

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of Shadwell Parish Council held on Monday, 11th September 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
Peter Gruen (PG) (Present)	0778 752 5520
Daljit Sehmi (DS) (Present)	0778 885 5168
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Present)	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 7:03pm and welcomed Cllr Vidya Venkatesh to the meeting following her co-option.

132/23 **Cllr Geoffrey Wilson** – the Chairman led a minute's silence in memory of Cllr Wilson.

133/23 **Apologies for absence** – apologies were received and approved from DT.

134/23 **Minutes** - the minutes of the meetings of the Parish Council held on 14th and 25th August 2023 were approved and signed by the Chairman.

135/23 **Declarations of interest in respect of this meeting** – none.

136/23 **Public participation session** – no members of the public present.

137/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. No crimes were reported during August.

138/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – no reports this month.
- ii. **Second commemorative bench** – delivery expected week commencing 18th September.
- iii. **Sign at Winn Moor Lane** – still awaited.
Action: Clerk to chase again.
- iv. **Aggressive horses** – LCC have written to owners to remind them of their responsibilities with regards to public rights of way.
- v. **Connectivity drop-in sessions** – three responses received to date; agreed to advertise again.
Action: Clerk.
- vi. **Leeds Local Plan Update 2040** – agreed to decline potential developers offer of a meeting.
Action: Clerk to respond.
- vii. **Overgrown hedges on Main Street** – some hedges have been cut back; developers have agreed to cut back hedge at Spencer House shortly. Clerk to check remaining hedges and contact owners as necessary.
Action: Clerk.
- viii. **CCTV cameras** – Clerk still to contact LCC to ascertain purpose.
Action: Clerk.

- ix. **Edible Initiative** – Clerk confirmed that representatives of Shadwell Shows have agreed to attend next meeting.
 - x. **Defibrillator** – Clerk confirmed that reservations regarding suggested placement have been fed back to the Tennis Club.
- 139/23 **Parish councillors**
- i. **Vacancy** – Clerk confirmed that the vacancy is scheduled to be formally advertised from 13th September and that the period for electors to request an election will end on 3rd October. If no election is requested the vacancy will need to be filled by co-option.
Action: Clerk to monitor and to publicise further if no election requested.
- 140/23 **Meeting dates** – agreed to change meeting dates from Mondays to Tuesdays for a trial period of six months beginning with the October meeting. **Post meeting note:** due to prior bookings at Shadwell Library, the start date for the trial will be reconsidered at the next meeting.
- 141/23 **Committee membership** – agreed to amend membership of committees as follows:
- i. **Finance Committee** – DP, DT, DF, DS & NT.
 - ii. **Planning Committee** – NT2, DT, DS, PG and VV with Meryll Wilford continuing as community representative.
 - iii. **Personnel Committee** – DP, DT, NT2 and DF.
 - iv. **Four-Year Plan Working Group** – DP, DT and VV.
- 142/23 **Standing Orders** – DP and DT to review shortly and report back.
Action: DP & DT.
- 143/23 **Complaints Procedure** – reviewed; agreed to readopt without amendment.
- 144/23 **Whole Council Training** – Clerk to contact YLCA and arrange a session in the new year.
Action: Clerk.
- 145/23 **Leeds Festival 2023** – severe traffic congestion reported but no other serious issues. Debriefing meeting arranged for 12th September.
Action: DP to attend if available.
- 146/23 **Christmas lights and switch-on event** – NT2 and DF reported on progress. Date/time for switch-on arranged for Friday, 1st December at 7:00pm. DF liaising with shops regarding lights. Agreed to purchase two Christmas trees (DF to arrange). VV to ask local celebrity to attend and switch on lights. Refreshments and raffle being organised, scope for support from local businesses being pursued. Costing to be considered at next meeting.
Action: NT2, DF and VV.
- 147/23 **Climate change** – no new issues. Clerk to check suitability of training courses as and when they become available.
Action: Clerk.
- 148/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed. Dates for PACT meetings to be agreed shortly.
 - ii. **Meetings attended** – nothing to report.
- 149/23 **Highways**
- i. **20mph limit signage** – road markings now on Main Street but no changes to signage yet.
 - ii. **Colliers Lane resurfacing** – no progress. Clerk to follow up with Highways.
Action: Clerk.
 - iii. **Coal Road** – no reply from ward councillor.

Action: Clerk to follow up.

- v. **Reflective bollards** – request for urgent corrective action submitted to Highways, but no response.

Action: Clerk to follow up with Highways.

