

SHADWELL PARISH COUNCIL

Draft Minutes of the Meeting of Shadwell Parish Council held on Monday, 11th December 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) (Apologies)	0778 752 5520
Daljit Sehmi (DS) (Apologies)	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 7:02pm.

227/23 **Apologies for absence** – apologies were received and approved from PG and DS.

228/23 **Minutes** - the minutes of the Parish Council meeting held on 13th November 2023 were approved and signed by the Chairman.

229/23 **Declarations of interest in respect of this meeting** – none.

230/23 **Public participation session** – no members of the public present.

231/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. No crimes were reported during November, but doubts were expressed over the collation of data.

Action: Clerk to check with PCSO.

232/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – a pothole on Winn Moor Lane, has been reported. Clerk to prepare list of streets where redressing work has deteriorated and to raise concerns with LCC Chief Officer and Executive Member.
Action: Clerk.
- ii. **Sign at Winn Moor Lane** – no progress, still awaiting replacement.
- iii. **Connectivity drop-in sessions** – several residents have shown interest.
Action: Clerk to approach potential trainers.
- iv. **Whole council training** – booking confirmed for 17th April 2024.
- v. **Advertising board** – received, stored in Library and to be used for parish council surgeries and other events.
- vi. **Defibrillators** – battery received, DT to pass to Post Office for installation. Letter sent to Village Hall to request that the Committee consider installing a defibrillator for the benefit of visitors and nearby residents.

Action: DT.

233/23 **Parish Council vacancy** – resolved to co-opt Peter Cass (PC) to fill vacancy.

Action: Clerk to prepare information pack and arrange a welcome briefing before January meeting.

234/23 **Meeting dates 2024/25** - Clerk confirmed that the date for the May meeting had been rearranged for 6th May.

235/23 **Policies and Procedures**

- i. **Financial Regulations** – DP/DT to meet shortly to review.
- ii. **Risk Assessment and Management Policy** – reviewed and approved without amendment.
- iii. **GDPR – General Privacy Notice** – reviewed and approved without amendment.
- iv. **GDPR – Staff and Councillor Privacy Notice** – reviewed and approved without amendment.

236/23 **Annual Return: Assertions 7 & 8** – agreed that actions are undertaken as stated.

237/23 **Christmas celebrations**

- i. **Lights and switch-on event** – event reviewed. Very well attended and feedback generally positive, although PA system was still not adequate and the switch-on itself was rather chaotic. Thanks were expressed to Jamie Jones-Buchanan (and Santa) for their warmth and enthusiasm on a very cold evening. Agreed to provide a gift to Leeds Rhinos Foundation as a thank you to Jamie for attending.
Action: Clerk to write to Leeds Rhinos and to report two motifs to LCC that are not working.
- ii. **Plant bowls** – DP reported that festive bowls are ready for collection.
Action: DS to arrange collection and distribution.

238/23 **External meetings**

- i. **Forthcoming meetings** – Leeds Bradford Airport Consultative Committee, 20th December – Clerk to attend.
Action: Clerk.
- ii. **Meetings attended** - none.

239/23 **Highways**

- i. **20mph limit signage** – no apparent progress. **Post meeting note:** Ward councillor reports that installation unlikely to begin before Christmas.
- ii. **Colliers Lane resurfacing** – no progress, surface deteriorating further.
Action: Clerk to keep pressing Highways for action.
- iii. **Coal Road** – Clerk to check whether LCC's "priority inspection" has been completed and whether remedial action has been decided.,
Action: Clerk.
- iv. **Reflective bollards, Winn Moor Lane** – no progress, Clerk to pursue with officers and ward councillor.
Action: Clerk.
- v. **Parking issues near Shadwell Primary School** – no further issues reported.
- vi. **Entrance to Manor Court** – building work continuing on one side, Clerk to write to occupiers on other side to request that building materials be removed from verge.
Action: Clerk.
- vii. **Parking bays outside shops** – flyers prepared and distributed to shops to remind drivers of 20-minute parking limit.

240/23 **Planning**

- i. **Planning Committee** – NT2 reported on meeting held earlier in the evening. Three planning applications were considered:
 - a. **23/06628/FU – 211A Main Street** - Alterations including single storey side/rear extension with feature glazing, partial garage conversion to form habitable room; alteration to front elevation fenestration – **no objection**.
 - b. **23/06716/FU – 252 Main Street** - Glazed extension to rear – **no objection**.
 - c. **23/07004/FU – 1 Cricketers View** - First floor extension over garage to front and single storey extension to rear – **no objection**.**Action:** Clerk to feed back comments through the planning portal.
- ii. **Planning Portal** – letter sent to Chief Planning Officer and reply received noted.

