quarter 3 - Budget and Accounts** – the financial statements for Quarter 3 were examined and variations noted. No matters of concern identified.
- ii. **Bank Reconciliation at the end November 2021** – the bank reconciliation for November 2021 was checked and agreed to the relevant bank statement which was then initialled by the Chairman.
- iii. **Budget 2022/23 and Precept** – resolved to agree budget for 2022-23 as presented, and to request a precept of £40,170 for 2022-23. The council tax band D charge is expected to be £41.30 for the new year. The Chairman and Clerk signed the precept return.

Action: Clerk to send return to LCC.

- iv. **Internal control arrangements** – DF and NT2 volunteered to go through YLCA checklist with Clerk. Clerk to arrange date and venue
- v. **Grant Requests** – request by Friends of Shadwell School for £250 towards the cost of air monitoring/air purifying equipment in classroom agreed in principle. Grant to be paid once equipment has been purchased.

Action: Clerk to liaise with volunteer(s).

274/21 **Village Maintenance**

- i. **Work completed** - the Clerk reported that the contractor completed 10 hours of maintenance work during December. Work included helping with repairs to potholes in Recreational Centre car park, repairs to gate on path 102, refilling grit bins, collecting plant waste and securing Christmas trees.
- ii. **Shed security** – Clerk confirmed that a new high-security padlock is on order.
- iii. **Hedge opposite Church Farm Garth** – NT to report progress at next meeting.

275/21 **Footpaths**

- i. **Signs for Path 102** – Still outstanding. Clerk to chase suppliers.

Action: Clerk.

276/21 **January risk assessment** – completed by DS; no new issues.

277/21 **Parish Council surgery 8th January** – cancelled due to Covid concerns.

GW to conduct next surgery, 10:00am, Saturday, 5th February in Shadwell Library.

278/21 **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/mrxrcmun>

279/21 **Correspondence**

- i. **Queen's Platinum Jubilee** – letter from Pageantmaster noted. Agreed to take part in beacon lighting ceremony on 2nd June 2022, Clerk to register interest. Various other ideas for weekend celebrations

discussed. Agreed to set up a working group (DP, DF, VV & NT2) with one or more community representatives. DP to join LCC group for communications and to raise issue at ONE forum. Working group to bring more definite proposals to next meeting for discussion.

Action: DF, VV, NT2 & Clerk.

280/21 **Councillor queries**

- i. **Meal for older people** – agreed not to arrange this year because of Covid concerns.

281/21 **Items for next agenda** – internal control checklist, communication channels and the use of social media, climate change, Queen’s Platinum Jubilee activities, Christmas lights, Local Centres Programme and Recreational Centre.

282/21 **Annual appraisal** – DP and DT reported that Clerk’s annual appraisal was conducted on 12th January. No matters of concern identified.

283/21 **Local Centres Programme** – Various options discussed; Clerk to circulate “wish list” and to liaise with LCC regarding items to be included in programme. DP to progress planter, liaising with Shadwell in Bloom volunteers. Meeting will need to be arranged with shopkeepers to discuss signage. (See also 257i/21, above)

Action: Clerk & DP.

284/21 **Recreational Centre** – no further progress - application for charitable status still proceeding. Condition of building remains a concern.

285/21 **Village Hall** – noted that the Parochial Church Council has declined Parish Council’s request for greater involvement with the sub-committee now managing the hall. Clerk to continue to liaise with sub-committee contact on relevant issues.

Action: Clerk.

286/21 **Invoices** – resolved that the following payments should be made:

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

626	M. S. Woods (Homebase - plants)	£11.50
626	M. S. Woods (contributions towards Clerk's utility costs January)	£25.00
627	B Turner Landscapes Ltd (taking down Christmas lights at Library)	£108.00
628	Cheque cancelled	-
629	B K Growers Ltd (bedding plants)	£897.78
630	N. Taylor (replacement Christmas lights)	£52.50
631	Shadwell Independent Library Ltd (meetings November & December 21)	£20.00
632	P Hallas (village maintenance December)	£110.00
632	P Hallas (postcrete for compost bin in allotments)	£25.00
633	D. Sehmi (plants)	£62.65
634	Stones4homes Ltd (rock salt)	£235.28
DD	Public Works Loans Board (periodic loan repayment)	£1,689.32
DD	VA-L Trading (payroll) (31st December)	£641.79
Total		£3,878.82

287/21 **Next meetings**

Planning Committee – 6:30pm, Monday, 14th February 2022

Full Council - 7:00pm, Monday, 14th February 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.

288/21 **The Chairman closed the meeting at 9:02pm.**

Signed: _____ Dated: _____