150/23 Planning

- i. **Plans received** - the following planning applications were considered:
 - a. **23/04333/FU – 28 Strickland Avenue** – replacement of garage door to front and rear door – no objection.
 - b. **23/04993/FU -17 Gateland Lane** – dormer window to rear and rooflights to front – no objection.**Action:** Clerk to notify LCC through planning portal.
- ii. **Planning portal** – Clerk still to write to Chief Planning Officer to request that residents' comments/objections are made available to parish councils.
Action: Clerk.
- iii. **22/02602/FU – Brandon Golf Course** – updated plans noted – agreed to reiterate previous objections.
Post meeting note: application has been refused.

151/23 Finance

- i. **External audit of 2022/23 accounts** – report still awaited.
- ii. **Grant request** – request from Shadwell Methodist Church considered; agreed to pay a grant of £250.00.

152/23 Footpaths

- i. **Path 102** – repairs still outstanding.
Action: NT to organise repairs with contractor, Clerk to publicise vandalism on social media.
- ii. **Ginnel** – comments by resident regarding path between Crofton Rise and Strickland Avenue noted; Clerk to check condition and reply to resident.
Action: Clerk.
- iii. **Annual round of footpaths** – Clerk confirmed that contractor has agreed to cut back undergrowth as soon as possible.

153/23 Village Maintenance

- i. **Work completed** - Clerk reported that the contractor completed 19 hours of work during August which included strimming at various locations, cutting back overgrown hedges and collecting plant waste and rubbish for disposal.
- ii. **Placement of second commemorative bench** – to be put in place on Colliers Lane. Exact position to be decided at next meeting.
- iii. **Gardening equipment** – agreed to purchase a petrol mower and trimmer up to a total value of £800.
NT to arrange.
Action: NT

- 154/23 **September risk assessment** – report from DS noted. Gate at the Ring Road end of Path 102 still awaiting repairs. Benches on village green and near school still need cleaning. Bench on Main Street near Stricklands needs securing. Gate to Dan Quarry needs repainting.
Action: NT to arrange repairs and cleaning with contractor.

- 155/23 **Parish Council surgery** – DS held 2nd September surgery. No attendees. Next surgeries: 7th October – DP, 4th November – PG. Both to be held in Shadwell Library from 10:00am to 11:00am.

156/23 Reports from Council Representatives on Local Committees and Forums

- i. **Shadwell Independent Library, Arts Centre and Café** – report noted.
- ii. **Shadwell in Bloom** – report noted.

157/23 Correspondence – none.

- 158/23 **Recreation Centre** – NT2 and DF reported that the trustees have now engaged solicitors to effect the transfer to the Parish Council and have engaged contractors to erect protective barriers which will be in

place very shortly. Most of the contents have been removed, utilities are being disconnected and surveys are being arranged prior to demolition. Councillors reaffirmed their commitment to rebuilding the centre for the benefit of the local community.

Action: NT2, DF and NT.

159/23 **Public Participation** – no members of the public present.

160/23 **Councillors' queries** – none.

161/23 **Items for next agenda** –Recreation Centre, planning Christmas switch-on event, whole council training, supporting residents with mobile phone and internet issues, placement of commemorative bench, meeting dates and purchase of an A-board to advertise surgeries.

162/23 **Next meetings**

Planning Committee – 6:30pm, Monday 9th October 2023

Full Council – 7:00pm, Monday 9th October 2023

Finance Committee – 7:00pm, Monday, 23rd October

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

163/23 **Invoices** – resolved that the following payments should be made:

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

767	M. S. Woods (utilities contribution September)	£35.00
767	M. S. Woods (WordPress annual subscription)	£129.54
769	B. Turner Landscapes Ltd (empty hanging baskets for 2024 season)	£432.00
770	D. Potter (bouquet for family in memory of Cllr Geoffrey Wilson)	£40.00
771	P. Hallas (village maintenance August)	£209.00
772	Shadwell Methodist Church (grant - see item 151ii, above)	£250.00
DD	Business Stream (water and drainage charges May to August - Allotments)	£84.11
S/O	VA-L Trading Ltd (August payroll)	£702.21

Total	£1,881.86
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164/23 **Clerk's Appraisal** – DP and DT reported on Clerk's appraisal which they conducted on 25th August.

Agreed to implement the NJC recommendation to increase Clerk's leave by one day for 2023/24 and to increase his salary by two SCPs with effect from 1st April 2023.

Action: DP and Clerk.

165/23 **The Chairman closed the meeting at 8:50pm.**

Signed: _____ Dated: _____