

# SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council  
held on Monday, 13<sup>th</sup> June 2022 in Shadwell Library, Main Street  
(to be confirmed)**

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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**In attendance** - the Clerk and two members of the public.

*The Chairman opened the meeting at 7:10pm.*

37/22 **Apologies for absence** – none.

38/22 **Minutes** - the minutes of the Annual Meeting of the Parish Council held on 9<sup>th</sup> May 2022 were approved and signed by the Chairman.

39/22 **Declarations of interest in respect of this meeting** – none.

40/22 **Public participation session** – a resident asked whether a public participation session could be included towards the end of the meeting to allow residents to comment on matters discussed during the meeting. Agreed to consider at next meeting.

41/22 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime was reported in Shadwell during May: a residential burglary on Main Street.
- ii. **PACT meeting 9<sup>th</sup> June** – action points and verbal report by NT2 noted. Issues included recent retirement of police neighbourhood watch co-ordinator, speeding motorcyclists and disturbances and drug-taking at pubs in Scholes, Collingham and Barwick.

42/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – no progress yet on repairs to Main Street. Potholes on Crofton Rise to be reported.  
**Action:** Clerk.
- ii. **Insurance** – claim for break-in at storage shed now settled. Cover for 2022/23 now arranged through new insurance provider.
- iii. **Holywell Lane Playground** – agreed to install “please park considerately” sign(s). Clerk to finalise wording and obtain quote(s).  
**Action:** Clerk.
- iv. **Grant towards event gazebos** – ward councillors have agreed to provide a grant of £400.
- v. **Land for sale** – expression of interest was lodged with agents, but it is believed that both parcels of land have now been sold.
- vi. **Parking issues at bus terminus** – reply to resident noted.
- vii. **Himalayan balsam** – reply to resident and request for information noted. No response received.

- viii. **Allotments** – 2022/23 rent request letters have been sent out.  
**Action:** Clerk to monitor payments received.
- 43/22 **Policies and procedures**
- i. **Standing Orders** – DP and DT have set a date to review; to report back at next meeting.  
**Action:** DP & DT.
- 44/22 **Climate Change** – agreed to set up a working group with NT2, DT, DS, ES and VV as members. NT2 to arrange first meeting.
- 45/22 **Queen’s Platinum Jubilee**
- i. **Review of Events** – agreed that the various village events organised during the weekend had been well received and well-attended. Volunteers were thanked for all their efforts in making the weekend a success. Agreed to pass remaining water bottles to the Friends of Shadwell School for distribution. DP to ensure volunteers are reimbursed for purchases, pass final account to Clerk for filing and to look at preparing a short resumé of event to be included in YLCA commemorative booklet.  
**Action:** DP.
- 46/22 **Four-year strategy** – strategy reviewed by working party. ES preparing updated draft for consideration at next meeting.  
**Action:** ES.
- 47/22 **Community on-line diary** – comments by contractor noted. Various options discussed and issues raised about access and control. To consider in detail at next meeting.
- 48/22 **Leeds Festival** – DP reported on meeting of 8<sup>th</sup> June. Main issue was traffic control at access points to the site.
- 49/22 **East Leeds Orbital Road**
- i. **Remote meeting 14<sup>th</sup> June** - NT2 to attend (if available).  
**Action:** NT2.
  - ii. **Traffic surveys** – appear to be underway.
- 50/22 **External meetings**
- i. **Schedule of forthcoming meetings** – no new meetings scheduled; Clerk to update and circulate periodically.  
**Action:** Clerk.
- 51/22 **Highways**
- i. **Proposed 20mph limit** – new proposals from LCC noted. Agreed to support 20mph limit for most of the roads in the village provided that the zone is extended along Main Street from the Strickland Avenue junction to the junction with Coal Road/Bay Horse Lane, and that 30mph limits are put in place along Gateland Lane, Winn Moor Lane and Hobberley Lane. Clerk to feedback comments prior to LCC’s full public consultation.  
**Action:** Clerk.
  - ii. **Safety issues on Ring Road** – no progress, Clerk pursuing with LCC.  
**Action:** Clerk.
- 52/22 **Planning Committee**
- NT2 reported on the meeting held earlier in the evening. Five applications were considered:
- i. **22/02602/FU – Brandon Golf Course, Holywell Lane** – construction of replacement club house and storage building; alterations to car park – several members of the public raised concerns about the application. Agreed to **object** on various grounds including that the development would not be appropriate for the Green Belt, access difficulties, questionable design and potential problems with

noise, light pollution and drainage. Committee members also expressed concern that Harewood PC did not liaise with the Parish Council before submitting a neutral response.

- ii. **22/03246/FU – 16 Gateland Drive** – alterations including rear single storey extension with roof light - **no objection**.
- iii. **22/03342/FU – 1 Ludolf Drive** – single storey side extension – **no objection**.
- iv. **22/03555/FU – 4 Shadwell Park Drive** – part two storey, part first floor side and rear extension – **no objection**.
- v. **22/03609/FU (listed building)** – 5 Crofton Terrace – single storey rear extension and conversion of outbuilding to habitable room space – revised application – agreed **not to object** provided that the conditions laid down by LCC’s Conservation Team are met.  
**Action:** Clerk to submit comments/objections through LCC’s planning portal and to contact Harewood PC to arrange a meeting to improve liaison.

