

# SHADWELL PARISH COUNCIL

## **Draft Minutes of the Annual Meeting of Shadwell Parish Council held on Monday, 9<sup>th</sup> May 2022 in Shadwell Library, Main Street**

Debbie Potter (DP) (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) (Present)	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) (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 7:32pm.*

- 1/22 **Election of Chairman** – resolved to appoint Debbie Potter as Chairman for the coming year.
- 2/22 **Amendments to declarations of disclosable pecuniary and other interests (DPIs)** – no amendments declared.
- 3/22 **Chairman’s declaration of acceptance of office** - signed by DP and countersigned Clerk.
- 4/22 **Apologies for absence** – apologies were received and approved from GW.
- 5/22 **Election of Vice Chairman** – resolved to reappoint Denise Trickett as Vice Chairman for the coming year.
- 6/22 **Appointments to committees, sub-committees and working groups**
- Village Maintenance Committee** – resolved to disband the committee with immediate effect. Village maintenance issues will be dealt with at full council meetings.
  - Committee appointments** – resolved to make the following appointments to committees:
    - Finance Committee: DP, DT, GW, VV and NT with DP as chairman.
    - Planning Committee: DT, NT2, DF, DS and ES with M. Wilford as community representative and NT2 as chairman.
    - Personnel Committee: DP, DT, DF, ES & NT2 with DP as chairman.
    - Four-Year Plan Working Group: DP, DT, VV & ES with DT as chairman.
    - Newsletter Working Group: DP, Lesley Beales and the Clerk.
- 7/22 **Representatives to outside bodies** – resolved to make the following appointments:
- Town and Parish Council NE Forum – DP.
  - PACT – NT2, DP and DS (as available).
  - ELOR forum – Denise Simpson and DP (as available).
  - YLCA – the Clerk and NT2 (as available).
  - Library Committee – Chairman.
- 8/22 **Minutes** - the minutes of the Parish Council meeting held on 12<sup>th</sup> April 2022 were approved and signed by the Chairman.

- 9/22 **Declarations of interest in respect of this meeting** – none.
- 10/22 **Public participation session** – no comments or questions.
- 11/22 **Crime**
- i. **Monthly report** - the report from PCSO Barratt was noted. Two crimes were reported in Shadwell during April: criminal damage to a vehicle in a driveway on Shadwell Park Close and the theft of a vehicle that was due to be scrapped from Main Street.
- 12/22 **Current items outstanding including the Clerk's report**
- i. **Potholes, etc.** – poor road surface and potholes on Main Street reported.
  - ii. **Insurance** – settlement of claim still awaited; reminder sent to brokers. Insurance renewal now received – agreed to accept brokers’ recommended quote, subject to Clerk checking terms and conditions.  
**Action:** Clerk.
  - iii. **Holywell Lane Playground** – DF reported that playground committee are using social media to remind users that dogs must be kept on leads. Residents still concerned about inconsiderate parking by park users. Clerk to review options.  
**Action:** Clerk.
  - iv. **Grant for event gazebos** – Clerk to approach ward councillors.  
**Action:** Clerk
- 13/22 **Policies and procedures**
- i. **Standing Orders** – DP and DT to meet shortly to review; to report back at next meeting.  
**Action:** DP & DT.
- 14/22 **Climate Change** – no new issues.
- 15/22 **Queen’s Platinum Jubilee – 2<sup>nd</sup> to 5<sup>th</sup> June 2022**
- i. **Working Party** – DP and DF reported good progress with planning events and catering. Commemorative metal water bottles have been purchased and these are to be distributed to local schoolchildren with packets of seeds. An additional event: “A walk through time in Shadwell” has been arranged for 2<sup>nd</sup> June. DF is continuing to advertise events periodically through social media. Next working party meeting: 11<sup>th</sup> May.
- 16/22 **Four-year strategy** – working party to meet shortly to begin review.  
**Action:** DT, DP, VV & ES.
- 17/22 **Leeds Festival** – action points from March working group meeting noted. DP reported on 4<sup>th</sup> May group meeting that was attended by Festival Republic. Impact of opening of ELOR not yet clear.
- 18/22 **East Leeds Orbital Road**
- i. **Temporary road closures and traffic disruption** – Clerk to circulate details of recently announced overnight closures on A58 and Ring Road.  
**Action:** Clerk.
  - ii. **Traffic surveys** – Still no response from Highways. Clerk to contact Chief Highways Officer again.  
**Action:** Clerk.
- 19/22 **External meetings**
- i. **Schedule of forthcoming meetings** – no new meetings scheduled; Clerk to update and circulate periodically.  
**Action:** Clerk.
  - ii. **Other meetings** – DP gave feedback on a recent YLCA councillors’ discussion forum.

