

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of Shadwell Parish Council held on Monday, 9th October 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
Peter Gruen (PG) (Present)	0778 752 5520
Daljit Sehmi (DS) (Present)	0778 885 5168
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Apologies)	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 and two members of the public (part).

The Chairman opened the meeting at 7:00pm.

166/23 **Apologies for absence** – apologies were received and approved from NT2.

167/23 **Minutes** - the minutes of the Parish Council meeting held on 11th September 2023 were approved and signed by the Chairman.

168/23 **Declarations of interest in respect of this meeting** – none.

169/23 **Public participation session** – Aly Peacock and Linda Riley gave a presentation on the Incredible Edible Leeds initiative which supports and facilitates small-scale vegetable-growing for community use on otherwise unused plots of land throughout Leeds. Councillors welcomed the initiative and made suggestions for possible locations in the village, including the Holywell Lane Playground. Further details are available at edibleleeds.org.uk.

170/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. One crime was reported during September, a residential burglary and theft of a vehicle from Shadwell Park Close. The Police were successful in recovering the vehicle.
- ii. **Break-in at shed** – the break-in at the Parish Council shed during the night of 25/26 September was noted. The Clerk confirmed that the incident was reported to the Police, but nothing was taken, and the shed was secured the following morning. NT to investigate further security arrangements.
Action: NT.

171/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – Clerk was requested to report potholes on Winn Moor Lane and Blind Lane.
- ii. **Second commemorative bench** – the second bench has now been delivered. NT confirmed that installation of the two commemorative benches would be a priority for the village maintenance contractor once autumn planting has been completed.
Action: NT to monitor installation.
- iii. **Sign at Winn Moor Lane** – still awaited.
Action: Clerk to chase again.
- iv. **Connectivity drop-in sessions** – to advertise again.
Action: Clerk.
- v. **Overgrown hedges on Main Street** – cut back and pavement passable.

- vi. **CCTV cameras** – purpose still not clear.
Action: Clerk to recontact Highways.
 - vii. **Whole council training** – dates in February and March 2024 no longer available. Clerk to arrange for April.
Action: Clerk.
 - viii. **Remembrance Day** – agreed that wreath should be laid by DF.
Action: DF
- 172/23 **Parish Council vacancy** – Clerk confirmed that the period for electors to request an election ended on 3rd October with no requests. Agreed to advertise to invite candidates to apply to be co-opted.
Action: Clerk
- 173/23 **Meeting dates** – agreed to change meeting dates from Mondays to Tuesdays for a trial period of six months beginning with the January meetings.
Action: Clerk to confirm new dates with Shadwell Library.
- 174/23 **Standing Orders** – DP and DT reported on their joint review. Agreed to readopt with minor correction to wording.
Action: Clerk to update and reissue to councillors.
- 175/23 **Policies and Procedures**
- i. **Code of Conduct** – reviewed; agreed to readopt without amendment.
 - ii. **Equal Opportunities Policy** – Clerk to review and report back to next meeting.
Action: Clerk.
- 176/23 **Annual Return: Assertions 1 – 3** – Clerk outlined results of review meeting with DF and NT2 earlier in the year. Agreed that actions are undertaken as stated.
- 177/23 **Christmas celebrations**
- i. **Lights and switch-on event** – DF, DS and VV reported on progress. Lights are to be switched on by Jamie Jones Buchanan and Santa, choir has been arranged, Christmas trees are ordered, and posters are ready. Refreshments and raffle are being organised and a card machine will be available for charity donations. Agreed to provide up to £250.00 for refreshments and sundries.
Action: NT2, DF, DS and VV.
 - ii. **Plant bowl/meal** – agreed to distribute festive plant bowls to those aged 80 and above again this year, and not to organise a meal. DS and DP to update list, DP to order plant bowls.
Action: DP & DS.
- 178/23 **Newsletter** – agreed to aim for November; content to include an appreciation of Cllr Wilson, features on SIB activities, Incredible Edibles, Christmas event, distribution of festive bowls and introduction to new cllrs.
Action: DP and Clerk.
- 179/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted, and attendees agreed.
 - ii. **Meetings attended** – NT provided a verbal report on the recent Scouts and Guides AGM. DP provided a verbal report on the recent YLCA Chairmans' Forum meeting.
- 180/23 **Highways**
- i. **20mph limit signage** – no further progress since signs painted on roads.
 - ii. **Colliers Lane resurfacing** – on progress.
Action: Clerk to keep pressing Highways for action.
 - iii. **Coal Road** – still no reply from ward councillor.
Action: Clerk to follow up.

- iv. **Reflective bollards, Winn Moor Lane** – request apparently passed between LCC Highways officers.
Action: Clerk to follow up.
- v. **Manor Court** – agreed to write to occupiers requesting that rubble and building materials be removed.
Action: Clerk.

