

SHADWELL PARISH COUNCIL

***Draft Minutes of the Meeting of Shadwell Parish Council
held on Monday, 16th January 2024 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
Peter Cass (PC) (Present)	0790 011 5510
David Ford (DF) (Present)	0776 050 8890
Peter Gruen (PG) (Present)	0778 752 5520
Daljit Sehmi (DS) (Present (part))	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

Email: clerk@shadwell-parish-council.org

Website: shadwell-parish-council.org

In attendance: Harewood Ward Councillor Matthew Robinson (part) and the Clerk.

The Chairman opened the meeting at 7:00pm and welcomed Cllr Peter Cass to his first parish council meeting.

255/23 **Apologies for absence** – apologies were received and approved from VV.

256/23 **Minutes** - the minutes of the Parish Council meeting held on 11th December 2023 were approved and signed by the Chairman.

257/23 **Declarations of interest in respect of this meeting** – none.

258/23 **Public participation session** – Ward Councillor Robinson provided updates on the following:

- i. **Pedestrian crossing near school** – LCC are still looking at options and sources of funding. Protective bollards and dropped kerbs are expected to be installed at the entrance to Church Farm Garth in the next few weeks.
- ii. **20mph signage** – now expected to be in place by the end of March.
- iii. **Winn Moor Lane** – still pressing for lower speed limit. Traffic management order will be needed for implementation. To pursue concerns about bollards opposite Barnaby Cottages with LCC officers.
- iv. **Moor Allerton Golf Club** – aware of concerns about HGVs on Coal Road. Funding from developer may be available to help with any required repairs.
- v. **Tarn Lane/Coal Road junction** – two recent accidents, LCC are considering options to make junction safer.
- vi. **Christmas lights** – grant contributions may be available to help extend coverage next Christmas.
- vii. **ELOR** – speed monitoring and vehicle counts have been requested for Winn moor Lane and Milner Lane.
- viii. **Town and Parish Council Charter** – to pursue with relevant LCC Chief Officer.

The Chairman thanked Councillor Robinson for his updates, and he left the meeting.

259/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. Three crimes were reported during December: thefts of power tools on two separate occasions from a building site on Holywell Lane and the theft of a 4x4 vehicle from Gateland Lane.

260/23 Current items outstanding including the Clerk's Report

- i. **Potholes** – potholes on Colliers Lane been reported. Clerk still 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** – possible trainer identified. Clerk to check venue availability and determine likely numbers.
Action: Clerk.

261/23 Policies and Procedures

- i. **Financial Regulations** – DP/DT to meet shortly to review.
- ii. **Disciplinary Procedure** – agreed with minor amendment regarding training and appraisals.
Action: Clerk to update.
- iii. **Grievance Procedure** – reviewed and approved without amendment.
- iv. **Vexatious Complaints Procedure** – reviewed and approved without amendment.

262/23 Committee Membership – reviewed; agreed that PC should join the planning committee.

263/23 Christmas celebrations

- i. **Decorations** – agreed that some will need replacing for 2024, and that display outside shops needs to be improved. Concerns raised about the failure of some lamppost motifs, and about the adequacy of the PA system for the switch-on event.
- ii. **Festive plant bowls** – feedback received very positive. Agreed to discuss options for 2024 at next meeting.

264/23 External meetings

- i. **Forthcoming meetings** – DP to attend ONE Forum (19th February) and Festival Working Group (19th March).
Action: DP.
- ii. **Meetings attended** – report by Clerk on December Airport Consultative Committee meeting noted.

265/23 Highways

- i. **20mph limit signage** – see 258ii, above.
- ii. **Colliers Lane resurfacing** – see 260i, above.
- iii. **Coal Road** – no update available, Clerk to contact ward councillor Sam Firth.
Action: Clerk.
- iv. **Reflective bollards, Winn Moor Lane** – see 258iii, above.
- v. **Request for double yellow lines, Main Street** – email from resident noted; agreed to monitor and review once 20mph limit has been implemented.
Action: Clerk to reply to resident.
- vi. **Entrance to Manor Court** – building work continuing on one side, Clerk has written to occupiers on other side to request that building materials be removed from verge.

266/23 Planning

- i. **Planning Committee** – NT2 reported on meeting held earlier in the evening. Three planning applications were considered:
 - a. **23/07332/FU – 10 Manor Court** – Part retrospective application for replacement of windows and external doors – **no objection**.
 - b. **23/07590/FU – 233 Main Street** – Alterations including two-storey rear extension; new rooflight to rear – **no objection**.
 - c. **23/07476/FU – Alban Villa, Bridle Path Road** – Demolition of existing dwelling and erection of one new dwelling – **no objection**, but comment that facing materials should be sympathetic to nearby stone dwellings.**Action:** Clerk to feed back comments through the planning portal.

