

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Tuesday, 13th February 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)	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 7:00pm.

281/23 **Apologies for absence** – none.

282/23 **Minutes** - the minutes of the Parish Council meeting held on 16th January 2024 were approved and signed by the Chairman.

283/23 **Declarations of interest in respect of this meeting** – none.

284/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. One incident was reported during January: an attempted burglary in Strickland Crescent where nothing was taken.

285/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – potholes on Coal Road have been reported. Post meeting note: the largest pothole on Coal Road has been repaired.
- ii. **Sign at Winn Moor Lane** – no progress, still awaiting action by LCC Highways.
- iii. **Connectivity drop-in sessions** – preparations progressing; hoping to start sessions in March.
Action: Clerk to liaise with trainer.
- iv. **Allotments** – tenant of plot 5 has given notice to quit this spring. Allotment to be split into two and offered to the next two residents on the waiting list.
Action: Clerk.
- v. **Parking issues and builders** – emails from resident noted. Clerk to reply and take forward with LCC and Police as appropriate.
Action: Clerk.

286/23 **Policies and Procedures**

- i. **Financial Regulations** – initial review undertaken, and various minor issues identified. DP and Clerk to clarify, update where necessary, and bring back to a future meeting for consideration.
Action: DP/Clerk.
- ii. **Archiving Policy** – reviewed and approved without amendment.
- iii. **Document Retention Policy** – reviewed and approved without amendment.

- 287/23 **Annual Parish Meeting, 2nd April 2024** – agreed to ask LCC Planning to provide a speaker on how planning applications are determined, and to ask trustees of the Recreation Centre to give an update on plans for development.
Action: Clerk
- 288/23 **Christmas activities**
- i. **Provision for residents aged 80 and over** – agreed to consider providing an alternative to hyacinth bowls for Christmas 2024, and not to organise a festive lunch this year. To consider again when deciding budget for 2025/26.
 - ii. **Lamppost motifs** – the Clerk reported that the Leeds Lights Manager has invited representatives to view a new range of motifs to be available for Christmas 2024.
Action: Clerk to arrange visit.
- 289/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted. DP to attend ONE Forum meeting on 19th February, Clerk to attend YLCA Leeds Branch meeting on 22nd February.
Action: DP/Clerk.
 - ii. **Meetings attended** – reports by PG and resident on ELE Consultative Forum meeting noted.
- 290/23 **Highways**
- i. **Coal Road** – Ward Cllr Sam Firth has requested an update, but response from LCC Highways still awaited.
 - ii. **Church Farm Garth** – protective bollards – awaiting installation by LCC Highways.
 - iii. **Reflective bollards, Winn Moor Lane** – being chased by Ward Cllr Matthew Robinson. Awaiting response from LCC Highways.
 - iv. **Moor Allerton Golf Club** – concerns about construction traffic noted. **Post meeting note:** Lorry movements paused for further discussion between parties on mitigation measures.
- 291/23 **Planning**
- i. **Planning Committee** – NT2 reported on meeting held earlier in the evening. One planning application was considered:
 - a. **24/00021/FU – 5 Shadwell Park Court** – single-storey rear extension with flat roof and roof lantern – **no objection.**
Action: Clerk to feed back through the planning portal.
 - ii. **Next committee meeting** – noted that an interim committee meeting is to be arranged for 27th February to discuss applications received after the agenda for this evening’s meeting was issued.
Action: Clerk.
- 292/23 **Finance**
- i. **Council Tax** – Clerk confirmed that the LCC has set our tax base for 2024/25 at 969.1 band D equivalent properties, that the precept return has been emailed to LCC and that precepts are due to be formally agreed by LCC on 21st February.
 - ii. **Signatories** – forms for changes to signatories downloaded. Relevant councillors to complete form for bank account and to visit building society with IDs.
Action: DS, DF, NT, DP & DT
- 293/23 **Footpaths**
- i. **Gate at Ring Road entrance to Path 102** – awaiting quotation for repairs.
 - ii. **Path 111** – query from resident noted. Map in Neighbourhood Plan is correct, no action required.
- 294/23 **Village Maintenance**
- i. **Work completed by contractor** – the Clerk reported that the contractor completed 22¼ hours of work during January which included taking down Christmas lights, rebuilding circular flower bed, checking and topping up grit bins, helping in removal of overhanging branches, clearing footpaths, topping up grit bins, spreading grit on pavements, removing of rubbish and tidying shed.

