

SHADWELL PARISH COUNCIL

**Draft Minutes of the Meeting of Shadwell Parish Council
held on Tuesday, 12th March 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) (Apologies)	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.

The Chairman opened the meeting at 7:00pm.

306/23 **Apologies for absence** – apologies were received and accepted from PG and NT2.

307/23 **Minutes** - the minutes of the Parish Council meeting held on 13th February 2024 were approved. To be signed at next meeting.

308/23 **Declarations of interest in respect of this meeting** – none.

309/23 **Public Participation** – no members of the public present.

310/23 **Crime**

- i. **Monthly Police report** – the report from PCSO Barratt was noted. One incident was reported during February: the theft of a vehicle from the roadside on Shadwell Lane whilst the owner was locking an entrance gate.

311/23 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – further concerns about potholes on Coal Road. Clerk to report again.
Action: Clerk.
- 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 late April on Monday mornings in Shadwell Library.
Action: Clerk to finalise arrangements with trainer.
- iv. **Allotments** – the two vacant half-plots have now been allocated to the residents at the top of the waiting list.
Action: Clerk to prepare tenancy agreements.
- v. **Parking issues and builders** – no apparent progress. Clerk to remind LCC and Police as appropriate.
Action: Clerk.
- vi. **Christmas Lights Depot Visit** – still to arrange.
Action: Clerk.
- vii. **Additional dog waste bin** – Clerk to check funding arrangements with ward councillor.
- viii. **Asset Register** – Review underway; village maintenance contractor to confirm current custodians of batteries and chargers. To consider updated register at next meeting.

- ix. **Defibrillator at Village Hall** – email from PCC noted; Clerk to reply.
Action: Clerk.
 - x. **Electronic delivery of agenda papers** – agreed to continue with printed agenda papers, but to use electronic delivery as and when appropriate.
- 312/23 **Policies and Procedures**
- i. **Financial Regulations** – DP and DT reported on recent review, and Clerk clarified issues identified. Agreed to readopt regulations with one minor correction.
Action: Clerk to update.
 - ii. **Code of Members' Standards** – reviewed and readopted without amendment.
 - iii. **Publication Scheme** – reviewed and readopted without amendment.
 - iv. **Social Media Policy** – reviewed and readopted without amendment.
- 313/23 **Annual Parish Meeting, 2nd April 2024** – noted that LCC's Chief Planning Officer has declined invitation. Clerk to ask village school and Incredible Edible group to give short updates. Police have agreed to attend, but still awaiting response from ward councillors.
Action: Clerk.
- 314/23 **Official portrait** - agreed to request a no-cost portrait of King Charles III.
Action: Clerk to place order.
- 315/23 **Four-Year Plan** – agreed to refresh plan. Working Group to arrange meeting and to ask PG to join.
Action: DP, DT and VV.
- 316/23 **International twinning** – suggestion noted; agreed not a priority at this time.
- 317/23 **Hedgehog conservation** – agreed to pass letter to Shadwell Shows for consideration.
Action: Clerk.
- 318/23 **Spring Newsletter** – proposed content reviewed. Agreed to add section on litter picking.
Action: DP & Clerk, PC to look at options for organising litter picking sessions.
- 319/23 **External meetings**
- i. **Forthcoming meetings** – updated schedule noted. DP to attend Festival Working Group on 19th March. Agreed to give apologies for PACT meeting on 28th March.
Action: DP/Clerk.
 - ii. **Meetings attended** – Clerk gave an update on YLCA Leeds Branch meeting on 22nd February; DP gave an update on the ONE Forum meeting on 19th February, which included a presentation by an LCC Planning officer and a report by West Yorkshire Police. Levels of crime across Harewood ward continue to be low.
- 320/23 **Highways**
- i. **Coal Road** – response from LCC Highways still awaited – traffic survey now apparently delayed until 2024/25 due to budget constraints.
 - ii. **Church Farm Garth** – protective bollards – awaiting installation by LCC Highways.
 - iii. **Reflective bollards, Winn Moor Lane** – still being chased by Ward Cllr Matthew Robinson. Awaiting response from LCC Highways.
 - iv. **Moor Allerton Golf Club** – no update available; Clerk to check with ward councillor.
Action: Clerk
- 321/23 **Planning**
- i. **Planning Committee** – DT reported on meetings held on 27th February and earlier this evening. On 27th February three planning applications were considered:
 - a. **24/00657/FU – 16 Strickland Crescent** – single storey rear extension with decking area; new porch to front and garage conversion to habitable room space – **agreed no objection.**

