

## SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council  
held on Monday, 10<sup>th</sup> October 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) (Apologies)	0778 885 5168
Emma Stapleton (ES) (Apologies)	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.

164/22 **Apologies for absence** – none.

165/22 **Minutes** - the minutes of the meeting of the Parish Council held on 26<sup>th</sup> September 2022 were approved and signed by the Chairman.

166/22 **Declarations of interest in respect of this meeting** – none.

167/22 **Public participation session** – no members of the public present.

168/22 **Crime**

- i. **Monthly Police report** – report not available for meeting. **Post meeting note:** no crimes were reported in September.

169/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – DP reported a pothole outside 22 Ash Hill Drive. Clerk to report to LCC.
- ii. **Holywell Lane Playground** – sign still awaited. Clerk has sent a reminder to suppliers  
**Action:** Clerk to follow up.
- iii. **Harewood Parish Council** – meeting arranged for 24<sup>th</sup> October. DP, DT and NT2 to attend, Clerk to circulate draft agenda.  
**Action:** Clerk.
- iv. **Commemorative bench** – Clerk finalising quotation with supplier.  
**Action:** Clerk.
- v. **Village noticeboard** – NT to arrange installation shortly.  
**Action:** NT.
- vi. **Trees overhanging Cricketers View** – landowner still to cut back.  
**Action:** NT2 & Clerk to monitor progress.
- vii. **Hedges at Spencer House** – Clerk has asked developer to cut back.  
**Action:** Clerk to monitor progress.

170/22 **Policies and procedures**

- i. **Financial Regulations** – Minor amendments recommended by DP and DT following detailed review. Resolved to adopt as presented.
- ii. **Code of Conduct** – annual review undertaken. Resolved to readopt without amendment.

- iii. **Equal Opportunities Policy** - annual review undertaken. Resolved to readopt without amendment.
- 171/22 **Annual Return: Assertions 1 to 3** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control. Clerk to arrange meeting with NT2 and DF to conduct annual review of procedures.  
**Action:** Clerk.
- 172/22 **Climate Change** – still no feedback from LCC. Clerk to contact again and to seek guidance from YLCA and look at how other councils are tackling issues. To include feature in next newsletter.  
**Action:** Clerk & DP.
- 173/22 **Social media** – VV and Clerk to investigate access issues.  
**Action:** Clerk & VV.
- 174/22 **Autumn newsletter** – to include Christmas preparations, four-year plan and climate change issues.  
**Action:** DP & Clerk.
- 175/22 **Christmas activities**
- i. **Lights and switch-on events** – DF reported on recent working party meeting. Agreed that event should be fairly low-key, with mulled-wine, soft drinks and mince pies and festive music provided by a DJ. Christmas trees have been ordered, and options for a local celebrity to switch on the lights are being explored.  
**Action:** DF.
  - ii. **Plant bowls** – agreed to distribute hyacinth bowls to those aged 80 and over again this year. DP and DS to review list of recipients, DP to place order with supplier.  
**Action:** DP & DS.
- 176/22 **East Leeds Orbital Road**
- i. **Issues arising from opening** – response from Ward Cllr. Ryan Stephenson noted. Clerk to attend remote meeting on 13<sup>th</sup> October.  
**Action:** Clerk.
  - ii. **Entrances to Ego and Coal Road** – response from Highways noted. DP to check whether flooding problems at Ego entrance have been resolved.  
**Action:** DP.
- 177/22 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted. DS to attend 20<sup>th</sup> October PACT meeting.
  - ii. **Meetings attended** – all meeting attended are reported elsewhere in these minutes.
- 178/22 **Highways**
- i. **Proposed 20mph limit** – consultation now expected to begin in the next few days.  
**Action:** Clerk to prepare response.
  - ii. **Safety issues on Ring Road** – officer responses make it clear that LCC are not prepared to install a new crossing between Roundhay Park Gorge and Path 102, despite repeated requests. Agreed not to pursue any further, but to seek a new entrance to the gorge for pedestrians lower down Roundhay Park Lane.  
**Action:** Clerk to pursue with LCC.
- 179/22 **Planning Committee**  
NT2 reported on the meeting held earlier in the evening. One application was considered:
- i. **22/06389/FU – 2 Shadwell Park Avenue** – two storey side extension in place of existing garage; construction of new detached garage. – noted that applicants had sought to address issues following refusal of previous planning application. Agreed no objection.  
**Action:** Clerk to upload comments through LCC’s planning portal.

