

# SHADWELL PARISH COUNCIL

## **Draft Minutes of the Annual Meeting of Shadwell Parish Council held on Tuesday, 9<sup>th</sup> May 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) (Present)	0776 050 8890
Daljit Sehmi (DS) (Present)	0778 885 5168
Emma Stapleton (ES) (Present)	0789 438 6860
Norman Taylor (NT) (Apologies)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Geoffrey Wilson (GW) (Not present)	0113 273 7164

Clerk: Mike Woods 0775 171 8483

Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)

Website: [shadwell-parish-council.org](http://shadwell-parish-council.org)

**In attendance** - the Clerk and one member of the public.

1/23 **Election of Chairman** – resolved to appoint Debbie Potter as Chairman for the new municipal year.

2/23 **Amendments to declarations of disclosable pecuniary and other interests (DPIs)** – no amendments declared.

3/23 **Chairman’s declaration of acceptance of office** - signed by DP and countersigned by the Clerk.

*The Chairman opened the meeting at 7:03pm.*

4/23 **Apologies for absence** – apologies were received and approved from NT.

5/23 **Election of Vice Chairman** – resolved to reappoint Denise Trickett as Vice Chairman for new municipal year.

6/23 **Committees and working groups** – resolved to make the following appointments:

- i. Finance Committee: DP, DT, DF, GW, and NT with DP as chairman.
- ii. Planning Committee: DT, NT2, DS and ES with M. Wilford as community representative and NT2 as chairman.
- iii. Personnel Committee: DP, DT, DF & NT2 with DP as chairman.
- iv. Four-Year Plan Working Group: DP, DT & ES with ES as chairman.
- v. Newsletter Working Group: DP, DS, Lesley Beales and the Clerk.

7/23 **Representatives to outside bodies** – resolved to make the following appointments:

- i. Town and Parish Council NE Forum – DP.
- ii. Police and Communities Together – DS and NT2 (as available).
- iii. Leeds Festival Working Group - DP
- iv. ELOR forum – Denise Simpson and DP (as available).
- v. YLCA – the Clerk.
- vi. Library Committee – DP in her capacity as chairman of the Parish Council.

8/23 **Minutes** - the minutes of the meeting held on 17<sup>th</sup> April 2023 were approved and signed by the Chairman.

9/23 **Declarations of interest in respect of this meeting** – none.

- 10/23 **Public participation session** – Highways still to remove excess chippings after recent resurfacing work.
- 11/23 **Crime**
- i. **Monthly Police report** – Clerk reported that data available to download on police.uk website is a month out of date. NT2 to raise at next PACT meeting.  
**Action:** NT2.
- 12/23 **Current items outstanding including the Clerk's Report**
- i. **Potholes, etc.** – ward Cllr Sam Firth is in dialogue with LCC Highways regarding repair to Coal Road. Clerk to follow up on potholes on Colliers Lane and Manor Court.  
**Action:** Clerk.
  - ii. **Village noticeboard** – post meeting note: noticeboard now in place and available for use by community groups.  
**Action:** Clerk to publicise.
  - iii. **Commemorative benches** – both benches in commemoration of Queen Elizabeth II are now in place. New bench donated to commemorate a former resident was delivered today. Clerk and NT to arrange installation on Colliers Lane.  
**Action:** Clerk & NT.
  - iv. **Amplification for parish council meetings** – no progress; Clerk to check functioning of microphones and to set up equipment for next meeting.  
**Action:** Clerk.
  - v. **Sign at Winn Moor Lane** – not yet installed. To monitor and chase if required.  
**Action:** Clerk.
  - vi. **Verge creep, Roundhay Park Lane** – waiting for LCC's "Community Payback" team to cut back.  
**Action:** Clerk to monitor and chase if required.
- 13/23 **Asset register** – updated register checked and approved. NT and contractor to confirm custodians of rechargeable batteries. Clerk confirmed that no items of value are stored in the shed.  
**Action:** NT
- 14/23 **Parish Council Election** – Clerk to begin process of co-opting a councillor to fill vacancy following recent election.  
**Action:** Clerk
- 15/23 **Social Media**
- i. **Facebook** - Clerk confirmed that contractor has set up a new Facebook page for the Parish Council and that the old page has been decommissioned. Contractor to act as lead administrator and to post content. Clerk to write short updates on aspects of parish council activities.  
**Action:** Clerk.
  - ii. **Publicising activities and events** - agreed to raise awareness and publicise events through more regular posts on social media and on website and noticeboards.
- 16/23 **Coronation celebrations 6<sup>th</sup> & 7<sup>th</sup> May** – agreed that events over both days went well and were well received by those attending. Around 250 people attended the barbeque and children's entertainment on the Sunday afternoon. Thanks to all those who helped to make the events a success. DF reported that one of the gazebos was slightly damaged and may need repairs.  
**Action:** to check when next used.
- 17/23 **Lord Mayor's visit** – DT reported on arrangements for the visit on 4<sup>th</sup> July. The day is expected to begin with a visit to Shadwell Primary School (at 10:00am), followed by a visit to Shadwell Tennis Club and a light lunch at the Library to mark the 10<sup>th</sup> anniversary of the Independent Library and the 20<sup>th</sup> anniversary of Shadwell in Bloom.
- 18/23 **Climate change** – no new issues; Clerk to check with YLCA on availability of training.  
**Action:** Clerk.

