

SHADWELL PARISH COUNCIL

*Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 17th April 2023 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) (Apologies)	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 and one member of the public.

The Chairman opened the meeting at 7:00pm

353/22 **Apologies for absence** – apologies were received and approved from DS and DF.

354/22 **Minutes** - the minutes of the meeting of the Parish Council held on 13th March 2023 were approved and signed by the Chairman.

355/22 **Declarations of interest in respect of this meeting** – none.

356/22 **Public participation session** – no questions or comments.

357/22 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. One crime was reported during March: a burglary on Shadwell Lane. In future data on local crimes will need to be downloaded from the Police.UK website.

358/22 **Current items outstanding including the Clerk's Report**

- i. **Potholes, etc.** – no new potholes reported this month, but the Clerk was asked to follow up on deteriorating road surface on Coal Road (between Wetherby Road and Main Street) and to report issues on Manor Court. Other resurfacing work by LCC in the Ash Hill and Stricklands noted.
Action: Clerk.
- ii. **Village noticeboard** – to be installed as soon as SIB resources allow.
Action: NT.
- iii. **Commemorative benches** – bench at bus terminus in now in place, Clerk to chase LCC regarding placement of bench in Holywell Lane Playground.
Action: Clerk.
- iv. **Stiles at Ash Hill Lane, Brandon Lane and between Hobberley Lane and Wetherby Road** – repairs completed. Contractor's invoice awaited.
- v. **Trees overhanging Cricketers View** – appear to have been cut back, no outstanding issues.
- vi. **Hedges at Spencer House** – now cutback and pavement passable.
- vii. **Amplification for parish council meetings** – clerk to check functioning of microphones and to set up equipment for next meeting.
Action: Clerk.

- viii. **Sign at Winn Moor Lane** – not yet installed. To monitor and chase if required.
Action: Clerk.
 - ix. **Verge creep, Roundhay Park Lane** – waiting for LCC’s “Community Payback” team to cut back.
Action: Clerk to monitor and chase if required.
- 359/22 **Annual Parish Meeting, 3rd April** – agreed that the meeting went well, but numbers attending were low, and advertising needs to be better targeted next year. The Rewilding presentation by Jeff Davitt was particularly appreciated.
- 360/22 **Elections, 4th May** – Clerk confirmed that eight candidates put their names forward, so all eight have been elected as parish councillors in an uncontested election. Arrangement to co-opt a parish councillor to fill the one vacancy will begin at the Annual Meeting of the Parish Council on 9th May.
- 361/22 **Climate Change** – NT2 reported that higher temperatures due to climate change could result in greater incidence of tropical diseases in the UK.
- 362/22 **Coronation celebrations 6th & 7th May** – DP confirmed that lamp post plaques have been delivered. NT to arrange installation. DF has produced posters for the Saturday coffee morning/screening and the Sunday barbeque. ES to upload to Facebook. Clerk to post on website and noticeboard. Old bunting and flag at shops to be removed and replaced by village maintenance contractor.
Action: NT, ES and Clerk; working party to continue planning events.
- 363/22 **East Leeds Orbital Road**
- i. **Traffic lights at Wetherby Road junction** – still causing problems, particularly for traffic turning right from Wetherby direction.
Action: Clerk to pursue with ELOR Team.
- 364/22 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
 - ii. **Meetings attended** – none to report.
- 365/22 **Highways**
- i. **20mph consultation** – report with LCC Chief Officer for consideration. Installation of signage expected in three to four weeks but may be delayed if Chief Officer decides to wait until agreement secured across all villages affected.
 - ii. **Village School** – proposal by Friends of Shadwell School to purchase portable signs to discourage inconsiderate parking welcomed.
 - iii. **Crofton Terrace** – email from resident regarding residents only parking signage noted. No objections.
Action: Clerk to feed back to resident.
- 366/22 **Planning Committee** – meeting not held – no new planning applications received.
- 367/22 **Finance**
- i. **Annual review of internal control arrangements** – still to finalise date for meeting.
Action: Clerk, NT2 & DF.
 - ii. **Grant requests** – email from Yorkshire Countrywomen’s Association noted. Clerk to clarify amount requested.
Action: Clerk.
- 368/22 **Village Maintenance**
- i. **Work completed** - Clerk reported that the contractor completed 15¼ hours of work during March which included weeding and clearing flowerbeds, removal of waste, cutting hedges along path to school, strimming grass verges, collecting plants from nursery and clearing snow.
 - ii. **Hedges on Main Street** – quotation for cutting back hedges adjacent to school and opposite fish and chip shop considered and agreed.
Action: Clerk to arrange work with contractor.

