

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 13th March 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) (Apologies)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Apologies)	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.

321/22 **Apologies for absence** – apologies were received and approved from DT, ES & VV.

322/22 **Minutes** - the minutes of the meeting of the Parish Council held on 13th February 2023 were approved and signed by the Chairman.

323/22 **Declarations of interest in respect of this meeting** – none.

324/22 **Public participation session** – no members of the public present.

325/22 Crime

- i. **Monthly Police report** – the report from PCSO Barratt was noted. Three crimes were reported during February: a burglary on Shadwell Park Court, the theft of a vehicle from Shadwell Park Court and the theft of two tractors from a property on Bridle Path Road.

326/22 Current items outstanding including the Clerk's Report

- i. **Potholes, etc.** – no new potholes reported this month, but the Clerk was asked to report seriously deteriorating road surfaces on Coal Road (between Wetherby Road and Main Street) and on Colliers Lane.
Action: Clerk.
- ii. **Village noticeboard** – NT confirmed that plans are in place to install the noticeboard in the next month.
Action: NT.
- iii. **Commemorative benches** – agreed that one bench should be sited in Holywell Lane Playground and the other at the bus terminus, opposite the bus shelter.
Action: Clerk to feed back to LCC.
- iv. **Stiles at Winn Moor Lane, Ash Hill Lane, Brandon Lane and between Hobberley Lane and Wetherby Road** – repairs completed at Winn Moor Lane, contractor has indicated that repairs to other styles will be completed shortly.
- v. **Trees overhanging Cricketers View** – some work seems to have been done, but not clear whether trees have been cut back as requested.
Action: Clerk to check with NT2.
- vi. **Hedges at Spencer House** – believed to have been cut back earlier today.
Action: Clerk to check.
- vii. **Amplification for parish council meetings** – use of existing equipment at Library still being explored.
Action: Clerk.

- viii. **Defibrillator** – the new owner of Post Office has agreed to take responsibility for checking the defibrillator.
 - ix. **Sign at Winn Moor Lane** – LCC City Signs have agreed to order and install a replacement sign.
 - x. **Verge creep, Roundhay Park Lane** – LCC have agreed to cut back vegetation using a “Community Payback” team.
- 327/22 **Annual Parish Meeting, 3rd April**
- i. **Agenda** – draft agenda discussed; still awaiting confirmation from potential speaker.
Action: Clerk to finalise once speaker has confirmed.
 - ii. **Invitations** – Clerk confirmed that invitations had been sent to village organisations.
 - iii. **Refreshments** – NT to provide wine glasses, DP to source wine and soft drinks.
Action: NT & DP
- 328/22 **Elections, 4th May** – arrangement for those seeking nomination noted. Election poster now on noticeboard, and similar details will be posted on website shortly.
Action: Clerk.
- 329/22 **Policies and procedures**
- i. **Code of members standards** – annual review undertaken. Resolved to readopt without amendment.
 - ii. **Publication Scheme** – annual review undertaken. Resolved to readopt without amendment.
 - iii. **Social Media Policy** – annual review undertaken. Resolved to readopt without amendment.
- 330/22 **Climate Change** – limitations of heat-pump technology for heating older houses noted.
- 331/22 **Social media** – meeting with resident to be rearranged.
Action: Clerk, ES & NT2.
- 332/22 **Coronation celebrations 6th & 7th May** – DF gave a verbal update on progress. Village hall and children’s entertainer booked, gas barbeque confirmed available, quotes for commemorative items being sought. Scarecrow event being planned. **Post meeting note:** LCC have now agreed to the closure of Holywell Lane for the street party on 7th May.
Action: Working party to continue planning events.
- 333/22 **Spring newsletter** – passed to the printer.
- 334/22 **East Leeds Orbital Road**
- i. **Traffic lights at Wetherby Road junction** – feedback from ELOR team noted.
Action: To monitor and follow up if required.
 - ii. **New issues** – concerns raised by resident regarding leakage of lighting from footbridge noted. DP has reported to ELOR team and has passed response back to resident.
- 335/22 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
 - ii. **Meetings attended** – verbal reports by DP (on Standards and Conduct Committee meeting) and Clerk (on YLCA Leeds Branch meeting) noted.
- 336/22 **Highways**
- i. **20mph consultation** – no apparent progress.
 - ii. **Parking issues at Church Farm Garth** – Clerk confirmed that LCC parking enforcement officers have agreed to visit at key times, but that visits will be sporadic.
 - iii. **Park Lane/Roundhay Park Lane/A6120 junction** – concerns raised by resident about timings of traffic lights passed on to LCC, but no response received.
Action: Clerk to pursue.
- 337/22 **Planning Committee** – meeting not held – no new planning applications received.

338/22 **Finance**

- i. **Annual review of internal control arrangements** – Clerk to arrange meeting with NT2 and DF.
Action: Clerk.
- ii **Grant requests** – no new requests received.

339/22 **Village Maintenance**

- i **Work completed** - Clerk reported that the contractor completed 16 hours of work during February which included removing overgrown bushes from herb beds, cutting back bracken, tidying and cutting back hedges and verges, assisting in the removal of a tree stump, preparing and planting flower beds, and collecting plants and compost from nursery. An additional 5¼ hours was spent cleaning and securing benches.
- ii. **Snow** – DP reported that the snow clearance contractor cleared a number of side roads following the snow fall on 10th March.

340/22 **February risk assessment** – report from DS noted. Some benches still need securing and the latch at the Ring Road end of Path 102 needs replacing. NT to liaise with contractor.
Action: NT

341/22 **Parish Council surgery 4th February** – conducted by DP, one attendee (see 334ii, above).
GW to conduct next surgery, 10:00am, Saturday, 1st April in Shadwell Library.

342/22 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – no report this month
- ii. **Shadwell in Bloom** – report by NT noted (see: <https://tinyurl.com/2s3t75bu>).

343/22 **Leeds Local Plan 2040** – consultation noted. DF to attend meeting on 15th March.

344/22 **Whole council training sessions** – DP to raise at next YLCA chairs' forum meeting.

345/22 **Commonwealth War Graves sign** – No progress, Clerk to contact PCC.
Action: Clerk.

346/22 **Recreation Centre** – DF to contact solicitors for advice on how to take forward.
Action: DF.

347/22 **Public Participation** – no members of the public present.

348/22 **Councillors' queries** – none.

349/22 **Items for next agenda** – Recreation Centre, social media, parish council elections, coronation events, amplification equipment and Leeds Local Plan 2040.

350/22 **Next meetings**

Annual Parish Meeting – 7:00pm, Monday 3rd April 2023
Planning Committee – 6:30pm, Monday, 17th April 2023
Full Council - 7:00pm, Monday, 17th April 2023

All meetings will be held in **Shadwell Library**, Main Street. Meetings are open to the press and public.

(continued overleaf)

351/22 **Invoices** – resolved that the following payments should be made:

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

720	Shuffles Entertainment Ltd (deposit for Coronation event entertainment)	£125.00
721	L. Dunne (stile repairs Winn Moor Lane)	£60.00
722	M. S. Woods (utilities contribution March)	£30.00
723	L Beales (newsletter preparation)	£50.00
724	N Taylor (teak oil for refurbishing benches)	£17.99
725	P. Hallas (Village maintenance February)	£233.75
725	P. Hallas (bedding plants and compost)	£61.15
726	Bardsey Tree Services Ltd (snow clearing 10/03/23)	£294.00
S/O	VA-L Trading Ltd (February payroll)	£700.01

Total	£1,571.90
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352/22 **The Chairman closed the meeting at 8:25pm.**

Signed: _____ Dated: _____