#### 53/22 Finance

- i. **Internal Audit** – noted that the internal audit was completed on 5<sup>th</sup> May and that the auditor has agreed in writing that all relevant internal control objectives were achieved during 2021/22.
- ii. **Annual Governance and Accountability Return (AGAR) 2021/22** – the items listed in section 1 of the return were considered. Resolved that the Parish Council considers that the system of internal control in place is sound, and that appropriate arrangements for the preparation of accounting statements are in place. Section 1 of the return was signed by the Chairman and countersigned by the Clerk.
- iii. **Annual Accounting Statements (Section 2 of the AGAR)** – resolved to approve the Annual Accounting Statements for 2021/22. Section 2 of the return was signed by the Chairman and was countersigned by the Clerk (in his capacity as Responsible Financial Officer). Clerk to arrange 30-day period for exercise of public rights to start before the end of June.
- iv. **Grant support** – grants for the following organisations were considered:
  - a. **Shadwell Library** – grant of £3,000 approved.
  - b. **Recreational Centre** – grant of £500 approved.
  - c. **Scouts and Guides** – grant of £500 approved.
  - d. **Shadwell Cricket Club** – grant of £1,000 in support of current redevelopment project approved.
  - e. **Shadwell Tennis Club** – grant of £1,000 in support of current refurbishment project approved.

#### 54/22 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 24¾ hours of work during May which included cutting grass, stripping flower beds, weeding and tidying, turning soil ready for replanting, removing rubbish and putting up bunting ready for Jubilee events.
- ii. **Replacement equipment** – NT reported that new equipment had been ordered and would be collected on 14<sup>th</sup> June. Equipment will not be left overnight in storage hut.
- iii. **Storage hut** – agreed to install sign. Clerk to draft wording and contact suppliers for quote.  
**Action:** Clerk

#### 55/22 Footpaths

- i. **Parish Paths Partnership grant** – Clerk confirmed that the grant has been received.
- ii. **New signs at entrances to path 102** – still not swapped around. Clerk to contact suppliers.  
**Action:** Clerk.

56/22 **June risk assessment** – DS reported that the “no cycling” sign on entrance gate to Path 102 has now gone altogether. Bench by school still not fully stable - NT confirmed that bench is on list of tasks for contractor to deal with over the summer.

57/22 **Parish Council surgery 4<sup>th</sup> June** – conducted by GW: no attendees.  
GW to conduct next surgery, 10:00am, Saturday, 2<sup>nd</sup> July in Shadwell Library.

#### 58/22 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/5n6zfucf>.

59/22 **Correspondence**

- i. **Benches** – query from resident about a commemorative bench noted. Agreed that Colliers Lane could be a suitable location. Clerk to feed back to resident.

**Action:** Clerk.

60/22 **Local Centres Programme** – Clerk reported on recent contact with LCC. Apparent requirement for shop owners to “own” the scheme, but clarification still needed. On-site meeting with Design Team to be arranged. **Post meeting note:** meeting arranged for 10:30, 24th June. Clerk and ES to attend.

**Action:** Clerk and ES.

61/22 **Recreational Centre** – NT2 reported that architect has apparently withdrawn, no other progress. NT2 to pursue an early trustees meeting.

**Action:** NT2.

62/22 **Councillor queries**

- i. **Condition of walls along Main Street** – repairs and repointing needed on some walls. NT to check. May need to contact owners, but repairs to private walls is not the responsibility of the Parish Council.

**Action:** NT.

63/22 **Items for next agenda** – four-year strategy, Local Centres Programme, Recreational Centre, community on-line diary, timing of public participation sessions in meetings, Christmas lights and switch-on event.

64/22 **Next meetings**

**Planning Committee** – 6:30pm, Monday, 11<sup>th</sup> July 2022

**Full Council** - 7:00pm, Monday, 11<sup>th</sup> July 2022

**Finance Committee** – 7:00pm, Monday, 25<sup>th</sup> July 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.

65/22 **Invoices** – resolved that the following payments should be made:

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

659	M. S. Woods (utilities contribution June)	£30.00
659	M. S. Woods (stamps)	£23.92
660	L. Dunne (repairs to stiles Hobberley Lane)	£90.00
661	B Turner Landscapes Ltd (planting and putting up hanging baskets and barrier baskets),	£2,697.90
661	B Turner Landscapes Ltd (purchase of empty hanging baskets for 2023 season)	£984.00
662	B. K. Growers Ltd (bedding plants for beds, 2022 season)	£2,182.50
663	L Moore (Internal audit fee 2021/22)	£30.00
663	L Moore (Internal audit fee 2020/21. To replace cheque 582 not cashed by auditor and now lost)	£30.00
664	VAL Trading Ltd (balance for May payroll)	£11.04
665	Shadwell Independent Library Ltd (grant towards running costs)	£3,000.00
666	Shadwell Recreation Centre (grant towards running costs)	£500.00
667	1st Shadwell Scouts Group (grant towards running costs)	£500.00
668	P Hallas (village maintenance May)	£211.75
668	P. Hallas (putting up bunting for Jubilee weekend)	£60.50
668	P. Hallas (fuel for gardening equipment and ballast for gazebos)	£53.44
669	Shadwell Cricket Club (grant towards development project)	£1,000.00
670	Shadwell Tennis Club (grant towards refurbishment of courts)	£1,000.00
671	D. Ford (reimbursement for costs of food for Queen's Jubilee events)	£131.22
SO	VAL Trading Ltd (payroll) (1st June)	£582.83
DD	Business Stream (Allotment water & drainage charges Feb - May 22)	£40.05

**Total**

**£13,159.15**

66/22 **The Chairman closed the meeting at 8:55pm.**

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