181/23 Planning

- i. **Planning Committee** - DT reported on meeting held earlier in the evening. Four applications were considered:
 - a. **23/05180/FU - 1 Strickland Close** - Part retrospective application for replacement decking to rear; increase in height to fence – following a site visit and having heard representations from the applicants, **agreed to support the application.**
 - b. **23/04058/FU - 2 Shadwell Park Avenue** - Alterations including demolition of existing attached garage, erection of a two-storey side extension with front and rear dormers, enlargement of existing side dormer, insertion of a new window at ground floor level on west side elevation, erection of a two-storey double garage to front with dormer windows to front and a habitable room at first floor level and a link extension to the main dwelling - re-notification - **agreed no objection.**
 - c. **23/05127/FU - 29 Ash Hill Gardens** - Retrospective application for the conversion of garage to form habitable room, new first floor window to side – **agreed no objection.**
 - d. **23/05770/FU - 11 Gateland Lane** - Retrospective application for the erection of a dormer window to the rear – **agreed no objection.****Action:** Clerk to feed back comments through the planning portal.
- ii. **Civic Trust conservation area brochure** – agreed to obtain copies to distribute to households within the two conservation areas with next newsletter.
Action: Clerk to approach Civic Trust for copies.

182/23 Finance

- i. **Independent examination of the 2022/23 Annual Return** – Clerk confirmed that the independent examination had been completed and the audited Annual Return and Certificate were published on the website and displayed on the noticeboard within statutory timescales. The examiners noted a clerical error in box 10 of the prior year comparative column but did not find any matters of concern.
- ii. **Grant request** – no new requests received.

183/23 Footpaths

- i. **Path 102** – NT reported that gate had been removed, but repairs are still outstanding.
Action: NT to organise repairs with contractor, Clerk to publicise vandalism on social media.
- ii. **Ginnel** – Clerk confirmed that the contractor has been asked to trim back weeds and that the resident who raised the issue has been informed.
- iii. **Annual round of footpaths** – not clear whether contractor has completed the work.
Action: Clerk to check.

184/23 Village Maintenance

- i. **Work completed by contractor** - Clerk reported that the contractor completed 13 hours of work during September which included strimming at various locations, replacing a sponsorship sign, cleaning benches, clearing the entrance to Dan Quarry, making safe the Ring Road entrance to path 102, preparing beds for planting and collecting plant waste and rubbish for disposal.
- ii. **Issues raised at previous meetings** – NT reported on the following:
 - a. **Hedge at start of Cricketers View** – to be cut back by contractor or SIB volunteers shortly.
 - b. **Commemorative benches** – contractor and SIB volunteers to install on Colliers Lane after autumn planting completed.
 - c. **Dan Quarry** – entrance tidied, and weeds cut back. Still to revarnish gate.
 - d. **Path 102** – gate removed but repairs outstanding.
 - e. **Cleaning benches** – underway; undertaken as and when time allows.
 - f. **Bench near Stricklands** – leg is rotting; options being considered.
 - g. **Ginnel** – see 152ii, above

- iii. **Gardening equipment** – NT still exploring options.
Action: NT.
- iv. **Rock salt** – NT confirmed that supplies in storage should be sufficient for this winter.

185/23 **October risk assessment** – report from DS noted. No new issues.

186/23 **Parish Council surgeries**

- i. **Report and attendance** - DP held 7th October surgery. One issue raised: leaves on Main Street pavements near Manor Court.
Action: NT to check and ask SIB volunteers to clear if appropriate.
- ii. **Advertising surgeries** – agreed to purchase an A-board for use outside Library.
Action: Clerk
Next surgery: 4th November – PG, in Shadwell Library from 10:00am to 11:00am.

187/23 **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.

188/23 **Correspondence** – none.

189/23 **Recreation Centre** – DF reported that protective barriers are now in place, utilities are being disconnected and arrangement are being made to remove remaining contents. Storage facilities are being sought for chairs. Planning permission to demolish the building is being prepared, and quotations for demolition are being are being considered.
Action: NT2, DF and NT.

190/23 **Public Participation** – no members of the public present.

191/23 **Councillors' queries** – none.

192/23 **Items for next agenda** – Recreation Centre, Christmas switch-on event, whole council training, newsletter, parish council vacancy and connectivity drop-in sessions,

193/23 **Next meetings**

Planning Committee – 6:30pm, Monday 13th November 2023

Full Council – 7:00pm, Monday 13th November 2023

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

194/23 **Invoices** – resolved that the following payments should be made:

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

773	M. S. Woods (utilities contribution October)	£35.00
774	B. Turner Landscapes Ltd (hanging basket shipping)	£54.00
775	PKF Littlejohn LLP (External audit fees 2022/23)	£378.00
776	Shadwell Independent Library Ltd (Room rental, July - August 2023)	£50.00
777	Viking Direct (Printing paper and envelopes)	£93.57
778	P. Hallas (village maintenance September)	£143.00
779	VA-L Trading Ltd (Additional payroll costs)	£180.46
S/O	VA-L Trading Ltd (September payroll)	£702.21

Total

£1,636.24

195/23 **The Chairman closed the meeting at 8:45pm.**

Signed: _____ Dated: _____