- ii. **Hanging baskets** – email from resident noted. Brackets were installed by SIB and are not the Parish Council’s responsibility.
Action: Clerk to reply to resident and to write to SIB requesting that the committee consider replacing the brackets where required.
 - iii. **Issues raised at previous meetings** – NT reported on the following:
 - a. **Dan Quarry** – gate to be revarnished when weather conditions and resources allow.
 - b. **Cleaning benches** – contractor to continue cleaning and refurbishing benches as and when weather allows.
 - c. **Bench on Colliers Lane** – new base to be installed in the next few weeks.
 - d. **Flower beds** – circular bed now repaired. Repairs to other beds to continue when weather improves.
- 295/23 **February risk assessment** – report from DS noted. Two issues:
- i. **Steps on Main Street** – at entrance to Hasting Court are overgrown. NT to refer to SIB and village maintenance contractor.
Action: NT.
 - ii. **Renewed problems with dog waste** – agreed to publicise concerns on Facebook and to ask LCC to install an additional dog waste bin. To consider location at next meeting.
Action: Clerk.
- 296/23 **Parish Council surgeries**
- i. **Report and attendance** – no attendees
Next surgery: 2nd March – NT2, in Shadwell Library from 10:00am to 11:00am.
- 297/23 **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.
- 298/23 **Correspondence**
- i. **Leeds Site Allocation Plan**– noted that the amended Plan was adopted by LCC on 17th January 2024. No changes relevant to this area.
 - ii. **Twinning** – suggestion by resident noted, to consider principle at next meeting.
 - iii. **Hedgehogs R Us** – letter regarding hedgehog conservation noted; to consider at next meeting.
 - iv. **Parking outside shops** – concerns raised by resident noted. Parking in marked bays is limited to 20 minutes. To use Facebook and next newsletter to remind drivers of restrictions.
Action: Clerk to arrange and to reply to resident.
 - v. **Portrait** – invitation to apply for an official portrait of King Charles III received. To consider at next meeting.
- 299/23 **Recreation Centre** – DP/ NT2/DF reported that the process to register the building so that the trustees can transfer ownership to the Parish Council is still ongoing. Results of the asbestos survey are still awaited. Initial proposals by four firms of architects have now been received and are being evaluated. Clerk to check planning requirements. Agreed to set up a joint working group with the trustees, membership: NT2, DP, DF, Rob Smedley, PC and NT.
Action: Working group and Clerk.
- 300/23 **Public Participation** – no members of the public present.
- 301/23 **Councillors’ queries**
- i. **Distributing agenda papers electronically** – to consider at next meeting.
 - ii. **Four-Year Plan** – to consider timetable for review at next meeting.
- 302/23 **Items for next agenda** – Recreation Centre, allotments, annual parish meeting, four-year plan, asset register, dog waste bin, distribution of agenda papers, financial regulations, twinning, hedgehog conservation and King Charles’ portrait.

303/23 **Next meetings**

Planning Committee – 6:30pm, Tuesday 12th March.

Full Council – 7:00pm, Tuesday 12th March.

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

304/23 **Invoices** – resolved that the following payments should be made:

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

809	M. S. Woods (utilities contribution February)	£35.00
809	M. S. Woods (printer cartridge)	£70.25
810	K Thompson (social media updates and maintenance)	£60.00
811	VA-L Trading Ltd (additional payroll costs)	£47.69
812	S Dobson (analysis and correction of email and website issues)	£80.00
813	P. Hallas (village maintenance January)	£244.75
DD	Business Stream (water services for allotments)	£22.64
S/O	VA-L Trading Ltd (February payroll)	£727.99
Total		£1,288.32

305/23 **The Chairman closed the meeting at 8:25pm.**

Signed: _____ Dated: _____