

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 8th August 2022 in Shadwell Library, Main Street
(to be confirmed)**

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Vice-Chairman) (Present)	0785 028 3529
David Ford (DF) (Apologies)	0776 050 8890
Daljit Sehmi (DS) (Present)	0778 885 5168
Emma Stapleton (ES) (Apologies)	0789 438 6860
Norman Taylor (NT) (Apologies)	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.

The Chairman opened the meeting at 7:00pm.

103/22 **Apologies for absence** – apologies were received and approved from DF, ES, NT and VV.

104/22 **Minutes** - the minutes of the meetings of the Parish Council held on 11th and 28th July 2022 were approved and signed by the Chairman.

105/22 **Declarations of interest in respect of this meeting** – none.

106/22 **Public participation session** – no members of the public present.

107/22 **Crime**

- i. **Monthly report** - report not available at meeting. **Post meeting note:** One crime was reported in Shadwell during July – criminal damage to ceiling tiles at Shadwell Primary School during school fair.

108/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – no new reports this month.
- ii. **Holywell Lane Playground** – agreed to accept quotation received.
Action: Clerk to place order.
- iii. **Harewood Parish Council** – to arrange meeting in September.
Action: Clerk.
- iv. **Commemorative bench** – family have agreed to site bench on Colliers Lane. Clerk to obtain quotation(s).
Action: Clerk.
- v. **Replacement noticeboard** – under construction, delivery expected shortly.

109/22 **Public participation at meetings** – updated guidance considered and approved with minor corrections. Clerk to prepare laminated versions for use at future meetings.
Action: Clerk

110/22 **Policies and procedures**

- i. **Appendix A to Standing Orders** – Rules for effective management of recording at parish council meetings – reviewed; resolved to readopt with one minor amendment. Clerk to prepare laminated versions for use at future meetings.

Action: Clerk.

111/22 **Climate Change** – NT2 reported that he had requested guidance from LCC on local engagement regarding the climate emergency and “going green”.

112/22 **Four-year strategy** – updated draft considered. Various minor amendments and corrections suggested. Clerk to update and circulate for approval at next meeting.

Action: Clerk.

113/22 **Community on-line diary and social media** – emails from residents noted. Agreed that the problems associated with hosting an on-line diary would outweigh the potential benefits. DF to contact potential contractor regarding management of Parish Council’s use of social media.

Action: DF and Clerk.

114/22 **Christmas lights and events** – Clerk reported that the electronics for the extra lamppost motifs have been installed by LCC’s contractor. Agreed to set up a working party to take plans forward. To consider at next meeting.

Action: Councillors to canvass interest.

115/22 **Leeds Festival** – nothing new to report.

116/22 **East Leeds Orbital Road**

- i. **Opening date** – no further updates available.
- ii. **Entrances to Ego and Coal Road** – Clerk confirmed that issues raised at last meeting have been reported to ELOR team, but no response as yet.

Action: Clerk to monitor progress.

117/22 **External meetings**

- i. **Forthcoming meetings** – updated schedule noted. NT2 to attend 18th August PACT meeting (via Teams), DS to attend 20th October PACT meeting
- ii. **Other meetings** – no other meetings attended.

118/22 **Highways**

- i. **Local Roads Planned Highway Maintenance Programme 2023/24 to 2027/28** – LCC’s updated programme noted.
- ii. **Proposed 20mph limit** –consultation on LCC’s proposals still awaited.
- iii. **Safety issues on Ring Road** – response by LCC’s Principal Engineer noted but considered not satisfactory. Clerk to respond and to point out particular dangers for walkers attempting to cross from Roundhay Gorge to the entrance to path 102.

Action: Clerk.

119/22 **Planning Committee**

NT2 reported on the meeting held earlier in the evening. Two applications were considered:

- i. **22/04454/FU – 91 Gateland Lane** – single storey side extension; first floor rear extension; first floor extension to existing garage; demolition of existing terrace; single storey extension to lower ground floor with terrace to rear – **no objection**.
- ii. **22/04634/FU – 2 Beechwood Close** – removal of existing conservatory to side, construction of a single storey side extension – **no objection**.