- 369/22 **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
- 370/22 **Parish Council surgery 4th March** – conducted by GW, no attendees.
GW to conduct next surgery, 10:00am, Saturday, 4th June in Shadwell Library. Surgery for May cancelled, due to clash with Coronation celebrations.
- 371/22 **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Independent Library, Arts Centre and Café** – report by DT noted. DT also reported on events planned for Leeds Year of Culture 2023. The main event for Harewood ward will take place on Sunday, 9th July in Thorner Victory Hall. Activities will include a picnic, music, theatre and craft activities including mini-workshops and demonstrations.
In addition, Leeds’s Lord Mayor Elect has accepted an invitation to Shadwell on 4th July as part of the 10th anniversary of Shadwell Independent Library. Itinerary to be finalised shortly. To consider financial support at next meeting.
Action: DT and Library trustees to plan itinerary, Clerk to publicise on social media.
 - ii. **Shadwell in Bloom** – report by NT noted (see: <https://tinyurl.com/3ef2yc5m>).
- 372/22 **Leeds Local Plan 2040** – Clerk to seek update on progress from ward councillor(s).
Action: Clerk.
- 373/22 **Training** – Clerk to check on availability of YLCA refresher training on planning issues.
Action: Clerk.
- 374/22 **Commonwealth War Graves sign** – email from PCC noted; sign to be installed shortly.
Action: Clerk.
- 375/22 **Recreation Centre** – NT2 reported on initial discussions with solicitors. Trustees to pursue transfer to Parish Council.
Action: NT2, DF, GW and NT.
- 376/22 **Public Participation** – the recent road resurfacing in parts of the village was discussed. Residents have reported that the new surface appears to be thicker in some places than others, and that contractors may be returning at some point to sweep up excess stone dressing.
- 377/22 **Exclusion of press and public** – resolved to exclude members of the public during discussion and decision-making on the next item.
- 378/22 **Social media** – NT2, ES and Clerk reported on meetings with potential contractor regarding the redevelopment and management of the Parish Council’s social media presence. Resolved to accept the contractor’s offer on the terms reported.
Action: Clerk to prepare a formal letter of engagement, and to liaise with contractor regarding next steps.
- 379/22 **Councillors’ queries** – none.
- 380/22 **Items for next agenda** – Recreation Centre, Lord Mayor’s visit, progress on social media, co-opting a new parish councillor, training, 2022-23 year-end accounts, bank reconciliation, internal audit report, Leeds Local Plan 2040 and review of Coronation events.

(continued overleaf)

381/22 **Next meetings**

Planning Committee – 6:30pm, **Tuesday** 9th May 2023

Annual Meeting of the Parish Council and Full Council - 7:00pm, **Tuesday**, 9th May 2023

Planning Committee – 6:30pm, Monday 12th June 2023

Full Council – 7:00pm, Monday 12th June 2023

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

382/22 **Invoices** – resolved that the following payments should be made:

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

727	M. S. Woods (utilities contribution April)	£35.00
727	M. S. Woods (Office 365 annual subscription)	£123.84
727	M. S. Woods (Stationery)	£2.99
728	D. Ford (Lamp post signs for Coronation celebrations)	£154.30
729	Shadwell Independent Library Ltd (room rental)	£40.00
730	P. Hallas (Village maintenance March)	£167.75
730	P. Hallas (bedding plants and watering cans)	£30.28
731	Ripon Farm Services (Stihl AP-300 lithium - ion battery Serial no. 916735955)	£195.00
732	Parish Magazine Printing (Spring newsletter)	£206.00
733	Cheque cancelled	£0.00
734	Yorkshire Local Councils Associations (annual membership fee)	£587.00
735	D Potter (refreshments for Annual Parish Meeting)	£20.70
736	VA-L Trading Ltd (year-end charges plus fee increase)	£7.00
S/O	VA-L Trading Ltd (April payroll)	£700.71

Total

£2,270.57

383/22 **The Chairman closed the meeting at 8:25pm.**

Signed: _____ Dated: _____