

## SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council  
held on Monday, 16<sup>th</sup> January 2023 in Shadwell Library, Main Street  
(to be confirmed)**

Debbie Potter (DP) (Chairman) (Present)	0113 265 7575
Denise Trickett (DT) (Vice-Chairman) (Apologies)	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  
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Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)

**In attendance** - the Clerk.

259/22 **Apologies for absence** – apologies were received and approved from DT.

260/22 **Minutes** - the minutes of the meeting of the Parish Council held on 12<sup>th</sup> December 2022 were approved and signed by the Chairman.

261/22 **Declarations of interest in respect of this meeting** – DP and NT declared an interest in regard to item 285/22 and left the meeting room when that item was discussed.

262/22 **Public participation session** – no members of the public present.

263/22 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. Two crimes were reported during December: a burglary on Shadwell Park Court and the theft of a motor vehicle parked on Holywell Lane.

264/22 **Current items outstanding including the Clerk's Report**

- i. **Potholes, etc.** – no new potholes reported this month.
- ii. **Village noticeboard** – installation planned for next month.  
**Action:** NT.
- iii. **Stiles at Winn Moor Lane, Ash Hill Lane and Brandon Lane** – still awaiting repairs by contractor. DP reported a deteriorating stile in the field between Hobberley Lane and Wetherby Road.  
**Action:** Clerk to report and chase with contractor.
- iv. **Trees overhanging Cricketers View** – no progress. Landowner contacted again; action promised.  
**Action:** Clerk and NT2 to monitor.
- v. **Hedges at Spencer House** – still not cut back, message left for agent.  
**Action:** Clerk to monitor and to escalate with LCC if no action taken.
- vi. **Amplification for parish council meetings** – informal estimate from possible supplier seems very high, alternative two-microphone portable PA system seems too basic. Clerk to pursue with resident who has expertise in this area.  
**Action:** Clerk.
- vii. **Gazebo weights** – NT still to check gazebos to see which weights would be most appropriate.  
**Action:** NT to check, Clerk to order.
- viii. **Barnaby Cottages** – no evidence that conifer plantation is a national collection, and site is not within parish council boundary. LCC not able to intervene, but no immediate prospect of sale.

- ix. **Sycamore tree off Main Street** – no current application to revoke preservation order. Should an application be submitted, a consultation period would allow the parish council and nearby residents to make representations to LCC.
- 265/22 **Schedule of meetings 2023/24** – updated draft discussed; agreed to cancel Finance Committee meeting planned for 24<sup>th</sup> April and incorporate financial issues into the following full Council meeting. Resolved to adopt schedule as amended.
- 266/22 **Policies and procedures**
- i. **Vexatious Complaints** – annual review undertaken. Resolved to readopt without amendment.
  - ii. **Archiving** – annual review undertaken. Resolved to readopt without amendment.
  - iii. **Document Retention** – annual review undertaken. Resolved to readopt without amendment.
- 267/22 **Climate Change** – no new issues.
- 268/22 **Social media** – Clerk and ES to meet to discuss best way forward.  
**Action:** ES & Clerk.
- 269/22 **Christmas activities**
- i. **Removal of decorations** – decorations put up by the Parish Council now removed and packed away, Some new lights are needed for next year. DP to discuss with contractor, and library committee to be asked to review display on library building. Better lights are needed outside the shops next year.  
**Action:** DP & DF.
  - ii. **Plant bowls for those aged eighty and over** – distribution went well; VV queried whether a Christmas meal (as before Covid-19), would be more welcome. See item 270/22, below.
- 270/22 **Coronation celebrations** – various ideas suggested, including incorporating a meal for those aged eighty and over into the weekend celebrations. Agreed to establish a working party with DP, DT, NT2 & DF as members and to invite interested residents to participate.
- 271/22 **East Leeds Orbital Road** – residents have complained that the timings on the traffic lights at the Wetherby Road roundabout are too short. Clerk to report to ELOR team.  
**Action:** Clerk.
- 272/22 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
  - ii. **Meetings attended** – where attended, reported under specific minutes.
- 273/22 **Highways**
- i. **20mph consultation** – still awaiting outcome of consultation.
  - ii. **Parking issues at Church Farm Garth** – recent instances of inconsiderate parking have been notified to Parish Council and to ward councillor. Residents who have raised this issue have not been able to attend this meeting, but problems are clearly continuing. Clerk to ask PCSO to attend at key times to try to alleviate the problem. To revisit at next meeting.  
**Action:** Clerk.
- 274/22 **Planning Committee**
- NT2 reported on the meeting held earlier in the evening. Four applications were considered.
- i. **22/008199/FU – 8 Ash Hill Gardens** – pitched roof to garage; pitched roof to porch; part stone and part render to garage and porch – **no objection**.
  - ii. **22/08275/FU – 8 Shadwell Park Close** – first floor extension with roof lights to side, new rooflights and glazing to front - **no objection**.
  - iii. **22/07926/FU – 6 Gateland Drive** – single storey side extension - **no objection**.
  - iv. **22/08415/FU – 15 Strickland Close** – first floor side extension. NT2 reported that committee members noted that this application had been submitted by member of the Parish Council (not a committee

