

# SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council  
held on Monday, 11<sup>th</sup> July 2022 in Shadwell Library, Main Street  
(to be confirmed)**

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Vice-Chairman) (Apologies)	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) (Present)	0113 273 7164

Clerk: Mike Woods 0775 171 8483  
Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)  
Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

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

*The Chairman opened the meeting at 7:00pm.*

67/22 **Apologies for absence** – apologies were received and approved from DT.

68/22 **Minutes** - the minutes of the meeting of the Parish Council held on 13<sup>th</sup> June 2022 were approved and signed by the Chairman.

69/22 **Declarations of interest in respect of this meeting** – DP and DS declared an interest in respect of item 84iv/22 and withdrew whilst that item was discussed and voted upon.

70/22 **Public participation session** – residents raised concerns about potholes remaining on Main Street after surface dressing and about speeding vehicles on Winn Moor Lane. Both issues were considered later in the meeting.

71/22 **Crime**

- i. **Monthly report** - the report from PCSO Barratt was noted. One crime was reported in Shadwell during June: a residential burglary on Shadwell Park Avenue.

72/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – potholes on Crofton Rise have been reported. Video showing deteriorating condition of Colliers Lane has been received from resident. Clerk to check whether potholes on Colliers Lane and the resurfaced length of Main Street meet LCC's criteria for repairs, and to report as appropriate.  
**Action:** Clerk.
- ii. **Holywell Lane Playground** – wording for sign agreed, Clerk to request quotation from supplier.
- iii. **Grant towards cost of event gazebos** – Clerk confirmed that grant of £400 has been received from ward cllrs.  
**Action:** Clerk to send email of thanks.
- iv. **Harewood Parish Council** – Clerk to suggest dates for meeting.  
**Action:** Clerk.

73/22 **Public participation at meetings** – agreed to introduce a second opportunity for public and press participation at full meetings from August onwards. The session will be scheduled towards the end of each meeting, immediately before "Councillors' Queries", and be limited to five minutes.

- 74/22 **Policies and procedures**
- i. **Standing Orders** – DP outlined minor amendments to reflect current practice at meetings and latest guidance from NALC. Resolved to adopt revised version as presented.  
**Action:** Clerk to update website.
  - ii. **Business Continuity Plan** – reviewed, resolved to add in a reference to assets of community value, in line with Four-Year Strategy. Clerk to update and republish.  
**Action:** Clerk.
- 75/22 **Climate Change** – DS to arrange first meeting of working group.  
**Action:** DS.
- 76/22 **Four-year strategy** – updated draft circulated at meeting. To consider at August meeting.
- 77/22 **Community on-line diary** – options discussed in detail. Agreed not to pursue at present, but to consider making better use of social media including reminders of upcoming council meetings.  
**Action:** Clerk.
- 78/22 **Christmas lights and events** – agreed that switch-on event should be on Friday, 25<sup>th</sup> November and should include refreshments and music. Clerk to check with LCC on progress with installing electronics for additional lamppost motifs. DF to contact Red Lion. Also agreed to install four Christmas trees this year: at the shops, library, fish and chip shop and the village green.  
**Action:** DF and Clerk.
- 79/22 **Leeds Festival** – nothing new to report.
- 80/22 **East Leeds Orbital Road**
- i. **Remote meeting 12<sup>th</sup> July** – VV to attend.
  - ii. **Opening date** – latest newsletter appears to suggest that road will be open “late summer” but may be opened in stages.
  - iii. **Other issues** – councillors reported:
    - a. Problems with drainage adjacent to the new entrance to Ego at the Wellington on Winn Moor Lane.
    - b. Shrubs need replacing adjacent to that entrance.
    - c. The pedestrian gate at the entrance to Coal Road to allow access to the new bridleway around the new road has not yet been installed.**Action:** Clerk to raise with ELOR team.
- 81/22 **External meetings**
- i. **SLCC West Yorkshire Branch Meeting 15<sup>th</sup> June** – verbal report by Clerk noted.
  - ii. **YLCA Leeds Branch Meeting 24<sup>th</sup> June** – verbal report by Clerk noted.
  - iii. **Forthcoming meetings** – updated schedule noted.
  - iv. **Other meetings** – no other meeting reports available.
- 82/22 **Highways**
- i. **Proposed 20mph limit** – comments by resident during public participation session and summary of comments received by email noted. Agreed no further action at this stage; to await formal consultation on LCC’s proposals before responding further.
  - ii. **Safety issues on Ring Road** – further email sent to Principal Engineer and Chief Officer, but no reply received. Clerk to pursue.  
**Action:** Clerk.