- 20/22 **Highways**
- i. **Proposed 20mph limit** – no apparent progress. Clerk to query with Highways.  
**Action:** Clerk.
  - ii. **Safety issues on Ring Road** – no progress, but traffic are being installed further east along the Ring Road near the roundabout. Clerk to query with Principal Engineer.  
**Action:** Clerk.
- 21/22 **Planning Committee**
- DT reported on the meeting held earlier in the evening.
- i. **Public participation** – a resident raised concerns about the accuracy of the minutes of a previous planning committee meeting and about an objection made by the Parish Council to a particular planning application. The resident was advised to put his concerns in writing.
  - ii. **Planning applications** – one application was considered:  
**22/02418/FU – 62 Ash Hill Drive** – first floor side extension and replacing small ground floor window to rear with larger window. **No objection.**  
**Action:** Clerk to submit comment through LCC’s Planning Portal.
- 22/22 **Finance**
- i. **Finance Committee meeting 24<sup>th</sup> April** – DP reported that the bank reconciliation for March 2022 and the financial statements for the period ending 31<sup>st</sup> March 2022 were checked and agreed at the meeting with no issues.
  - ii. **Internal audit and Annual Return 2021/22** – the Clerk confirmed that the internal audit was underway, and that the Annual Return is scheduled to be presented for approval at the June Full Council meeting.
- 23/22 **Village Maintenance**
- i. **Work completed** - Clerk reported that the contractor completed 11¼ hours of work during April which included helping review the asset register, planning future work, cutting grass, edging beds, removing fallen branches and collection of plant waste and rubbish prior to transfer to waste disposal site.
  - ii. **Bunting** – NT confirmed that contractor should have availability to help put up bunting prior to Jubilee celebrations.
- 24/22 **Footpaths**
- i. **Signs for Path 102** – to confirm that signs have been swapped around.  
**Action:** Clerk.
- 25/22 **May risk assessment** – DS reported that the “no cycling” sign on entrance gate to Path 102 has been vandalised. Various benches still need cleaning. NT confirmed that contractor is planning to clean and refurbish benches on a rolling programme over the summer months.
- 26/22 **Parish Council surgery 7<sup>th</sup> May** – conducted by GW; three attendees: all expressing concerns about a housing development in a neighbouring parish. Clerk to check details.  
**Action:** Clerk  
GW to conduct next surgery, 10:00am, Saturday, 4<sup>th</sup> June in Shadwell Library.
- 27/22 **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/46f92xr7>.
- 28/22 **Training** – the Clerk confirmed that training on the One Network and road closure database is still available from LCC. All councillors and Clerk encouraged to take part.
- 29/22 **Correspondence**
- i. **Bus terminus** – email from resident seeking parking restrictions at bus terminus noted. Councillors expressed doubts as to whether restrictions were necessary or desirable.  
**Action:** Clerk to reply to resident.

- ii. **Paddock land for sale** – recent listing noted; Clerk to contact agents and register interest if appropriate.  
**Action:** Clerk.
- iii. **Village diary** – to consider suggestion made at AGM at next meeting.
- iv. **Himalayan balsam** – email from resident expressing concern about spread into Dan Quarry and garden from adjacent field noted. Clerk to investigate and respond.  
**Action:** Clerk.

30/22 **Local Centres Programme** – Clerk & ES reported on site meeting held with LCC officers on 20<sup>th</sup> April. LCC to arrange site visits with Design Team and Arium to discuss signage and placement of planters, benches, etc.  
**Action:** Clerk to monitor progress.

31/22 **Recreational Centre** – nothing new to report. NT2 to pursue.  
**Action:** NT2.

32/22 **Councillor queries**

- i. **Cricket Club and Tennis Club** – DP reported that both clubs are planning major improvements and may need further financial support. To consider at next meeting.

33/22 **Items for next agenda** – four-year strategy, year-end accounts, Local Centres Programme, Recreational Centre, village diary and support for Cricket Club and Tennis Club.

34/22 **Next meetings**

**Planning Committee** – 6:30pm, Monday, 13<sup>th</sup> June 2022

**Full Council (grants meeting)** - 7:00pm, Monday, 13<sup>th</sup> June 2022

All meetings 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.

35/22 **Invoices** – resolved that the following payments should be made:

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

651	M. S. Woods (utilities contribution May)	£30.00
651	M. S. Woods (stationery)	£2.25
651	M. S. Woods (mileage)	£7.20
652	Colour Display Ltd (footpath signs, posts and installation)	£786.00
653	D. Potter (gazebos for village events)	£790.00
654	Arthur J Gallagher Insurance Brokers Ltd (2022-23 insurance renewal)	£1,268.42
655	P Hallas (village maintenance April)	£129.25
656	VAL Trading Ltd (NJC 2021 pay settlement and year-end admin fee)	£149.02
657	M. Savage (Christmas lights for exterior display at Library)	£89.97
658	A. Ford (commemorative water bottles for Jubilee celebrations)	£684.00
SO	VAL Trading Ltd (payroll) (1st May)	£641.79

**Total**

**£4,577.90**

36/22 **The Chairman closed the meeting at 8:45pm.**

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