- iii. **Interim committee meetings** – noted that LCC’s timescales for comments/objections have been shortened. Agreed to arrange interim planning committee meetings as and when necessary. First interim meeting arranged for 19th December in the Library.
Action: Clerk to prepare agenda but will not attend meeting.

241/23 **Finance**

- i. **Grants** – no new grant applications received.
- ii. **Community Infrastructure Levy** – receipt of £34 (minor amendment to calculation for Spencer House) noted.

242/23 **Footpaths**

- i. **Gate at Ring Road entrance to Path 102** – NT reported that further damage to entrance means that repairs will need to be more extensive than first thought.
Action: NT to organise repairs with contractor.
- ii. **Annual round of footpaths** – underway.
Action: Clerk to monitor progress.

243/23 **Village Maintenance**

- i. **Work completed by contractor** - Clerk reported that the contractor completed 26 hours of work during November which included emptying beds ready for replanting, transferring spoil to allotments, preparing bases and putting in place new commemorative benches, laying slabs for footrests, deliver and help dress Christmas trees and assisting with putting up Christmas lights at Library.
- ii. **Issues raised at previous meetings** – NT reported on the following:
 - a. **Dan Quarry** – Still to revarnish gate.
 - b. **Path 102** – see 242i, above.
 - c. **Cleaning benches** – underway; undertaken as and when time allows.
 - d. **Entrance to Manor Court** – see 239vi, above.
 - e. **Bench near Stricklands** – now made safe.
 - f. **Gardening equipment** – Multipurpose petrol kombi-engine purchased.

244/23 **December risk assessment** – report from DS noted. No new issues.

245/23 **Parish Council surgeries**

- i. **Report and attendance** - December surgery, no attendees.
Next surgery: 6th January – DF, in Shadwell Library from 10:00am to 11:00am.

246/23 **Reports from Council Representatives on Local Committees and Forums**

- i. **Shadwell Independent Library, Arts Centre and Café** – update by DT noted.
- ii. **Shadwell in Bloom** – report from NT noted.

247/23 **Correspondence** – none.

248/23 **Recreation Centre** – NT2/DF reported that proposals from two firms of architects had been received and a proposal from a third is being sought. Planning permission to demolish the existing building has been granted, but the results of the asbestos survey are still awaited. Transfer of ownership to parish council is believed to be proceeding, but NT2 to check progress.
Action: NT2, DF and NT.

249/23 **Public Participation** – no members of the public present.

250/23 **Councillors’ queries**

- i. **Footpaths** – confirmed that the dog-leg path connecting to Path 102 is not a public right of way.
- ii. **Civic Hall visit** – confirmed that the Lord Mayor is hosting a visit at 1:30pm on 1st February.

251/23 **Items for next agenda** – Recreation Centre, 2024/25 budget and council tax precept, financial regulations, parking issues and village maintenance.

252/23 **Next meetings**

Planning Committee – 6:30pm, Tuesday 19th December 2023

Finance Committee – 7:00pm, Tuesday, 9th January 2024

Planning Committee – 6:30pm, Tuesday, 16th January 2024

Full Council – 7:00pm, Tuesday 16th January 2024

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

253/23 **Invoices** – resolved that the following payments should be made:

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

788	M. S. Woods (utilities contribution December)	£35.00
788	M. S. Woods (silver A1 A-board pavement sign)	£98.28
788	M. S. Woods (replacement defibrillator battery)	£329.46
788	M. S. Woods (lever-arch file)	£4.49
789	P. Hallas (village maintenance November)	£286.00
790	K Thompson (social media maintenance)	£45.00
791	B Turner Landscapes Ltd (supplying and putting up Christmas Lights at Library)	£251.99
791	B Turner Landscapes Ltd (supplying concrete slabs for benches)	£112.20
792	Parish Magazine Printing (winter newsletter)	£206.00
793	Society of Local Council Clerks (annual subscription)	£148.00
794	Ripon Farm Services (Stihl KM56RCE Kombi engine unit (serial no. 536122261)	£330.00
795	D Ford (food and sundries for Christmas lights switch on event)	£97.38
796	N Taylor (Christmas tree and sundries)	£52.00
797	Leeds Rhinos Foundation (Christmas switch on event)	£100.00
798	D Potter (festive bowls and Christmas lights)	£578.69
S/O	VA-L Trading Ltd (November payroll)	£727.99
Total		<u>£3,402.48</u>

254/23 **The Chairman closed the meeting at 8:35pm.**

Signed: _____ Dated: _____