

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 12th December 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) (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.

228/22 **Apologies for absence** – apologies were received and approved from DS.

229/22 **Minutes** - the minutes of the meeting of the Parish Council held on 14th November 2022 were approved and signed by the Chairman. The amended minutes of the meeting held on 10th October (approved at the last meeting) were also signed by the Chairman.

230/22 **Declarations of interest in respect of this meeting** – none.

231/22 **Public participation session** – no members of the public present.

232/22 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. Two crimes were reported during November: a burglary on Blind Lane and an attempted burglary/theft of a motor vehicle on Cricketers View. In respect of the second incident, NT2 reported that the householder has now sold the high-performance vehicle that the burglars were seeking to remove.

233/22 **Current items outstanding including the Clerk's report**

- i. **Potholes, etc.** – no new potholes reported this month.
- ii. **Holywell Lane Playground** – sign to be installed very shortly.
Action: NT.
- iii. **Commemorative bench** – now ordered; delivery expected February/March.
- iv. **Village noticeboard** – installation planned for after Christmas.
Action: NT.
- v. **Stiles at Winn Moor Lane, Ash Hill Lane and Brandon Lane** – still awaiting repairs by contractor.
Action: Clerk to chase.
- vi. **Trees overhanging Cricketers View** – no progress. Clerk to contact landowner again.
Action: Clerk.
- vii. **Hedges at Spencer House** – may have been cut back; DF to check.
Action: DF.
- viii. **Amplification for parish council meetings** – possible supplier identified, Clerk to contact to discuss options.
Action: Clerk.
- ix. **Parish Council Surgery 5th November** – feedback provided to residents on issues raised.

- x. **Coronation grants** – no announcements of relevance appear to have been made yet.
Action: Clerk to monitor.
- xi. **Gazebo weights** – options noted, NT to check gazebos to see which weights would be most appropriate.
Action: NT to check, Clerk to order.
- xii. **Boundary walls** – extract from Neighbourhood Plan requiring “high-quality design that respects local distinctiveness and character” noted.

234/22 **Schedule of meetings 2023/24** – draft discussed; to finalise at next meeting.

235/22 **Policies and procedures**

- i. **Vexatious Complaints** – deferred to next meeting
- ii. **Risk Assessment and Management** – annual review undertaken. Resolved to readopt without amendment.
- iii. **Grievance and Disciplinary** – annual review undertaken. Resolved to readopt without amendment.

236/22 **Annual Return: Assertions 7 to 8** - 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.

237/22 **Climate Change** – no new issues.

238/22 **Social media** – ES to approach resident regarding support.
Action: ES.

239/22 **Christmas activities**

- i. **Lights and switch-on events** – feedback from event generally very positive, but portable PA system was not adequate. DP reported that a more powerful system should be available to borrow for next year or for other celebratory events. One of the lamppost motifs is not working. Clerk to report.
Action: Clerk.
- ii. **Plant bowls for those aged eighty and over** – to be distributed week commencing 19th December.
Action: DS, DT & VV.

240/22 **East Leeds Orbital Road**

- i. **Review** – No new issues identified. LCC have confirmed that a “large amount” of planting is to begin shortly.
- ii. **Pigeon house** – concerns raised by resident regarding condition of pigeon house at Red Hall. **Post meeting note:** LCC have confirmed that restoration work is to be carried out by the developers of the Red Hall site.

241/22 **External meetings**

- i. **Forthcoming meetings** – NT2 to attend 22nd December remote PACT meeting in place of DS.
- ii. **Meetings attended** – where attended, reported under specific minutes.

242/22 **Highways**

- i. **20mph consultation** – Clerk confirmed that Parish Council’s comments were submitted before the deadline. Awaiting outcome of consultation.
- ii. **Parking issues at Church Farm Garth** – resident to attend January meeting to explain his concerns.

243/22 **Planning Committee**

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

- i. **22/07159/FU – 17 Shadwell Park Gardens** – single storey side extension, pitched roof over existing ground floor extension and two storey rear extension – **no objection**.
- ii. **22/07892/FU – 42 Strickland Avenue** – rendering and Juliette balcony to the rear.
Action: Clerk to upload comments through LCC’s planning portal – **no objection**.