member). Having recognised that, the committee did not identify any material reasons for objecting to the application and agreed to make no comment through LCC's planning portal.

#### 275/22 Finance

- i. **Finance Committee meeting 9<sup>th</sup> January** – DP reported on the meeting and confirmed that the Q3 budget and accounts had been checked and variations noted. No matters of concern were identified.
- ii **Budget 2023/24 and Precept** – the recommendations of the Finance Committee were noted. Resolved to agree the budget for 2023-24 as presented, and to request a precept of £40,170 (unchanged from 2022-23). The council tax band D charge is expected to be £41.43 for the new year. The Chairman and Clerk signed the precept return.  
**Action:** Clerk to send return to LCC.

#### 276/22 Village Maintenance

- i **Work completed** - Clerk reported that the contractor completed 11 hours of work during December which included putting in place new signs, sorting bags at shed, collecting and bagging fallen leaves for composting, and general tidying.
- ii. **Trees adjacent to allotments** – NT reported that there is no urgent need to prune the trees at the far end of the allotments, because they do not overshadow the allotment themselves. Agreed to take forward in September.

277/22 **January risk assessment** – report from DS noted. Various issues previously highlighted still outstanding. Clerk to provide list for NT to pass to contractor for action.  
**Action:** Clerk.

278/22 **Parish Council surgery 7<sup>th</sup> January** – conducted by GW, no attendees.  
GW to conduct next surgery, 10:00am, Saturday, 5<sup>th</sup> February in Shadwell Library.

#### 279/22 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/2p8ck6dk>).

#### 280/22 Correspondence

- i. **Shadwell Playground Campaign** – Report by the Chair of the Playground Campaign Group noted. Councillors expressed their thanks to the Campaign Group for their continued efforts to maintain and improve the playground.

281/22 **Commonwealth War Graves sign** – no progress. Clerk to chase Curate.  
**Action:** Clerk.

282/22 **Local Centres Programme** – no apparent progress. No response from ward councillor.  
**Action:** ES and Clerk to continue to pursue.

283/22 **Recreation Centre** – Trustees meeting arranged for 30th January.  
**Action:** NT, GW, DF & NT2 to attend.

284/22 **Public Participation** – no members of the public present.

#### 285/22 Councillors' queries

- i. **Funding for Shadwell in Bloom volunteers' meal** – *DP & NT declared an interest in relation to this item and left the meeting room whilst the issue was discussed.* A meal is being arranged for volunteers by the SIB committee. Councillors expressed the view that SIB volunteers play a key role in maintaining the appearance of the village and that it would be appropriate to recognise their hard work by making a financial contribution to the cost of the meal. To consider at next meeting.

286/22 **Items for next agenda** – Local Centres Programme, Recreation Centre, social media, contribution to SIB volunteers’ meal, parish council elections, parking issues, coronation events and amplification equipment for parish council meetings.

287/22 **Next meetings**

**Planning Committee** – 6:30pm, Monday, 13<sup>th</sup> February 2023

**Full Council** - 7:00pm, Monday, 13<sup>th</sup> February 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.

288/22 **Invoices** – resolved that the following payments should be made:

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

708	Amberol Ltd (hanging baskets)	£1,046.34
709	M. S. Woods (utilities contribution January)	£30.00
709	M. S. Woods (stamps and stationery)	£14.77
710	B Turner Landscapes Ltd (taking down lights at Library)	£84.00
711	Leeds City Council (supply, installation and hire of festive lights 22/23)	£12,204.00
712	Ripon Farm Services (replacement mower)	£570.00
713	P. Hallas (Village maintenance December)	£132.00
S/O	UK Debt Management Office (periodic loan repayment)	£1,689.32
S/O	VA-L Trading Ltd (December payroll)	£700.01

**Total** **£16,470.44**

289/22 **The Chairman closed the meeting at 8:25pm.**

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