

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 14th February 2022 in Shadwell Library, Main Street
(to be confirmed)**

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|---|---------------|
| 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 7:00pm.

289/21 **Apologies for absence** – apologies from ES were received and approved.

290/21 **Minutes** - the minutes of the Parish Council meeting held on 17th January 2022 were approved and signed by the Chairman.

291/21 **Declarations of interest** – none.

292/21 **Public participation session** – no members of the public present.

293/21 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. Two crimes were reported in Shadwell during January – domestic burglaries at Shadwell Park Drive and Ash Hill Lane. PACT data on incidents in Harewood ward as a whole were also noted.

294/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – none reported this month.
- ii. **7S bus service** – response from Firstbus regarding missed service noted; to monitor and report future service issues as they arise.
Action: Clerk.
- iii. **Waste bins** – replacement bin in Main Street requested.
- iv. **Cricket Club** – letter of support for plans for permanent practice nets sent and thanks received from secretary.

295/21 **Burglary at shed**

- i. **Insurance claim** – NT outlined circumstances of burglary in the early hours of 1st February. Insurance claim proceeding.
Action: Clerk.
- ii. **Security measures** – agreed that shed should be properly secured and that equipment should be dispersed so that nothing of value is stored overnight.
Action: NT.

296/21 **Policies and procedures**

- i. **Archiving Policy** – reviewed; resolved to readopt without amendments.
- ii. **Standing Orders** – agreed that DP and DT should review and report back to next meeting.

Action: DP & DT

297/21 **Climate Change** – summary of actions being taken by LCC and larger local town councils noted. Agreed to appoint NT2 as “climate champion”, and to publicise climate-change advice on website, in newsletters and via social media.

Action: Clerk and NT2.

298/21 **Allotments**

- i. **Plot 4A** – signed contract still not returned. Clerk to chase.
- ii. **Fees** – Clerk reported that contracts require one year’s notice for fee increases, so new fees agreed at last meeting will apply from 2023.

Action: Clerk to inform tenants.

299/21 **Christmas activities**

- i. **Additional motifs** – agreed to accept LCC’s quote for ten more motifs for Christmas 2022, bringing the total to twenty-eight. Other arrangements for Christmas 2022 will be revisited in July 2022.
- ii. **Donation** - agreed to donate £100 to the Rob Burrow Centre for Motor Neurone Disease Appeal in lieu of fee for 2021 switch-on by Brett Delaney.

Action: Clerk to place order.

Action: Clerk to arrange payment.

300/21 **Queen’s Platinum Jubilee – 2nd to 5th June 2022**

- i. **Registering events** – Clerk confirmed that interest in holding events has been registered with Pageantmaster and LCC.
- ii. **Working Party** – DP and DF reported on events being planned for the bank holiday weekend. They include lighting the Shadwell beacon on Thursday evening, live-streaming the Service of Celebration in the Village Hall on Friday, a disco and supper on Saturday evening and picnic in the park (with entertainment for children) on Sunday afternoon. A scarecrow competition is being planned for the weekend and other ideas are being explored.

Action: DP and DF to lead; Clerk to explore grant funding with ward councillor.

301/21 **Annual Parish Meeting 4th April** – agreed to ask LCC to provide speaker on the local Climate Change Agenda and to invite the police and a ward councillor to give short presentations.

Action: Clerk to arrange invitations.

302/21 **Spring Newsletter** – preparation underway; to be finalised shortly.

Action: DP and Clerk.

303/21 **Social media** – Clerk to review and simplify current policy for discussion at next meeting.

Action: Clerk.

304/21 **East Leeds Orbital Road**

- i. **Traffic surveys** – no progress, ward councillor following up with Highways.
- ii. **Shipping container** – ward councillor pursuing with ELOR chief engineer.

305/21 **External meetings**

- i. Clerk to circulate meeting dates so that attendance is shared more equally between councillors.

Action: Clerk.

306/21 Highways

- i. **Proposed 20mph limit** – concern that Highways engineers appear to have been assessing sign locations before LCC’s proposals have been published. Ward councillor querying with Highways.
- ii. **Safety issues on Ring Road** – Highways Chief Officer checking progress.

Action: Clerk to follow-up as necessary.

307/21 Planning Committee

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

- i. **22/00326/FU – 5 Holywell Lane** –single storey rear extension – no objection.
- ii. **22/00419/FU – 2 Shadwell Park Close** – single storey side/rear extension with patio area to rear and garage conversion to habitable room space – no objection.
- iii. **22/00391/FU – 153 Main Street** – part demolition of existing single storey rear extension; addition of new walls and roof with roof lantern to remaining single storey rear extension; new access to existing basement rooms – no objection.

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

- iv. **Manor Farm** – Leeds Civic Trust have expressed concerns regarding condition of farmhouse and outbuildings, agreed to write to agents to support concerns expressed.

Action: Clerk.

308/21 Finance

- i. **Precept return** – Clerk confirmed that the 2022-23 precept return was emailed to LCC on 21st January.
- ii. **Internal control arrangements** – Meeting arranged for 7:00pm 2nd March in Library.

Action: NT2, DF and Clerk.

- iii. **Grant request by Friends of Shadwell School** – Clerk has requested more details, awaiting response.

309/21 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 11¼ hours of maintenance work during January. Work included removing fallen branches, dealing with delivery of rock-salt, tidying shed area, removal of village Christmas trees, and assisting with construction of compost bins for allotments.

- ii. **Hedge opposite Church Farm Garth** – NT confirmed that SIB volunteers are liaising with owners about trimming back various hedges, including this one.

310/21 Footpaths

- i. **Signs for Path 102** – Still outstanding. No response to recent email to suppliers.

Action: Clerk to pursue.

- ii. **Stiles on Hobberley Lane/A58 footpath** – concerns raised by resident noted; agreed to ask contractor to repair.

Action: Clerk.

311/21 **February risk assessment** – completed by DS; no new issues.

312/21 **Parish Council surgery 5th February** – conducted by GW; no attendees.

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

313/21 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/5n6wj2zw>

314/21 Correspondence

- i. **Shadwell Tennis Club** – agreed to provide a letter of support for fund-raising campaign

Action: Clerk.

315/21 **Local Centres Programme** – report on options noted. Agreed that Clerk will approach shopkeepers regarding signage and will liaise with LCC regarding benches. DP & DT to look at options for placement of benches, planters and bike rack. ES to arrange a meeting with new lead officer at LCC.
Action: Clerk, ES, DP & DT.

316/21 **Recreational Centre** – no further progress – NT2 to press for early trustees meeting.

317/21 **Councillor queries** – none.

318/21 **Items for next agenda** – internal control checklist, communication channels and the use of social media, Queen’s Platinum Jubilee, Annual Parish Meeting, Local Centres Programme and Recreational Centre.

319/21 **Next meetings**

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

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

320/21 **Invoices** – resolved that the following payments should be made:

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

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|--------------|---|-----------------------|
| 635 | M. S. Woods (contributions towards Clerk's utility costs February) | £25.00 |
| 636 | P Hallas (village maintenance January) | £129.25 |
| 637 | Red Lion at Shadwell Ltd (food for Christmas light switch-on event) | £155.58 |
| DD | VA-L Trading (payroll) (31st January) | £641.79 |
| Total | | <u>£951.62</u> |

321/21 **The Chairman closed the meeting at 8:45pm.**

Signed: _____ Dated: _____