

SHADWELL PARISH COUNCIL

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

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) (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) (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 7:10pm.

322/21 **Apologies for absence** – apologies from DT, ES and VV were received and approved.

323/21 **Minutes** - the minutes of the Parish Council meeting held on 14th February 2022 were approved and signed by the Chairman.

324/21 **Declarations of interest** – none.

325/21 **Public participation session** – no comments or questions.

326/21 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. Two crimes were reported in Shadwell during February – a domestic burglary on Gateland Lane and the linked burglary and theft from the Parish Council's storage hut on Main Street.

327/21 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – none reported this month.
- ii. **Insurance claim** – details of the claim have been submitted to our insurers. Payment awaited.
Action: Clerk to monitor progress.
- iii. **Shadwell Tennis Club** – letter of support sent, and thanks received from Club Secretary.
- iv. **Allotments** – contract now signed for allotment 4a; all tenants have been informed of new charges that will apply from 1st May 2023.
- v. **Christmas lamppost motifs** – Clerk to place order.
Action: Clerk.

328/21 **Policies and procedures**

- i. **Standing Orders** – DP and DT still to meet to review; to report back at next meeting.
Action: DP & DT.
- ii. **Code of Members Standards** – reviewed; resolved to readopt with one minor amendment.
Action: Clerk to amend and republish.
- iii. **Publication Scheme** – reviewed; resolved to readopt without any amendments.

- 329/21 **Climate Change** – noted that LCC’s Climate Change agenda has recently been revised. New agenda will be explained by speaker at Annual Parish Meeting on 4th April.
- 330/21 **Annual Parish Meeting**
- i. **Venue** – still to be confirmed.
Action: Clerk.
 - ii. **Invitations** – Clerk confirmed that invitations have been sent to village organisations, ward councillors and the Police. LCC’s Climate Change Team have confirmed that they will provide a speaker.
Action: Clerk to finalise arrangements.
- 331/21 **Holywell Lane Playground** – concerns expressed about control of dogs in playground and inadequate signage. Agreed that dogs should be kept on leads in playground and park, and that Playground Committee should be approached regarding new signage.
Action: Clerk to write to Committee.
- 332/21 **Queen’s Platinum Jubilee – 2nd to 5th June 2022**
- i. **Working Party** – DP and DF reported on meeting held on 9th March. Responsibilities for planning various events over the Jubilee weekend have been shared out between volunteers and councillors. The aim is to provide something for all age groups. DF pursuing closure of Holywell Lane on the afternoon of Sunday, 5th June for the street party. DP and Clerk to pursue grant-funding. Children’s entertainer booked.
Action: DP, DF and Clerk.
- 333/21 **Spring Newsletter** – delivery from printer expected 16th March. To be distributed to households very shortly thereafter.
- 334/21 **Social media** – updated policy reviewed; resolved to adopt as presented.
- 335/21 **East Leeds Orbital Road**
- i. **ELOR Lead Meeting, 1st March** – feedback from VV noted; councillors expressed disappointment that redundant portacabin has been allocated elsewhere. Agreed to investigate availability and costs of alternatives.
Action: DF & Clerk.
 - ii. **Traffic surveys** – still awaiting response from Chief Highways Officer. Clerk to keep pursuing.
Action: Clerk.
- 336/21 **External meetings**
- i. **Schedule of forthcoming meetings** – noted; Clerk to update and circulate periodically. NT2 to attend remote PACT meetings 9th June and 11th August.
Action: Clerk.
 - ii. **Other meetings** – feedback from recent PACT and ONE meetings noted.
- 337/21 **Highways**
- i. **Proposed 20mph limit** – still awaiting proposals from Highways.
 - ii. **Safety issues on Ring Road** – Email response from Highways was sent to wrong parish council. Now informed that Principal Engineer is still investigating options. Clerk has requested that investigations be completed with some urgency.
Action: Clerk to follow-up, as necessary.
- 338/21 **Planning Committee**
- NT2 reported on the meeting held earlier in the evening. Six applications were considered:
- i. **22/00805/FU – 44 Strickland Avenue** – single storey front extension, first floor rear extension – **no objection.**
 - ii. **22/00858/FU – 6 Old Brandon Lane** – alterations and conversion of garage with a single storey side extension to form habitable rooms; bin store to side – **no objection.**