Action: Clerk to feed back views through LCC’s planning portal.

120/22 **Finance**

- i. **Finance Committee** – DP reported on the meeting held on 25th July: Bank reconciliation at end of June was agreed and the budget position for Q1 was examined in detail. No matters of concern were identified.
- ii. **Exercise of public rights** – Clerk confirmed that the period for the exercise of public rights in respect of the 2021/22 accounts ended today and that no concerns had been raised.
- iii. **Independent examination** – Clerk confirmed the independent examiners had acknowledged receipt of the AGAR and supporting documents for 2021/22, but that the outcome of examination was still awaited.

Action: Clerk to monitor progress and respond to any queries raised.

121/22 **Village Maintenance**

- i. **Work completed** - Clerk reported that the contractor completed 12½ hours of work during July which included changing sponsorship plaques, tidying flower beds, strimming, watering planters, clearing hedge trimmings and assisting during judging of “Yorkshire in Bloom”.
- ii. **Entrance to Scout Hut and Parish Council Shed** – councillors recorded their thanks to the Scouts leader for installing new gates to the compound.

Action: Clerk to send letter of thanks.

- iii. **Storage hut** quote for new sign agreed, Clerk to place order.

Action: Clerk.

122/22 **August risk assessment** – DS reported that the Jubilee bench and the bench by the school are not fully stable, and the school bench needs cleaning. Also, the latch to the Ring Road entrance to path 102 is broken, and the hedge adjacent to steps near Hasting Court still needs trimming back.

Action: Clerk to liaise with village maintenance contractor and SIB to ensure issues are addressed.

123/22 **Parish Council surgery 6th August** – conducted by GW: no attendees.

GW to conduct next surgery, 10:00am, Saturday, 3rd September in Shadwell Library.

124/22 **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** – no report this month.

125/22 **Correspondence** – none.

126/22 **Local Centres Programme** – email from LCC’s Regeneration Officer noted. Shops signage project presents significant challenges, but it may be possible to press ahead with other improvements. To discuss at next meeting.

Action: DP to chase Arium regarding planters; Clerk to pursue urgent meeting with LCC to decide best way forward.

127/22 **Recreational Centre** – NT2 reported that a second trustee is standing down and that the architect who initially agreed to prepare improvement plan has withdrawn. Councillors expressed concern regarding lack of progress. Agreed to invite the Secretary to next parish council meeting to discuss best way forward.

Action: Clerk.

128/22 **Complaint** – DP reported the outcome of the investigation into a complaint received on 12th July. DP confirmed that the complaint had been considered under the adopted complaints procedure in accordance with the decision made at the 28th July Parish Council meeting. A draft response to the complainant was considered and agreed. DP to sign and send on behalf of the Parish Council.

Action: DP

129/22 **Councillors' queries**

- i. **Trees overhanging Cricketers View** – GW to provide address of owner so that Clerk can contact to ask for the trees to be cut back.

- ii. **Civility and Respect Project** – DT reported that a series of webinars have been arranged during September and October that may be helpful. Councillors were encouraged to consider attending. Clerk to circulate latest newsletter which contains details.
Action: Clerk.

130/22 **Items for next agenda** – four-year strategy, Local Centres Programme, Recreational Centre, use of social media, and working party for Christmas lights and switch-on event.

131/22 **Next meetings**

Planning Committee – 6:30pm, Monday, 12th September 2022

Full Council - 7:00pm, Monday, 12th September 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.

132/22 **Invoices** – resolved that the following payments should be made:

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

677	M. S. Woods (utilities contribution August)	£30.00
678	P Hallas (village maintenance July)	£137.50
679	Shadwell Runners - replacement cheque (100615 not cashed) grant approved 15/11/21	£250.00
SO	VAL Trading Ltd (payroll) (1st August)	£652.83
Total		£1,070.33

133/22 **The Chairman closed the meeting at 8:10pm.**

Signed: _____ Dated: _____