

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 14th November 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) (Apologies)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Apologies)	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, ward councillor Matthew Robinson (part), and three members of the public.

194/22 **Apologies for absence** – apologies were received and approved from ES, NT2 and VV.

195/22 **Minutes** - the minutes of the meeting of the Parish Council held on 10th October 2022 were approved with one amendment in relation to apologies (item 164/22). To be signed at next meeting.

196/22 **Declarations of interest in respect of this meeting** – none.

197/22 **Public participation session**

- i. **20mph zone consultation** - two members of the public put forward arguments for extending LCC's proposed 20mph speed restriction zone to include access routes to the south of the village. Ward Cllr Robinson explained the criteria for determining the extent of the zone, and that the need for speed restrictions on Winn Moor Lane and Hobberley Lane had been flagged with Highways.
- ii. **Local Centres Programme** – Cllr Robinson confirmed that LCC officers have decided that the Recreation Centre does not meet the criteria for funding under the LCP programme. Meeting to discuss options arranged with officers for 16th November.
- iii. **Buses** – In response to questions, Cllr Robinson suggested that the Parish Council should contact Transdev to request that the X98/X99 service should be rerouted to include a stop within Shadwell.

198/22 **Crime**

- i. **Monthly Police report** – the report PCSO Barratt was noted. Two crimes were reported during October: the theft of a motor vehicle from Crofton Rise, and theft from a private garage and parked motor vehicle on Gateland Lane.

199/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – No new potholes reported this month.
- ii. **Holywell Lane Playground** – sign collected; passed to NT to arrange installation.
Action: NT.
- iii. **Commemorative bench** – quotation received and passed for donors for consideration. Order to be placed once donation received.
Action: Clerk.
- iv. **Village noticeboard** – NT to arrange installation shortly, adjacent wall may need repairing first.
Action: NT.
- v. **Ludolf Drive** – entrance sign now repaired.

- vii. **Stile at Winn Moor Lane** – awaiting repairs by contractor.
Action: Clerk to monitor progress.
- vii. **Trees overhanging Cricketers View** – no progress. Clerk to contact landowner again.
Action: Clerk.
- viii. **Hedges at Spencer House** – no progress. Clerk to contact developer again.
Action: Clerk.
- ix. **Hearing Loop** – awaiting advice from possible supplier. DP reported that other parishes advise that public address systems are a better solution for parish council meetings.
Action: Clerk and DF to investigate further.

200/22 **Policies and procedures**

- i. **GDPR General Privacy Notice** – annual review undertaken. Resolved to readopt without amendment.
- ii. **GDPR Staff and Councillor Privacy Notice** – annual review undertaken. Resolved to readopt without amendment.

201/22 **Civility and Respect Project** – model Councillor Officer Protocol considered. Resolved to adopt as presented.

202/22 **Annual Return: Assertions 4 to 6** - assertions reviewed; resolved that assertions are appropriate based on the arrangements in place for financial management and internal control. Clerk to arrange meeting after Christmas with NT2 and DF to conduct annual review of procedures.
Action: Clerk.

203/22 **Meeting with Harewood councillors** – DP reported on helpful meeting on 24th October. Contact details exchanged and clerks to liaise on issues of mutual interest, including planning applications close to Harewood/Shadwell boundary including footpaths.
Action: Clerk.

204/22 **Climate Change** – no new issues.

205/22 **Social media** – VV and Clerk still to investigate access issues.
Action: Clerk & VV.

206/22 **Newsletter** – DP reported that winter edition is with the printers. To be distributed shortly.

207/22 **Christmas activities**

- i. **Lights and switch-on events** – DF gave an update on plans. Amanda Harper (Look North) has agreed to attend and perform official switch-on. Motifs are in place and lights are to be put up on Library and adjacent trees this week. Christmas trees are to be delivered on 22/11, and raffle is being arranged. DF to approach shopkeepers about their own decorations and to order mulled wine, soft drinks and mince pies.
Action: DF and NT.
- ii. **Plant bowls for those aged eighty and over** - ordered; DP and DS to arrange distribution.
Action: DP & DS.

208/22 **East Leeds Orbital Road**

- i. **Liaison meeting** –Clerk reported on remote meeting with ward councillor, parish clerks and LCC officers on 13th October. Signage is being improved, and traffic lights are being adjusted to minimise delays. Problems with speeding vehicles and vandalism are being dealt with by police. Inflation means that there is no funding available for any enhancements.
- ii. **Review** – no new issues reported. DP to check whether flooding problems at Ego entrance have been resolved.
Action: DP.

209/22 External meetings

- i. **Forthcoming meetings** – updated schedule noted.
- ii. **Meetings attended**
 - a. **PACT Meeting 20th October** – DS provided a verbal report of meeting.
 - b. **ONE Forum 27th October** – DP provided a verbal report of meeting.

210/22 Highways

- i. **20mph consultation** – comments received considered. Agreed to support LCC’s proposals but to request that the 20mph zone should be extended to cover the whole length of Gateland Lane (including around the blind corner into Winn Moor Lane) and along Hobberley Lane to the entrance with Hobberley Lodge.
Action: Clerk to submit response.
- ii. **Safety issues on Ring Road** – response from LCC noted. Agreed not to pursue further at present.
- iii. **Parking issues at Church Farm Garth** – email from resident noted; resident to attend next meeting to explain his concerns.
Action: Clerk to provide background to resident before next meeting.

