

# SHADWELL PARISH COUNCIL

## ***Draft Minutes of the Meeting of Shadwell Parish Council held on Monday, 13<sup>th</sup> November 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) (Present)	0789 490 8012
Vidya Venkatesh (VV) (Apologies)	0113 273 7164

Clerk: Mike Woods 0775 171 8483

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

**In attendance** - the Clerk.

*The Chairman opened the meeting at 7:00pm.*

196/23 **Apologies for absence** – apologies were received and approved from VV.

197/23 **Minutes** - the minutes of the Parish Council meeting held on 9<sup>th</sup> October 2023 were approved and signed by the Chairman.

198/23 **Declarations of interest in respect of this meeting** – none.

199/23 **Public participation session** – no members of the public present.

### 200/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. No crimes were listed on the report, but the incident of criminal damage to the Parish Council hut on 27<sup>th</sup> September has been included in statistics for Harewood ward.
- ii. **Keyless car theft** – new, comprehensive guidance from the Police was noted. Agreed to publicise through the website and social media.  
**Action:** Clerk.

### 201/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – a pothole on Blind Lane has been reported to LCC, clarification was received on the location of a pothole on Winn Moor Lane. Concerns were voiced about the resurfacing more generally, and the rapid deterioration of roads that had been redressed in recent months.  
**Action:** Clerk to report pothole and raise resurfacing concerns with LCC Chief Officer and Executive Member.
- ii. **Sign at Winn Moor Lane** – raised again with LCC, awaiting installation.
- iii. **Connectivity drop-in sessions** – advertised again but no requests received. To be included in winter newsletter.
- iv. **CCTV cameras** – DP reported that the cameras have now been removed.
- v. **Whole council training** – agreed to book a session on 17<sup>th</sup> April 2024.  
**Action:** Clerk to arrange.
- vi. **Conservation area leaflets** – received; to be distributed to homes within both conservation areas with winter newsletter.
- vii. **Advertising board** – Clerk still to order.  
**Action:** Clerk

- viii. **Defibrillator battery** – Clerk to order.  
**Action:** Clerk.
- 202/23 **Parish Council vacancy** – Clerk confirmed that one person had come forward and confirmed their interest. A second person who initially expressed interest has not pursued the matter. Meeting to be arranged with potential candidate.  
**Action:** Clerk/DP.
- 203/23 **Meeting dates**
- i. **2023/24** – Clerk confirmed that the dates for meetings in January to March have been rearranged for Tuesdays and that availability of Library has been confirmed.  
**Action:** Clerk to publish new dates on website.
  - ii. **2024/25** – schedule agreed; Clerk to confirm dates with Library and publish on website.  
**Action:** Clerk.
- 204/23 **Policies and Procedures**
- i. **Equal Opportunities Policy** – reviewed and approved without amendment; confirmed that Clerk’s responsibilities include monitoring adherence to policy.
  - ii. **Financial Regulations** – DP/DT to review and report back.
  - iii. **Councillor – Officer Protocol** – reviewed and approved without amendment.
- 205/23 **Annual Return: Assertions 4 – 6** – agreed that actions are undertaken as stated.
- 206/23 **Defibrillator** – agreed that a defibrillator should be available at the eastern end of the village. Clerk to write to St Paul’s Shadwell Village Hall, to suggest that a defibrillator should be sited there.  
**Action:** Clerk.
- 207/23 **Christmas celebrations**
- i. **Lights and switch-on event** – DF, DS and NT2 reported on progress. Event has been widely advertised. DF to follow up on new lights on shops, and DP to arrange PA system. New lights are to be put up on the Library, arrangements for serving refreshments and placement of stalls are being finalised. Raffle prizes are being donated and Clerk is going to finalise arrangements with Jamie Jones Buchanan and Santa.  
**Action:** NT2, DF, DS, DP, VV and Clerk.
  - ii. **Plant bowl/meal** – DP has placed order with supplier and list of recipients is being finalised. To be distributed the week before Christmas.  
**Action:** DP & DS.
- 208/23 **Newsletter** – scheduled for printing 17<sup>th</sup> November, to be distributed the following week.  
**Action:** All.
- 209/23 **External meetings**
- i. **Forthcoming meetings** – no new meetings in diary.
  - ii. **Meetings attended:**
    - a. **LCC Planning Conference** – the Clerk gave a verbal report. The main focus of the conference was LCC’s decision to no longer publish comments and objections to planning applications. Agreed to write to Chief Planning Officer to express concern and to ask for decision to be reversed.  
**Action:** PG to draft letter to be sent by Clerk.
    - b. **Town and Parish Forum** – DP gave a verbal report. Items discussed at the forum included WYCA’s consultation on bus franchising.
    - c. **YLCA Leeds Branch Meeting** – the Clerk gave a verbal report. Cllrs at the meeting echoed concerns about LCC’s decision on planning comments/objections. Branch appointed Clerk as representative on Leeds Bradford Airport Consultative Committee.
    - d. **Village School** – DP reported on plans to update branding and mission statement
    - e. **PACT Meeting** - NT2 reported on issues raised which included targeted thefts of German cars, speeding in Wike and traffic levels on A58.

