

SHADWELL PARISH COUNCIL

*Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 26th September 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) (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
Website: www.shadwell-parish-council.org

In attendance - the Clerk.

The Chairman opened the meeting at 7:04pm. A minute's silence was held in memory of Her Majesty Queen Elizabeth II.

134/22 **Apologies for absence** – none.

135/22 **Minutes** - the minutes of the meeting of the Parish Council held on 8th August 2022 were approved and signed by the Chairman.

136/22 **Declarations of interest in respect of this meeting** – DP, DT and DS declared an interest in item 150ii. and took no part in the discussion or vote on that item.

137/22 **Public participation session** – no members of the public present.

138/22 **Crime**

- i. **Monthly Police report** - the report from PCSO Barratt was noted. Six crimes were reported in Shadwell during August: three residential burglaries in the Shadwell Parks; a residential burglary on Winn Moor Lane, the theft of a vehicle from Park Lane Court and the theft of a dog (later found) from Gateland Lane.

139/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – no new reports this month.
- ii. **Holywell Lane Playground** – order placed for sign; still awaiting delivery.
Action: Clerk to chase.
- iii. **Harewood Parish Council** – meeting was postponed because of clash with Queen Elizabeth II's funeral.
Post meeting note: rearranged for 24th October: DP, DT and NT2 to attend.
- iv. **Commemorative bench** – design and supplier identified; commemorative wording provided by donor.
Clerk to obtain formal quotation, obtain payment and place order.
Action: Clerk.
- v. **Village noticeboard** – now received. NT to arrange installation outside shops.
Action: NT.
- vi. **Trees overhanging Cricketers View** – landowner has agreed to have trees and undergrowth cut back.
Action: Clerk and NT2 to monitor progress.

140/22 **Policies and procedures**

- i. **Standing Orders** – minor amendments to wording regarding public participation at meetings considered and agreed.
Action: Clerk to update and reissue to all parish councillors.
- ii. **Complaints Procedure** – resolved (with one abstention) to adopt revised procedure as presented.
Action: Clerk to update website.
- iii. **Financial Regulations** – DP and DT to meet to review and report back to a future meeting.
Action: DT & DT.

141/22 **Climate Change** – NT2 reported no response received from LCC to request for guidance on local engagement and “going green” agenda. Clerk to chase and to check what is available on-line.
Action: Clerk.

142/22 **Four-year strategy** – updated draft agreed. To update website and to include in next newsletter.
Action: Clerk & DP.

143/22 **Social media** – DF still to contact potential contractor regarding management of Parish Council’s use of social media. ES and Clerk to investigate access issues.
Action: DF, Clerk & ES.

144/22 **Christmas lights and events** – DF reported on various discussions with stakeholders and confirmed that working party is to meet shortly. Agreed to purchase three Christmas trees to complement light displays.
Post meeting note: Switch-on event to be held at the Red Lion at 7:00pm on Thursday, 24th November, planning for refreshments and music ongoing. Clerk to write to local celebrity to invite him to switch on lights.
Action: DF & Clerk.

145/22 **Leeds Festival** – feedback meeting scheduled for 29th September. Clerk to circulate minutes when available.
Action: Clerk.

146/22 **East Leeds Orbital Road**

- i. **Issues arising from opening** – various issues identified. Clerk to summarise and contact ELOR project team.
Action: Clerk.
- ii. **Entrances to Ego and Coal Road** – initial responses noted; further details supplied regarding EGO entrance. Awaiting update/action.
Action: Clerk to monitor and chase, as necessary.

147/22 **External meetings**

- i. **Forthcoming meetings** – updated schedule noted. DS to attend 20th October PACT meeting.
- ii. **Other meetings** – NT reported on the Scouts and Guides AGM. Scout hut is in use four evenings a week but is available for external users at other times. NT to circulate AGM minutes when available.
Action: NT.

148/22 **Highways**

- i. **Proposed 20mph limit** – no apparent progress with LCC’s consultation.
Action: Clerk to chase.
- ii. **Safety issues on Ring Road** – Clerk confirmed that further representations have been made to LCC regarding minimising risk for walkers attempting to cross between Roundhay Gorge and entrance to path 102. Response awaited.
Action: Clerk to monitor.