211/22 Planning Committee

DT reported on the meeting held earlier in the evening. Three applications were considered:

- i. **22/005453/FU – Oakhill Lodge, Roundhay Park Lane** – erection of one new dwelling to replace previously demolished lodge, including the creation of new access, landscaping and associated works – **agreed to object** on the grounds that the proposed dwelling appears to be “materially larger”, contrary to Green Belt policies, and potential access problems.
- ii. **22/01095/FU - Spencer House, Holywell Lane (amendment to existing plans)** - part demolition of existing property; conversion of garage to form a new dwelling and erection of double garage with associated landscaping – **agreed to object** on the grounds that the new dwelling would not be in line with objective 9 of the Shadwell Neighbourhood Plan and that the design is not sympathetic to Spencer House itself or the adjacent properties for which planning permission has already been granted.
- iii. **22/07055/FU - 12 Shadwell Park Grove** - Part two storey, part single storey, part first floor side and rear extension; first floor balcony with glass balustrade; new external rear terraced area with glass balustrade; garage roof alteration to new pitched roof with PV panels; alterations to existing windows and doors; PV panels to dwelling roof – **no objection**.
Action: Clerk to upload comments through LCC’s planning portal.

212/22 Finance

- i. **Finance Committee** – DP reported on the meeting held on 24th October. Bank reconciliation at end of September was agreed and the budget position for Q2 was examined in detail. Around two-thirds of the annual budget has already been spent, but no matters of concern were identified.
- ii. **Grants** – agreed to endorse Finance Committee recommendations for grants to the following organisations:
 - a. **Friends of Shadwell School** –£250 towards cost of annual firework display.
 - b. **Shadwell Baby and Toddler Group** –£250 towards cost of new equipment.
 - c. **Shadwell News** –£250 towards cost of preparing and printing.

213/22 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 13¼ hours of work during October which included collecting and sorting bedding plants, collecting and distributing pots and compost, planting up pots and tidying around shed.
- ii. **Trees adjacent to allotments** – noted that a fence is now in place. NT to contact homeowners regarding cutting back branches overshadowing allotments.
Action: NT.
- iii. **Additional hours** – NT to discuss increasing hours with contractor.
Action: NT.
- iv. **Storage hut sign** - sign collected; passed to NT to arrange installation.
Action: NT.

- v. **Stiles** - report of problems with stiles at the bridleway on Ash Hill Lane and at Brandon Lane noted.
Action: Clerk to check and arrange repairs, as necessary.
- 214/22 **November risk assessment** – report from DS noted. One new issue: lettering on Parish Council noticeboard is deteriorating.
Action: Clerk to arrange repairs.
- 215/22 **Parish Council surgery 5th November** – conducted by GW: two attendees. Issues raised were:
- i. Improving access to Tennis Club.
 - ii. Electric vehicle charging points.
- Action:** Clerk to respond to attendees.
GW to conduct next surgery, 10:00am, Saturday, 3rd December in Shadwell Library.
- 216/22 **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Independent Library, Arts Centre and Café** – report by DT noted. The Library trustees were congratulated for being chosen as one of two Anchor Organisations in Harewood Ward for Leeds Year of Culture 2023 (the other is Harewood House).
 - ii. **Shadwell in Bloom** – report by NT noted (see <https://tinyurl.com/2dd94nfv>)
- 217/22 **Correspondence** – Email regarding potential sale of land opposite Barnaby Cottages noted; Clerk to investigate whether LCC Parks and Countryside might be able to provide advice.
Action: Clerk.
- 218/22 **Commonwealth War Graves sign** – no response to letter to Rev. Young. DF and Clerk to pursue.
Action: Clerk and DF.
- 219/22 **Local Centres Programme** – LCC’s response to expression of interest very disappointing. Cllr Robinson pursuing other options with LCC officers (see 197ii/22, above).
- 220/22 **Recreation Centre** – No progress. Application for charitable status still not submitted. Trustees to pursue.
Action: NT, GW, DF & NT2.
- 221/22 **Public Participation** – there were no further contributions, and the remaining member of the public left at this point.
- 222/22 **Clerk’s remuneration** – resolved to implement the recently agreed 2022/23 National Local Government Pay Award with effect from 1st April 2022, as recommended by NALC.
- 223/22 **Councillors’ queries**
- i. **Coronation grants** – Clerk asked to look into options.
 - ii. **Gazebo weights** – Clerk asked to check prices and availability.
 - iii. **Boundary walls in Stricklands** - Clerk asked to check Neighbourhood Plan
- 224/22 **Items for next agenda** – Local Centres Programme, Recreation Centre, social media, hearing loops and issues arising from Christmas switch-on event.
- 225/22 **Next meetings**
Planning Committee – 6:30pm, Monday, 12th December 2022
Full Council - 7:00pm, Monday, 12th December 2022
Finance Committee – 7:00pm, Monday, 9th January 2023

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.

226/22 **Invoices** – resolved that the following payments should be made:

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

691	PKF Littlejohn LLP (audit fees 2021/22)	£240.00
692	M. S. Woods (utilities contribution November)	£30.00
692	M. S. Woods (defibrillator pads)	£125.40
692	M. S. Woods (Remembrance wreath)	£20.00
692	M. S. Woods (mileage)	£6.65
693	Lesley Beales (newsletter)	£50.00
694	P. Hallas (Village maintenance October)	£145.75
694	P. Hallas (postcrete for new noticeboard)	£25.60
695	Colour Display Ltd (signs for shed and playground)	£118.80
696	Friends of Shadwell School (grant towards cost of firework display)	£250.00
697	Shadwell Baby and Toddler Group (grant towards cost of new equipment)	£250.00
698	Shadwell News (grant towards production and printing costs)	£250.00
699	VA-L Trading Ltd (NJC salary award 2022)	£383.04
SO	VA-L Trading Ltd (October payroll)	£652.83

Total **£2,548.07**

227/22 **The Chairman closed the meeting at 9:10pm.**

Signed: _____ Dated: _____