

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of Shadwell Parish Council held on Monday, 10th July 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) (Apologies)	0776 050 8890
Daljit Sehmi (DS) (Present)	0778 885 5168
Emma Stapleton (ES) (Apologies)	
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	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 7:00pm

- 66/23 **Apologies for absence** – apologies were received and approved from DT, ES, DF and GW.
- 67/23 **Minutes** - the minutes of the meeting of the Parish Council held on 12th June 2023 were approved and signed by the Chairman.
- 68/23 **Declarations of interest in respect of this meeting** – none.
- 69/23 **Public participation session** – no members of the public present.
- 70/23 **Crime**
- i. **Monthly Police report** – not available at the meeting. **Post meeting note:** no crimes recorded in June.
- 71/23 **Current items outstanding including the Clerk's Report**
- i. **Potholes** – two potholes on Manor Court reported to LCC.
 - ii. **Commemorative benches** – NT confirmed that one bench to be put in place on Colliers Lane shortly. Clerk reported that second family have confirmed their request for a bench at the same location. Clerk to obtain formal quotation.
Action: NT & Clerk.
 - iii. **Amplification for parish council meetings** – second microphone repaired and now available for use.
 - iv. **Hedges on Main Street** – now cut back by contractor.
 - v. **Sign at Winn Moor Lane** – no progress; Clerk to chase LCC.
Action: Clerk.
 - vi. **Verge creep, Roundhay Park Lane** – no progress; still awaiting response from LCC.
Action: Clerk to chase.
 - vii. **Stagnant water at Ego entrance** – response from LCC noted; to monitor to see if problems reoccur.
Action: Clerk to monitor and chase if required.
 - viii. **Commemorating war graves in St Paul's churchyard** – Clerk reported that PCC are awaiting response from Commonwealth War Graves Commission.
 - ix. **Aggressive horses** – Clerk has contacted LCC Parks and Countryside on Police advice. Awaiting response.
- 72/23 **Meeting dates** – All councillors asked to feedback their preferences on days and times. DS to coordinate.
Action: DS.

- 73/23 **Co-option** – Two candidates have expressed interest. Chairman to arrange interviews.
Action: DP.
- 74/23 **Allotments** – Clerk confirmed that one half of plot 2 has become available. Clerk has offered half-plot to next person on waiting list. Awaiting response.
Action: Clerk to prepare rental agreement.
- 75/23 **Business Continuity Plan** – annual review undertaken; resolved to readopt without amendment.
- 76/23 **Lord Mayor's visit, 4th July** – events reviewed and thanks from various attendees noted.
- 77/23 **D-Day 80 Commemoration 2024** – communication from Pageantmaster noted. In view of recent commemorative events, and the forthcoming 80th anniversary of VE Day, agreed not to pursue.
- 78/23 **Connectivity**
- i. **Mobile phone coverage** – issues raised by resident at June surgery followed up by Clerk. No immediate solution available. Clerk to lobby for better coverage by supplier.
Action: Clerk.
 - ii. **Training sessions** – agreed to explore demand for internet/mobile phone drop-in sessions for older and vulnerable residents. Clerk to prepare advert.
Action: Clerk
- 79/23 **Climate change** – agreed to encourage use of garden water butts in next newsletter. Clerk to provide dates for YLCA training sessions.
Action: Clerk
- 80/23 **East Leeds Orbital Road** – no new issues. DP to request for feedback from recent ELOR liaison meeting.
Action: DP.
- 81/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
 - ii. **Meetings attended** – DP reported on the recent Leeds23 luncheon and the weekend event in Thorner. Clerk was unable to attend recent YLCA Leeds Branch meeting.
- 82/23 **Highways**
- i. **20mph limit signage** – installation still not started. Ward councillor chasing. Comprehensive email from Highways regarding various issues noted.
 - ii. **Street lighting** – LCC's schedule for upgrading streetlights in Harewood Ward noted. Queried why Cricketers are not included. Clerk to raise with Highways.
Action: Clerk.
 - iii. **Coal Road** – no update available. Clerk to pursue with ward councillor.
- 83/23 **Planning**
- i. **Planning applications** – the committee meeting scheduled for this evening was inquorate, so the following applications were considered at this meeting:
 - a. **23/03396/FU – Bay Horse Farm House, Bay Horse Lane** – demolition of existing raised patio and bridge; construction of new raised platform area; alterations to ground floor windows and doors to rear. **Agreed no objection.**
 - b. **23/03295/FU – 29 Ash Hill Gardens** – variation of condition 2 (approved plans) to previously approved planning application (21/07887/FU) for additional light to bedroom and to form internal storeroom. **Agreed no objection.**
 - c. **23/03743/FU – Southlea, 71 Gateland Lane** – single storey rear extension at basement floor level to form habitable rooms; raised patio/terraced area with steps and glass balustrade to rear. **Agreed no objection.**

- d. **23/03845/FU – 1 Strickland Close** – replacement decking to rear; increase height to fence. **Agreed to raise concerns about height and position of fence, but not to formally object.**

Action: Clerk to feedback comments/objections through planning portal.