## 210/23 Highways

- i. **20mph limit signage** – Highways have indicated to ward councillor that signage should be in place before Christmas.
- ii. **Colliers Lane resurfacing** – reminder sent to Highways.  
**Action:** Clerk to keep pressing Highways for action.
- iii. **Coal Road** – ward councillor has asked Highways to carry out an inspection as a priority.  
**Action:** Clerk to monitor progress.
- iv. **Reflective bollards, Winn Moor Lane** – no progress, Clerk has asked ward councillor to escalate.  
**Action:** Clerk to monitor progress.
- v. **Parking issues near Shadwell Primary School** – cones to help restrict parking at key times have been delivered today. Ward councillor has confirmed that LCC have agreed to investigate options for a safer crossing on Main Street.
- vi. **Manor Court** – to check on progress building work and write to occupiers as necessary.  
**Action:** Clerk.

## 211/23 Planning

- i. **Planning Committee** – NT2 reported on meeting held earlier in the evening (see also item 209ii(a), above). Two planning applications were considered:
  - a. **23/06046/FU - Brandon Royd Farm, Bridle Path Road** - Alterations, including window replacement/reconfiguration; part garage conversion to habitable room space and chimney removal – **agreed no objection.**
  - b. **23/06470/FU – 6 Manor Court** - Variation of condition 2 (approved plans) and removal of condition 4 (window details) to previously approved planning application 22/01652/FU for substitution of approved plans and allowance for fitting of different coloured windows – **agreed no objection.****Action:** Clerk to feed back comments through the planning portal.

## 212/23 Finance

- i. **Finance Committee 23<sup>rd</sup> October** – the draft minutes of the meeting were noted. DP reported that there were no issues of concern.

## 213/23 Footpaths

- i. **Gate at Ring Road entrance to Path 102** – NT reported that replacement parts have been obtained and repairs are to be completed shortly.  
**Action:** NT to organise repairs with contractor.
- ii. **Ginnel** – weeds to be cut back shortly. **Post meeting note:** now completed, Clerk has replied to residents.
- iii. **Annual round of footpaths** – contractor has been delayed by adverse weather conditions, to be completed shortly.  
**Action:** Clerk to monitor progress.

## 214/23 Village Maintenance

- i. **Work completed by contractor** - Clerk reported that the contractor completed 26½ hours of work during October which included strimming at various locations, preparing new benches, collecting plant waste for composting, taking down and emptying hanging baskets, preparing flower beds, organising plants from nursery, and taking spoil to waste disposal facility.
- ii. **Issues raised at previous meetings** – NT reported on the following:
  - a. **Hedge at start of Cricketers View** - has now been cut back.
  - b. **Commemorative benches** – awaiting installation – **Post meeting note:** both are now in place.
  - c. **Dan Quarry** – Still to revarnish gate.
  - d. **Path 102** – see 213i, above.
  - e. **Cleaning benches** – underway; undertaken as and when time allows.
  - f. **Ginnel** – see 213ii, above.
  - g. **Entrance to Manor Court** – see 210vi, above.
  - h. **Bench near Stricklands** – NT to arrange for contractor to make safe.

- i. **Gardening equipment** – NT still exploring options.

215/23 **November risk assessment** – report from DS noted. No new issues.

216/23 **Parish Council surgeries**

- i. **Report and attendance** - PG held 4<sup>th</sup> November surgery, no attendees.  
**Next surgery:** 2<sup>nd</sup> December – DF, in Shadwell Library from 10:00am to 11:00am.

217/23 **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 (see: <https://tinyurl.com/3phs7x2p>).

218/23 **Correspondence**

- i. **Incredible Edibles** – noted that Shadwell Shows are to work with Shadwell Playground Committee to clear overgrown shrubs and plant vegetables and fruit trees in Holywell Park.
- ii. **Parking on Holywell Lane** – concerns raised by resident noted. Agreed that residents and visitors need to park considerately. Clerk to reply.  
**Action:** Clerk.
- iii. **Crofton Rise** – resident has raised concerns with ward councillor about speed of cars using Crofton Rise. Agreed to monitor.

219/23 **Recreation Centre** – NT2/DF reported that permission to demolish the building has been received, but that asbestos survey is still awaited. Quotation for demolition has been accepted by trustees. Process to transfer ownership to parish council underway. Next step is to get plans drawn up and to seek planning permission for new building. Architects to be approached for quotations.  
**Action:** NT2, DF and NT.

220/23 **Public Participation** – no members of the public present.

221/23 **Councillors' queries** – none.

222/23 **Items for next agenda** – Recreation Centre, review of Christmas switch-on event, parking issues, village maintenance and parish council vacancy.

223/23 **Next meetings**

**Planning Committee** – 6:30pm, Monday 11<sup>th</sup> December 2023

**Full Council** – 7:00pm, Monday 11<sup>th</sup> December 2023

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

224/23 **Clerk's salary** – settlement of NJC 2023/24 pay claim noted. Agreed to implement new salary scale in accordance with Clerk's contract.

225/23 **Invoices** – resolved that the following payments should be made:

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

780	B K Growers Ltd (bedding plants)	£35.00
781	B. Turner Landscapes Ltd (hanging baskets)	£528.00
782	M. S. Woods (utilities contribution November)	£35.00
782	M. S. Woods (travel costs and stamps)	£23.70
783	P. Hallas (village maintenance October)	£291.50
784	K Thompson (social media maintenance)	£30.00
785	Woodcraft UK Ltd (commemorative bench)	£1,660.92
786	L Beales (newsletter preparation)	£50.00

787	D Potter (reimbursement for deposit for festive bowls)	£50.00
S/O	VA-L Trading Ltd (October payroll)	£882.67
<b>Total</b>		<b><u>£3,586.79</u></b>

226/23 **The Chairman closed the meeting at 8:50pm.**

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