83/22 **Planning Committee**

NT2 reported on the meeting held earlier in the evening. One application was considered:

- i. **22/03711/FU – 42 Strickland Avenue** – single storey front extension; part single storey part first floor rear extension; first floor side extension; external alterations and raised patio to rear with balustrades – **no objection.**

**Action:** Clerk to submit comments through LCC’s planning portal.

84/22 **Finance**

- i. **Publication of unaudited Annual Governance and Accountability Return (AGAR) 2021/22** – Clerk confirmed that the AGAR was published on the Parish Council’s website and noticeboard on 27<sup>th</sup> June.
- ii. **Exercise of public rights** – Clerk confirmed that the period for the exercise of public rights in respect of the 2021/22 accounts has been set for 28<sup>th</sup> June 2022 to 8<sup>th</sup> August 2022, inclusive.
- iii. **Independent examination** – Clerk confirmed that the AGAR and supporting documents for 2021/22 were emailed to the Parish Council’s external auditors on 28<sup>th</sup> June.
- iv. **Grant request from Library** – DP and DS declared an interest and withdrew. The remaining councillors resolved to appoint ES as chairman for this item only. Preferred contractors have quoted £6,300 for urgent repairs to lintels above windows in Library. Agreed to provide a grant of £3,150 towards the cost of the repairs.

85/22 **Village Maintenance**

- i. **Work completed** - Clerk reported that the contractor completed 19¾ hours of work during June which included dealing with plants from nursery, strimming and tidying, watering planters, cutting back branches obscuring hanging baskets, distributing compost for use in planters, removing rubbish and removing bunting after Jubilee events.
- ii. **Entrance to Scout Hut and Parish Council Shed** – NT reported that Scouts are planning to refurbish entrance gates and tidy compound shortly.
- iii. **Replacement equipment** – NT reported that the new equipment had been collected and distributed to volunteers around village. Equipment will not be left overnight in storage hut.
- iv. **Storage hut** – wording of sign agreed. Clerk to obtain quote from supplier.

**Action:** Clerk

86/22 **July risk assessment** – DS reported that the herb beds were very dry and that the bench by school is still not fully stable. NT confirmed that the bench is still on list of tasks for contractor to deal with over the summer.

87/22 **Parish Council surgery 2<sup>nd</sup> July** – conducted by GW: no attendees.

GW to conduct next surgery, 10:00am, Saturday, 6<sup>th</sup> August in Shadwell Library.

88/22 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – no report this month.
- ii. **Shadwell in Bloom** – report by NT noted. See <https://tinyurl.com/3scyvtk2>.

89/22 **Correspondence**

- i. **MAE Care Annual Celebration 12<sup>th</sup> July** – invitation noted.
- ii. **NALC/SLCC Civility and Respect Project** – progress with project noted. Cllrs are encouraged to pursue new training opportunities. Courses to be booked via Clerk.
- iii. **Shadwell Tennis Club** –email of thanks for recent grant noted.
- iv. **Shadwell Cricket Club** –email of thanks for recent grant noted.

90/22 **Local Centres Programme** – Clerk and ES reported on recent site-meeting with LCC. Progress disappointing. Difficulties with arranging feasibility study and promised cost estimates still awaited.

**Action:** Clerk and ES to chase.

91/22 **Recreational Centre** – NT2 still pursuing trustees meeting. Current treasurer has resigned. DF has agreed to take over.

**Action:** NT2.

92/22 **Councillor queries**

i. **Gazebos** – NT confirmed that gazebos are to be stored in the Recreational Centre.

ii. **Hedge at steps near school** – DS reported that the hedge is overgrown. NT to ask SIB volunteers to cut back.

**Action:** NT.

93/22 **Items for next agenda** – four-year strategy, Local Centres Programme, Recreational Centre, use of social media, progress with preparations for Christmas lights and switch-on event.

94/22 **Next meetings**

**Finance Committee** – 7:00pm, Monday, 25<sup>th</sup> July 2022

**Planning Committee** – 6:30pm, Monday, 8<sup>th</sup> August 2022

**Full Council** - 7:00pm, Monday, 8<sup>th</sup> August 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.

95/22 **Invoices** – resolved that the following payments should be made:

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

672	M. S. Woods (utilities contribution July)	£30.00
672	M. S. Woods (mileage)	£26.10
673	B Turner Landscapes Ltd (changing and putting up plaques on brackets)	£84.00
674	Shuffles Entertainment Ltd (balance for Jubilee event)	£125.00
675	Ripon Farm Services (horticultural equipment)	£2,207.37
676	P Hallas (village maintenance June)	£178.75
676	P. Hallas (taking down bunting for Jubilee weekend)	£38.50
676	P. Hallas (spare keys for shed padlock)	£20.00
DD	Public Works Loan Board (periodic loan repayment)	£1,689.32
SO	VAL Trading Ltd (payroll) (1st July)	£652.83
<b>Total</b>		<b><u>£5,051.87</u></b>

96/22 **The Chairman closed the meeting at 8:25pm.**

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