- ii. **Committee membership** – agreed to defer until new councillor co-opted.

84/23 Finance

- i. **Exercise of public rights** – Clerk reported that the period for exercise of public rights for the inspection of the 2022/23 accounts began on 23rd June and will end on 3rd August.
- ii. **Annual Governance and Accountability Return (AGAR) 2022/23** – Clerk reported that the return was emailed to the external auditors for independent examination within the statutory time period and that receipt has been acknowledged.

85/23 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 26 hours of work during June which included strimming at various locations, distributing compost, watering planters, collecting plant waste, collecting bedding plants from nursery, taking down coronation plaques and moving and refurbishing benches.
- ii. **Potential additional contractor** – hourly rate and equipment available noted; agreed to use on an ad-hoc basis as and when required.

- 86/23 July risk assessment** – report from DS noted. Gate and signage at the Ring Road end of Path 102 has been made safe but is still awaiting repair by contractor (scheduled for this week). Bench outside Recreation Centre has been moved for repair and will need re-siting. Bench on Main Street near Stricklands needs securing.

Action: Clerk to liaise with contractor.

- 87/23 Parish Council surgery** – DP & DT held 1st July surgery. Various issues raised including:

- i. **Dog fouling** – already agreed to address in next newsletter.
- ii. **Parking on pavements** - agreed to raise again in next newsletter
- iii. **Buses** – agreed to request that X98/99 be diverted to stop at Shadwell terminus.
- Action:** Clerk.
- iv. **Bottle collections** – query about whether LCC are considering household bottle collections.

Action: Clerk to check with LCC.

Next surgeries: 10:00am, Saturday, 5th August (DS to attend) and Saturday, 2nd September (NT2 to attend). Both to be held in Shadwell Library.

88/23 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/mv6p3mrp>).

- 89/23 Recreation Centre** – NT2 reported that some of the trustees are meeting on 12th July to discuss the best way forward, which may include early demolition of the centre. Solicitors have been engaged to clarify trustees' powers and responsibilities, and to facilitate the possible transfer of the site to the Parish Council.

Action: NT2, DF, and NT.

- 90/23 Public Participation** – no members of the public present.

91/23 Councillors' queries and recent correspondence

- i. **Bus terminus** – dead and decaying tree – Clerk to report.
- ii. **Damaged lamp post** – Clerk to report.
- iii. **Leeds Eruv** – concerns expressed that Eruv poles appear to have been erected without proper consultation with local communities.
- iv. **MAE Care Annual Celebration** – invitation to event on 17th July noted; cllrs welcome to attend if available.
- v. **Parking on Main street** – concerns raised by resident noted; Clerk to pass on to Tennis Club.

- vi. **Leeds Local Plan Update 2040** – email from developer regarding submission noted; Clerk to request more details.
 - vii. **Colliers Lane** – NT raised concerns about road surface. May need surface treatment. Clerk to contact Highways.
- Action:** Clerk.

92/23 **Items for next agenda** – Recreation Centre, co-opting a new parish councillor, planning training, supporting residents with mobile phone and internet issues, planning training, planning committee membership and meeting dates.

93/23 **Next meetings**

Finance Committee – 7:00pm Monday, 24th July 2023

Planning Committee – 6:30pm, Monday 7th August 2023

Full Council – 7:00pm, Monday 7th August 2023

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

94/23 **Invoices** – resolved that the following payments should be made:

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

756	M. S. Woods (utilities contribution July)	£35.00
756	M. S. Woods (stamps)	£16.40
757	B K Growers Ltd (bedding plants (Invoices 0475 and 0492)	£1,695.36
758	P. Hallas (village maintenance May)	£286.00
759	K Thompson (social media maintenance June)	£75.00
760	Shadwell Independent Library Ltd (room rental for meetings)	£30.00
DD	Public Works Loans Board (periodic loan repayment)	£1,689.32
S/O	VA-L Trading Ltd (July payroll)	£702.21
Total		<u>£4,529.29</u>

95/23 **The Chairman closed the meeting at 8:50pm.**

Signed: _____ Dated: _____