149/22 **Planning Committee**

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

- i. **22/05370/FU – 22 Holywell Lane** – demolition of existing porch; single storey side/rear extension; alteration to driveway for provision of parking – **no objection**, but to comment that the external materials and windows should be in keeping with the Holywell Lane Conservation Area.
- ii. **22/05469/FU – 40 Ash Hill Drive** – two storey side extension; single-storey rear extension – **no objection**.

Action: Clerk to upload comments through LCC's planning portal.

150/22 **Finance**

- i. **Independent examination of 2021/22 accounts** – PKF Littlejohn's report still awaited. Clerk to chase.
Action: Clerk.
- ii. **Grants** – a grant request from Shadwell Library for a contribution towards the cost of unexpected urgent repairs to window lintels was considered. Agreed to provide a grant of £3,450. (**Note:** DP, DT and DS all declared interests and took no part in the discussion or vote on this item).

151/22 **Village Maintenance**

- i. **Work completed** - Clerk reported that the contractor completed 12¼ hours of work during August which included cutting hedges, tidying flower beds and the area around shed, mowing grassed areas, watering planters, clearing plant waste and collecting new equipment from suppliers.
Noted that despite contractor's best efforts, the village is not looking as tidy as it should. NT and DP to ask contractor whether he has capacity to extend his hours.
Action: NT & DP.
- ii. **Gates at entrance to Scout Hut and Parish Council Shed** – Clerk confirmed that a letter of thanks had been sent to Scout Leader.
- iii. **Storage hut sign** - order placed; still awaiting delivery.
Action: Clerk to chase.

152/22 **September risk assessment** – DS reported that several issues identified in July and August are still outstanding.

Action: Clerk confirmed that village maintenance contractor and SIB volunteers are aware of issues and are working to resolve them.

153/22 **Parish Council surgery 3rd September** – conducted by GW: no attendees.

GW to conduct next surgery, 10:00am, Saturday, 1st October in Shadwell Library.

154/22 **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/a6c8sedm>).

155/22 **Correspondence**

- i. **Bus Services** – letter from the Better Buses for West Yorkshire campaign group noted. DP to explore whether to write to WYCA as campaign group requests.
Action: DP.

156/22 **Commonwealth War Graves** – noted that plaque still not in place outside churchyard. Clerk to write to St Paul's PCC to query delay.

Action: Clerk.

157/22 **Local Centres Programme** – ES and Clerk reported on 23rd September meeting with LCC officers and ward councillor. Agreed at that meeting that:

- i. Plans for refurbishment of shop signage were no longer viable. Clerk to inform tenants.
- ii. Plans for new planters outside shops should still go ahead. Arium staff to meet with DP to take forward.

iii. Jubilee benches - to be repurposed as memorial benches for HM Queen Elizabeth II, but to be funded outside LCP. Manufacturing and shipping problems are causing delays.

Action: Clerk and DP.

158/22 **Recreational Centre** – NT2 reported that a trustees meeting has been arranged for 27th September. NT2, GW, DF and NT to attend. Resident has agreed to help in obtaining charitable status.

Action: NT, GW, DF & NT2.

159/22 **Councillors' queries**

i. **Plant bowls** – for older residents at Christmas. To consider at next meeting

160/22 **Items for next agenda** – plant bowls, Local Centres Programme, Recreational Centre, social media contractor, Christmas lights and switch-on event, newsletter.

161/22 **Next meetings**

Planning Committee – 6:30pm, Monday, 10th October 2022

Full Council - 7:00pm, Monday, 10th October 2022

Finance Committee – 7:00pm, 24th October 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.

162/22 **Invoices** – resolved that the following payments should be made:

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

680	M. S. Woods (utilities contribution September)	£30.00
680	M.S. Woods (stationery)	£1.75
680	M. S. Woods (Land search fees)	£6.00
680	M. S. Woods (Website hosting fee)	£22.79
680	M. S. Woods (Wordpress annual subscription)	£105.54
681	Harry Stebbings Workshop (new community noticeboard)	£1,566.00
682	Ripon Farm Services (Battery chargers and Li-ion battery)	£315.63
683	Cheque cancelled	-
684	P. Hallas (Village maintenance August)	£134.75
685	Shadwell Independent Library (room rental July to Sept)	£50.00
686	Shadwell Independent Library (grant approved - see item 150ii/22 above)	£3,450.00
DD	Business Stream (allotments water and sewerage May to August)	£55.19
SO	VA-L Trading Ltd (August payroll)	£652.83
Total		£6,390.48

163/22 **The Chairman closed the meeting at 8:50pm.**

Signed: _____ Dated: _____