244/22 Finance

- i. **External Audit** – Clerk confirmed that PKF Littlejohn LLP have been reappointed as parish council auditors for West Yorkshire for 2022-23 to 2026-27.
- ii. **Community Infrastructure Levy** – Clerk confirmed that Shadwell CIL receipts have apparently been allocated to Harewood PC in error. Clerk has queried with LCC’s CIL Team.
- iii. **Grants** – no new grant requests received.

245/22 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 23½ hours of work during November which included collecting spoil and plant waste for composting, cutting back hedges, clearing leaves and rubbish, collecting plants from nursery, assisting with erection of Christmas trees and setting up Christmas lights on Library.
- ii. **Trees adjacent to allotments** – NT reported that several trees between allotments and houses have already been pruned and are no longer overshadowing allotments. Other trees, not overlooking allotments, do need to be cut back. NT liaising with property owners.
Action: NT.
- iii. **Additional hours** – NT confirmed that contractor has agreed to extra hours (up to half a day a week) as and when required.
Action: NT to manage.
- iv. **Storage hut sign** – to be installed later this week.
Action: NT.

246/22 **December risk assessment** – report from NT2 noted. NT to arrange for deteriorating flag outside shops to be taken down.
Action: NT.

247/22 **Parish Council surgery 3rd December** – conducted by GW, no attendees.
GW to conduct next surgery, 10:00am, Saturday, 7th January in Shadwell Library.

248/22 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Independent Library, Arts Centre and Café** – verbal report by DT noted.
- ii. **Shadwell in Bloom** – report by NT noted (see <https://tinyurl.com/mr243x7n>).

249/22 Correspondence

- i. **Barnaby Cottages** – awaiting advice from LCC Parks and Countryside regarding conservation of conifer garden.
- ii. **Sycamore tree off Main Street** – concerns raised by resident noted. Agreed to write to LCC to oppose potential revocation of tree preservation order.
Action: Clerk.
- iii. **Coronation celebrations** – noted that beacons are not planned to be lit for the May Coronation, but they are planned for 6th June 2024 to remember the 80th anniversary of the D-day landings in Normandy.

250/22 **Commonwealth War Graves sign** – the Clerk reported that St Paul’s Church Curate has indicated that she will pursue after Christmas.

251/22 **Local Centres Programme** – no apparent progress. Clerk to contact ward councillor about options to ensure funding is not lost.

252/22 **Recreation Centre** – NT2 and GW reported that application for charitable status has been submitted. Trustees meeting to be held shortly.
Action: NT, GW, DF & NT2.

253/22 **Public Participation** – no members of the public present.

254/22 **Councillors' queries** – DT reported that under the Boundary Commission's revised proposals Harewood Ward, including Shadwell, is due to become part of a new "Wetherby and Easingwold" parliamentary constituency. Subject to parliamentary approval, the new constituency could be in place for the next General Election.

255/22 **Items for next agenda** – Local Centres Programme, Recreation Centre, social media, 2023/24 budget and precept, coronation events and amplification equipment for parish council meetings.

256/22 **Next meetings**

Finance Committee – 7:00pm, Monday, 9th January 2023

Planning Committee – 6:30pm, Monday, 16th January 2023

Full Council - 7:00pm, Monday, 16th 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.

257/22 **Invoices** – resolved that the following payments should be made:

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

700	M. S. Woods (utilities contribution November)	£30.00
700	M. S. Woods (printer cartridge)	£104.30
701	Parish Magazine Printing (autumn newsletter)	£175.41
702	B Turner Landscapes Ltd (putting up lights at Library)	£213.95
703	BK Growers Ltd (bedding plants)	£1,274.76
704	Society of Local Council Clerks (annual membership fee for Clerk 2023)	£146.00
705	P. Hallas (Village maintenance November inc. putting up Christmas lights)	£258.50
706	D. Potter (bulb bowls for distribution to over 80s)	£522.50
707	D. Ford (refreshments distributed at Christmas lights switch-on event)	£93.14
Total		<u>£2,818.56</u>

258/22 **The Chairman closed the meeting at 8:10pm.**

Signed: _____ Dated: _____