180/22 **Finance**

- i. **Independent examination of 2021/22 accounts** – Clerk confirmed that the independent examination has been completed with no matters for concern, and that the audited Annual Return and Certificate have been published on the website and displayed on the noticeboard within statutory timescales.

181/22 **Village Maintenance**

- i. **Work completed** - Clerk reported that the contractor completed 13¼ hours of work during September which included cutting back grass and weeds, strimming pavements, tidying around shed, removing hanging baskets and dealing with plant waste and rubbish.
- ii. **Additional hours** – NT check whether contractor has capacity to increase hours.  
**Action:** NT.
- iii. **Storage hut sign** - order placed; still awaiting delivery. Clerk has sent reminder to supplier.  
**Action:** Clerk to chase.

182/22 **October risk assessment** – report from DS indicated that several issues identified in previous months are still outstanding, but no new issues have been identified.

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

183/22 **Parish Council surgery 1<sup>st</sup> October** – conducted by GW: no attendees.

GW to conduct next surgery, 10:00am, Saturday, 5<sup>th</sup> November in Shadwell Library.

184/22 **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/2p8kjm3>).

185/22 **Correspondence** – none.

186/22 **Commonwealth War Graves** – noted that Clerk has written to Rev. Young to enquire about progress with erecting signs to commemorate residents who died in the two World Wars.

187/22 **Local Centres Programme** – Clerk reported that outline proposal for LCP funding to be redirected to support the redevelopment of the Recreation Centre has been submitted to LCC. **Post meeting note:** Proposal to be considered by LCC's Programme Board on 20<sup>th</sup> October. NT2 and ES to attend remotely.

188/22 **Recreation Centre** – GW reported that a new constitution is being prepared and will be submitted to the Charity Commission shortly as part of the application for charitable status. Trustees and parish council to pursue options for redevelopment of the centre.

**Action:** NT, GW, DF & NT2.

189/22 **Councillors' queries**

- i. **Hearing loop for parish council meetings** – Clerk asked to look into options.
- ii. **Leeds Year of Culture** – DT reported that Shadwell Library is preparing an expression of interest to be Ward representative.
- iii. **Stile on Winn Moor Lane** – in need of repairs. Clerk to contact contractor.
- iv. **Hedge between Hobberley Lane and village school** – needs cutting back. NT to arrange with contractor and SIB volunteers.
- v. **Ludolf Rise** – street sign needs replacing. Clerk to report to LCC.

190/22 **Items for next agenda** – Local Centres Programme, Recreation Centre, social media, Christmas lights and switch-on event, newsletter.

191/22 **Next meetings**

**Finance Committee** – 7:00pm, 24<sup>th</sup> October 2022

**Planning Committee** – 6:30pm, Monday, 14<sup>th</sup> November 2022

**Full Council** - 7:00pm, Monday, 14<sup>th</sup> November 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.

192/22 **Invoices** – resolved that the following payments should be made:

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

687	M. S. Woods (utilities contribution October)	£30.00
687	M.S. Woods (laminating notices for meetings)	£14.00
687	M. S. Woods (stamps)	£10.88
688	Viking Direct (photocopier paper)	£63.48
689	Stockeld Farms Ltd (Christmas trees)	£504.00
684	P. Hallas (Village maintenance September)	£145.75
SO	VA-L Trading Ltd (September payroll)	£652.83

**Total** **£1,420.94**

193/22 **The Chairman closed the meeting at 8:35pm.**

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