267/23 Finance

- i. **Q3 Budget and Accounts** – the financial statements for Quarter 3 were examined and variations noted. No matters of concern were identified.
- ii. **Bank Reconciliation** - the reconciliation for December 2023 was checked and agreed to the relevant bank statement which was then signed by the Chairman.
- iii. **Budget 2024/25 and Precept** – resolved to agree the budget for 2024/25 as presented, and to request a precept of £47,000 (up from £40,170 in 2023/24). The council tax band D charge is expected to be £48.50 for the new year. The Chairman and Clerk signed the precept return.
Action: Clerk to send return to LCC.
- iv. **Signatories** – agreed to add DF and DS to the signatories for the band and building society accounts.
Action: DP.
- v. **Grants** – request for £250 grant by Shadwell Baby and Toddler Group agreed.

268/23 Footpaths

- i. **Gate at Ring Road entrance to Path 102** – Agreed to publicise vandalism on social media, and to ask external contractor for quotation for replacement of gate and adjacent fencing.
Action: Clerk.
- ii. **Annual round of footpaths** – completed, invoice received.

269/23 Village Maintenance

- i. **Work completed by contractor** – the Clerk reported that the contractor completed 8 hours of work during December which included checking and topping up grit bins, checking for issues with footpaths and flower beds and tidying in and around shed.
- ii. **Issues raised at previous meetings** – NT reported on the following:
 - a. **Dan Quarry** – Still to revarnish gate.
 - b. **Path 102** – see 268i, above.
 - c. **Gardening equipment** – new strimmer/brush cutter and two new Li-ion batteries purchased and distributed to volunteers.
 - d. **Flower beds** – repairs to boards around edges to commence when weather improves.

270/23 **January risk assessment** – report from DS noted. No new issues.

DS left the meeting.

271/23 Parish Council surgeries

- i. **Report and attendance** – report from DF noted; attendee raised issues with potholes on Colliers Lane, now reported.
Next surgery: 3rd February – DS, in Shadwell Library from 10:00am to 11:00am.

272/23 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.

273/23 Correspondence

- i. **Solar farm** – emails from local landowner noted; agreed that more definite proposals would be required before the parish council could form a view.
Action: Clerk to reply to landowner
- ii. **Invitation to Keighley Mayor's Dinner** – declined.
- iii. **Removal and reuse of items at Recreation Centre** – request from residents regarding guttering and cladding passed to trustees to reply.
Action: DF/NT/NT2.

274/23 **Recreation Centre** – NT2/DF reported that solicitors are making sure that the centre is properly registered so that the trustees can transfer ownership to the Parish Council without any legal

impediment. A further architect is being sought for a proposal and the results of the asbestos survey are still awaited.

Action: NT2, DF and NT.

275/23 **Public Participation** – no members of the public present.

276/23 **Councillors' queries**

- i. **Civic Hall visit** – confirmed that the Lord Mayor is hosting a visit at 1:30pm on 1st February.
- ii. **Roots allotments** – noted that new site in east Leeds is to be confirmed shortly.

277/23 **Items for next agenda** – Recreation Centre, allotments, annual parish meeting, festive bowls for Christmas 2024, parking issues and village maintenance.

278/23 **Next meetings**

Planning Committee – 6:30pm, Tuesday 13th February

Full Council – 7:00pm, Tuesday 13th February

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

279/23 **Invoices** – resolved that the following payments should be made:

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

799	M. S. Woods (utilities contribution January)	£35.00
799	M. S. Woods (stamps)	£11.00
800	B Turner Landscapes Ltd (taking down Christmas Lights at Library)	£120.00
801	Shadwell Independent Library Ltd (room rental)	£50.00
802	Ripon Farm Services (Stihl FS-KM Kombi tool unit (+C26-2) and two Li-ion batteries)	£605.00
803	VA-L Trading Ltd (additional payroll costs)	£476.90
804	Leeds City Council (Christmas motifs 2023/24 - installation and hire charges)	£8,449.20
805	Stockeld Farms Ltd (Christmas trees)	£438.00
806	P. Hallas (village maintenance December)	£88.00
807	L. Dunne (cutting back footpaths, ginnels and around stiles)	£145.00
808	Shadwell Baby and Tiddler Group (grant agreed at meeting)	£250.00
S/O	UK Debt Management Office (periodic loan repayment)	£1,689.32
S/O	VA-L Trading Ltd (January payroll)	£727.99
Total		£13,085.41

280/23 **The Chairman closed the meeting at 8:45pm.**

Signed: _____ Dated: _____