

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of Shadwell Parish Council held on Monday, 12th June 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) (Apologies)	0789 438 6860
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Apologies)	0789 490 8012
Geoffrey Wilson (GW) (Apologies)	0113 273 7164

Clerk: Mike Woods 0775 171 8483

Email: clerk@shadwell-parish-council.org

Website: shadwell-parish-council.org

In attendance - the Clerk.

The Chairman opened the meeting at 7:10pm

38/23 **Apologies for absence** – apologies were received and approved from ES, NT2 and GW.

39/23 **Minutes** - the minutes of the meeting of the Parish Council held on 9th May 2023 were approved and signed by the Chairman.

40/23 **Declarations of interest in respect of this meeting** – none.

41/23 **Public participation session** – no members of the public present.

42/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. One crime was reported during May: the theft of a motor vehicle from Shadwell Park Avenue. The vehicle was subsequently recovered by the Police.

43/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes, etc.** – to report two potholes on Manor Court to LCC.
Action: Clerk.
- ii. **Village noticeboard** – now in place and being used by community groups.
- iii. **Commemorative bench for former resident** – new bench to be put in place on Colliers Lane shortly.
Action: NT.
- iv. **Amplification for parish council meetings** – in use at this meeting. Clerk to investigate how to repair second radio microphone.
Action: Clerk.
- v. **Hedges on Main Street** – now cut back by contractor.
- vi. **Sign at Winn Moor Lane** – not yet installed. To monitor and chase if required.
Action: Clerk.
- vii. **Verge creep, Roundhay Park Lane** – no progress; awaiting response from LCC.
Action: Clerk to monitor and chase if required.
- viii. **Stagnant water at Ego entrance** – issue raised again with LCC, awaiting response.
Action: Clerk to monitor and chase if required.
- ix. **Commemorating war graves in St Paul's churchyard** – update requested from PCC, awaiting response.
- x. **Aggressive horses** – concerns of resident noted; to seek advice from Police.
Action: Clerk to contact PCSO.

- xi. **Allotments** – requests for 2023/24 rent sent out last week.
- 44/23 **Register of interests** – All updated and available on LCC’s website.
- 45/23 **Day of week for future meetings** – in view of absences, agreed to defer to next meeting.
- 46/23 **Co-option** – Clerk confirmed that vacancy has been advertised on website, noticeboard and through social media. Interviews with interested applicants to be arranged as required.
Action: DP & Clerk.
- 47/23 **Social Media** – contractor is continuing to update Facebook as requested by Clerk.
Action: Clerk to develop content and to continue to liaise with contractor.
- 48/23 **Lord Mayor’s visit, 4th July** – DT provided an update on arrangements. The agenda and timetable have now been agreed, and the list those attending is being finalised. Agreed to provide a grant of up to £250 to cover the cost of catering for the visit.
- 49/23 **Climate change** – no new issues; to consider training at next meeting.
- 50/23 **East Leeds Orbital Road**
- i. **Traffic lights at Wetherby Road junction** – no response received from ELOR team.
Action: To monitor and pursue again if problems persist.
- 51/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
 - ii. **Meetings attended** – verbal report by DS on recent PACT meeting noted.
- 52/23 **Highways**
- i. **20mph consultation** – installation appears to have been delayed again.
Action: Clerk to seek update from LCC Highways
 - ii. **Colliers Lane road surface** – road surface near junction with Main Street is deteriorating but does not appear to meet criteria for urgent resurfacing. To monitor and report to Highways if and when surface deteriorates further.
Action: Clerk
 - iii. **Coal Road** – no update available. Clerk to contact ward councillor.
- 53/23 **Planning Committee** – DT 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 – recommendations of statutory consultees noted. In view of uncertainties regarding reuse of materials and treatment of gas governor, and in the absence of any report by the Conservation Team, **agreed to object**, at least until those matters are satisfactorily resolved.
 - ii. **23/03026/FU – 235 Main Street** – two storey front extension; single storey side extension; two new dormer windows to front and creation of rooms in roof space; new roof lights and roof lantern to rear; alterations to ground floor windows – **no objection**.
 - iii. **23/03153/FU – The Barn, Bay Horse Lane** – Change of use, conversion and alterations of detached stables building to form one self-contained dwelling with off-street parking and garden – **agreed to object** on the grounds that conversion would be an unnecessary development within the Green Belt and would not be in accordance with Policy ENV1 of the Shadwell Neighbourhood Plan.
- 54/23 **Finance**
- i. **Annual review of internal control arrangements** – DF confirmed that he and NT2 carried out the review at a meeting with the Clerk on 23rd May – no matters of concern identified.
 - ii. **Public Paths Partnership Grant** – Clerk confirmed that the annual grant (£385) had been received.
 - iii. **Annual Governance and Accountability Return (AGAR) 2022/23** – the items listed in section 1 of the return were considered. Resolved that the Parish Council considers that the system of internal control in

place is sound, and that appropriate arrangements for the preparation of accounting statements are in place. Section 1 of the return was signed by the Chairman and countersigned by the Clerk.