- iii. **22/01042/FU – 8 Shadwell Park Close** – part two storey side and rear extension and alterations to windows – **no objection**.
- iv. **22/00511/LI – 7 Crofton Terrace** – retrospective listed building application for repointing of outhouse to rear due to missing mortar and damp ingress – **no objection**.
- v. **22/01095/FU – Spencer House, Holywell Lane** – part demolition of existing property; construction of a new dwelling and double garage with associated landscaping – agreed to **object** on the grounds that new dwelling would be too close to existing house, would not further objectives of Neighbourhood Plan and its appearance would not be in keeping with the four new dwellings for which permission has already been granted.
- vi. **22/00348/FU – 9 Cricketers View** – first floor side extension with balcony – agreed to **object** on the grounds that enlargement would not be in accordance with the objectives of the Neighbourhood Plan, and that the extension would overlook nearby dwellings, resulting in loss of privacy.
Action: Clerk to submit comments through LCC's Planning Portal.
- vii. **Manor Farm** – Committee's community representative to check owner's plans for the site with agents.

339/21 Finance

- i. **Internal control arrangements** – DF and NT2 went through arrangements with Clerk at a meeting on 2nd March. All found to be in order.
Action: Clerk to report outcome to internal auditor.

340/21 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 18¼ hours of work during February which included 7 hours relating to break-in at storage shed. Other work included removing fallen branches and trimming back hedges and overhanging vegetation. NT reported that replacement mowers are being sourced, but they will not be stored in the shed.
- ii. **Trimming back hedges and overhanging vegetation** – NT reported on progress; SIB volunteers are liaising with occupiers and owners as appropriate.

341/21 Footpaths

- i. **Signs for Path 102** – signs and quotation for installation expected next week.
Action: Clerk to monitor progress.
- ii. **Stiles on Hobberley Lane/A58 footpath** –contractor has agreed to repair asap.
Action: Clerk to monitor progress.

342/21 **March risk assessment** – DS reported that several benches need attention. NT to check whether contractor could do extra hours in order to maintain them.
Action: NT.

343/21 **Parish Council surgery 5th March** – conducted by GW; no attendees.
GW to conduct next surgery, 10:00am, Saturday, 2nd April in Shadwell Library.

344/21 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://www.tinyurl.com/5dw8uyfp>

345/21 **Correspondence** – none.

346/21 **Local Centres Programme** – Clerk reported on positive responses to uniform signage from four of the businesses, response still awaited from the fifth. DP and DT still to review placement of street furniture and benches. ES pursuing on-site meeting with new LCC lead officer and ward councillor(s).
Action: Clerk, ES, DP & DT.

347/21 **Recreational Centre** – trustees' meeting arranged for 8:00pm, 23rd March, NT2 and GW to attend.

348/21 **Councillor queries** – none.

349/21 **Items for next agenda** – Queen’s Platinum Jubilee, feedback on Annual Parish Meeting, year-end accounts, Local Centres Programme and Recreational Centre.

350/21 **Next meetings**

Annual Parish Meeting – 7:00pm, Monday, 4th April 2022 in the **Recreational Centre**, Holywell Lane.

Planning Committee – 6:30pm, Monday, 11th April 2022

Full Council - 7:00pm, Monday, 11th April 2022

All meetings **other than the Annual Parish Meeting** will be held in **Shadwell Library**, Main Street.

Meetings are open to the press and public. National guidance on Covid-19 protection measures will be observed.

351/21 **Invoices** – resolved that the following payments should be made:

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

638	M. S. Woods (contributions towards Clerk's utility costs March)	£25.00
638	M. S. Woods (file and dividers)	£7.60
638	M. S. Woods (printer ink cartridge)	£61.87
639	P Hallas (village maintenance February)	£200.75
640	D Potter (bunting for Jubilee events)	£59.78
641	L Beales (newsletter preparation)	£50.00
SO	VA-L Trading (payroll) (28th February)	£641.79
Total		<u>£1,046.79</u>

352/21 **The Chairman closed the meeting at 8:20pm.**

Signed: _____ Dated: _____