- 19/23 **East Leeds Orbital Road**
- i. **Traffic lights at Wetherby Road junction** – no update available.  
**Action:** Clerk to pursue with ELOR Team.
- 20/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
  - ii. **Meetings attended** – verbal report by NT2 on recent PACT meeting noted.
- 21/23 **Highways**
- i. **20mph consultation** – installation of signs now expected to begin next month.
  - ii. **Colliers Lane road surface and traffic on village link roads** – Clerk to follow up with Highways regarding Colliers Lane; email from resident regarding traffic flows noted, to monitor over summer.  
**Action:** Clerk.
- 22/23 **Planning Committee** – NT2 reported on meeting held earlier in the evening. Three applications were considered:
- i. **23/02286/FU – Manor Farm, 154 Main Street** – partial demolition and conversion of agricultural buildings to five dwellings – **agreed to seek advice and await reports from statutory consultees before responding.**
  - ii. **23/02349/FU – 19 Ash Hill Gardens** – Alterations including part two storey part single storey side/rear extension incorporating dormer windows and feature glazing with juliet balcony to rear; rooflights to front/rear; new cladding to dormer window to front; new window at first floor to side; loft conversion to habitable room; outdoor seating and low wall to rear garden; single storey extension to front; new layout to front driveway – **agreed to object on the grounds that the dormer to the rear would be intrusive and the development would not support the aims of Objective 2 of the Shadwell Neighbourhood Plan.**
  - iii. **23/02024/FU – 8 Strickland Crescent** – alterations including two storey side extension and new porch to front – **no objection.**
- 23/23 **Finance**
- i. **Internal Audit 2022/23** – report by internal auditor noted, no issues or recommended actions.
  - ii. **Annual review of internal control arrangements** – arranged for 23<sup>rd</sup> May.  
**Action:** DF, NT2 & Clerk.
  - iii. **2022-23 Budget Outturn** – the financial statements for Quarter 4 were examined and variations noted. No matters of concern were identified.
  - iv. **Bank reconciliation March 2023** - the bank reconciliation was checked and agreed to the relevant bank statement which was then signed by the Chairman.
  - v. **Grant request by Yorkshire Countrywomen’s Association** – further details of request noted. Agreed to give a grant of £250.00.
  - vi. **Insurance Renewal** – agreed to accept quotation recommended by brokers.
- 24/23 **Village Maintenance**
- i. **Work completed** - Clerk reported that the contractor completed 13 hours of work during April which included strimming at various locations, collecting and transferring plant waste for disposal and preparatory work for Coronation events
  - ii. **Hedges on Main Street** – contractor to cut back on 18<sup>th</sup> May.
  - iii. **Burglary at shed** – Clerk reported that the shed had been secured and that the CCTV system had been repaired.
- 25/23 **May risk assessment** – report from DS noted. Some benches still need cleaning and securing and the latch at the Ring Road end of Path 102 still needs replacing. The “no cycling” sign also need repairing. NT to liaise with contractor.  
**Action:** NT.

- 26/23 **Parish Council surgery** – May surgery cancelled due to clash with Coronation. GW to conduct next surgery, 10:00am, Saturday, 4<sup>th</sup> June in Shadwell Library.
- 27/23 **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 plans for the “My Leeds Summer” event on 9<sup>th</sup> July at Thorner Victory Hall. This has been organised as part of Leeds 2023 cultural programme and is for all communities in the Harewood Ward. All residents are invited to come along between 12:30pm and 4:00pm and to bring a picnic. There will be lots of community stalls and a range of activities for all ages. Clerk to publicise on website and social media.  
**Action:** Clerk.
  - ii. **Shadwell in Bloom** – report by NT noted (see: <https://tinyurl.com/2s4c9tdt>).
- 28/23 **Leeds Local Plan 2040** – verbal report by DF on recent meeting noted. Proposals for housing developments are mainly centred on south Leeds. No major infrastructure projects planned for Harewood ward.
- 29/23 **Training** – Clerk still to check on availability of YLCA refresher training on planning issues.  
**Action:** Clerk.
- 30/23 **Commonwealth War Graves sign** – Clerk to check on progress.  
**Action:** Clerk.
- 31/23 **Recreation Centre** – DF reported that the trustees are in the process of formally engaging solicitors and a builder is being sought to check the structural integrity of the building.  
**Action:** NT2, DF, GW and NT.
- 32/23 **Public Participation** – no comments or questions.
- 33/22 **Councillors’ queries** – issues raised included changing day of the week for meetings, setting up a joint parish council/community working group to help organise village events, ongoing problems with stagnant water at Ego entrance and additional village maintenance.
- 34/22 **Items for next agenda** – Recreation Centre, Lord Mayor’s visit, co-opting a new parish councillor, planning training, signing off 2022-23 year-end accounts, meeting dates and village maintenance.
- 35/23 **Next meetings**  
**Planning Committee** – 6:30pm, Monday 12<sup>th</sup> June 2023  
**Full Council** – 7:00pm, Monday 12<sup>th</sup> June 2023

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

(continued overleaf)

36/23 **Invoices** – resolved that the following payments should be made:

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

737	M. S. Woods (utilities contribution May)	£35.00
737	M. S. Woods (travel expenses)	£7.20
738	Yorkshire Rewilding Network (gift in thanks of APM presentation)	£60.00
739	K Thompson (social media development and maintenance April)	£90.00
740	L Moore (internal audit fee 2022/23)	£30.00
741	L Dunne (repairs to stiles Ash Hill Lane, Brandon Lane & Hobberley Lane)	£235.00
742	AJGIBL GBP CLIENT (Insurance premium 2023/24)	£1,339.20
743	P. Hallas (Village maintenance April)	£143.00
743	P. Hallas (cable ties for coronation plaques)	£13.49
744	D. Ford (food, etc purchased for Coronation weekend events - net amount)	£403.45
745	Yorkshire Countrywomen's Association	£250.00
S/O	VA-L Trading Ltd (May payroll)	£700.71
<b>Total</b>		<b>£3,307.05</b>

37/22 **The Chairman closed the meeting at 8:40pm.**

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