- iv. **Annual Accounting Statements (Section 2 of the AGAR)** – resolved to approve the Annual Accounting Statements for 2022/23. Section 2 of the return was signed by the Chairman and was countersigned by the Clerk (in his capacity as Responsible Financial Officer). Clerk to arrange 30-day period for exercise of public rights to start before the end of June.
- v. **Grant support** – grants for the following organisations were considered:
 - a. **Shadwell Library** – grant of £3,000 approved.
 - b. **Scouts and Guides** – grant of £500 approved.
 - c. **Shadwell News** – grant of £250 approved.

55/23 **Village Maintenance**

- i. **Work completed** - Clerk reported that the contractor completed 22¼ hours of work during May which included strimming at various locations, installation of new noticeboard, emptying flowerbeds, collecting plant waste and checking flower beds where timber needs replacing. Further work identified: taking down coronation plaques and strimming footpath at Dan Quarry.
Action: Clerk to arrange with contractor.
- ii. **Commemorative bench** – further request noted; agreed that it would be possible to install an additional commemorative bench at Colliers Lane in place of the existing plank bench. Clerk to contact family to see if they wish to go ahead.
Action: Clerk.
- iii. **Potential additional contractor** – Clerk still to contact.
Action: Clerk.

56/23 **June risk assessment** – report from DS noted. Gate at the Ring Road end of Path 102 has been vandalised. Clerk to ask contractor to make safe and repair. The “no cycling” sign also need repairing.
Action: Clerk.

57/23 **Parish Council surgery** – DT held 3rd June surgery. Two matters raised:

- i. **Concerns raised about dog fouling** – agreed to address in next newsletter.
- ii. **Broadband and mobile phone signals** – Clerk to contact resident.

Next surgery, 10:00am, Saturday, 1st July in Shadwell Library. Parish councillor attending to be confirmed.

58/23 **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/6ha7ukb6>).

59/23 **Recreation Centre** – DF reported that the trustees have formally engaged solicitors and two builders have been approached for estimates for rebuilding the centre on the existing footprint. Ward councillors have been approached regarding possible funding opportunities.
Action: NT2, DF, GW and NT.

60/23 **Public Participation** – no members of the public present.

61/23 **Councillors’ queries** – none.

62/23 **Items for next agenda** – Recreation Centre, co-opting a new parish councillor, planning training, D-day commemorative events 2024, supporting residents with mobile phone and broadband issues, planning training, planning committee membership, meeting dates and additional village maintenance.

- 63/23 **Next meetings**
Planning Committee – 6:30pm, Monday 10th July 2023
Full Council – 7:00pm, Monday 10th July 2023
Finance Committee – 7:00pm Monday, 24th July 2023

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

- 64/23 **Invoices** – resolved that the following payments should be made:

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

746	M. S. Woods (utilities contribution June)	£35.00
746	M. S. Woods (stamps)	£12.54
746	M. S. Woods (travel expenses)	£7.20
747	Shuffles Entertainment Ltd (coronation event)	£250.00
748	K Thompson (social media maintenance May)	£60.00
749	B Turner Landscapes Ltd (hanging baskets and barrier baskets)	£3,122.40
750	Woodcraft UK Ltd (bench paid for by former resident's family)	£1,523.88
751	P. Hallas (Village maintenance May)	£255.75
752	Bardsey Tree Services Ltd (cutting back hedges on Main Street)	£1,440.00
753	Shadwell Independent Library Ltd	£3,000.00
754	1st Shadwell Scouts Group (grant towards running costs)	£500.00
755	Shadwell News (grant towards production costs)	£250.00
S/O	VA-L Trading Ltd (June payroll)	£702.21
Total		<u>£11,158.98</u>

- 65/23 **The Chairman closed the meeting at 8:25pm.**

Signed: _____ Dated: _____