- b. **24/00704/FU – 10 Cricketers View** – retrospective application for new front and side decking areas to form an enlarged decked area including new fence and gate - **agreed to object** on the grounds that the proposed decking (and that partly constructed) would be too high in relation to the site, would be over large, out of character with the rest of the estate and would set an unwelcome development precedent. The decking would also overlook the private rear garden and rear and side windows of an adjacent house resulting in a significant loss of privacy for the occupiers. Any additional fencing to mitigate the loss of privacy would need to be up to three metres high and would be visually unappealing.
- c. **24/00836/FU – Bridge Cottage, Bay Horse Lane** - single storey extensions to both sides, incorporating double garage; demolition of existing garage; partial demolition of boundary wall to front to create new vehicular access – **agreed no objection**, but to comment that regarding lack of off-street parking and need to maintain access to pumping station.

And at the meeting this evening:

- d. **24/00874/FU – Block Stable Building, Ash Hill Lane** – Conversion and alterations to existing stables and stores incorporating single storey front infill extension with canopy, parking and landscape areas to form one detached dwelling house - **agreed to object** on the grounds that the building lies within the Green Belt and that no “very special circumstances” for conversion have been demonstrated.
- e. **24/01088/FU – 231 Main Street** - First floor side extension over existing garage; Single storey rear extension, Demolition of dormers; Raising roof height of eaves and installation of two storey window to front with additional windows to the front and rear elevation – **agreed no objection**.
- f. **24/00968/FU – 468 Shadwell Lane** - Erection of three storey side and rear extension; single storey extension to other side; addition of new wall finishings – **agreed to object** on the grounds that the extension would affect the privacy of a dwelling to the rear, the finished property would not be appropriate in scale, form, massing, design or character for the location and would be too close to side boundaries.
- g. **24/01056/FU – 2 Shadwell Park Avenue** - 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 – **agreed 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 March to discuss applications received after the agenda for this evening’s meeting was issued.

Action: Clerk.

322/23 Finance

- i. **Precept** – Clerk confirmed that the 2024/25 precept was formally agreed by LCC on 21st February. Payment should be received on 2nd April.
- ii. **Signatories** – forms for changes now completed. To be returned to bank and building society.
Action: Cllrs and Clerk.
- iii. **Grant request** – request from Shadwell Runners considered. Agreed to provide a grant of £250.00 to help fund an England Athletics Leadership in Running Fitness and to provide new equipment.

323/23 Footpaths

- i. **Gate at Ring Road entrance to Path 102** – Proposal by contractor noted. Query regarding disabled access. Clerk to check with LCC and to discuss options with contractor.
Action: Clerk.

324/23 Village Maintenance

- i. **Work completed by contractor** – the Clerk reported that the contractor completed 14¼ hours of work during February which included checking issues in village, strimming, removing mole hills, cutting back shrubs, brambles and overhanging branches, weeding and deadheading, and preparing gate at Dan Quarry for repainting.
- ii. **Incredible Edible** – agreed to provide letter to support grant applications, as requested.
Action: Clerk.

- iii. **Elm Trees at bus terminus** – email from resident noted. Agreed to report to LCC.
Action: Clerk to report and reply to resident.
- iv. **Verge** – agreed to suggest the resident approach neighbours for help in cutting grass verge.
Action: Clerk.
- v. **Issues raised at previous meetings** – NT reported on the following:
 - a. **Dan Quarry** – gate now prepared for repainting.
 - b. **Cleaning benches** – contractor to continue cleaning and refurbishing benches as and when weather allows.
 - c. **Bench on Colliers Lane** – flagstones purchased; to be put in place when weather conditions allow.
 - d. **Flower beds** – repairs to continue when weather improves.

325/23 **March risk assessment** – delayed. **Post meeting note:** completed 17th March – one issue to follow up: steps at entrance to Hastings Court.

326/23 **Parish Council surgeries**

- i. **Report and attendance** – no attendees on 2nd March
Next surgeries: 6th April – DT, 4th May - DS, both in Shadwell Library from 10:00am to 11:00am.

327/23 **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.

328/23 **Correspondence** – none.

329/23 **Recreation Centre** – DP/DF reported that proposals had been received from four firms of architects and that proposals had been assessed and ranked based on cost and quality. Agreed to accept DP/DF's recommendation and to work with chosen architect to prepare a planning application. PC reported that papers are about to be lodged with the Lands Registry in preparation for the transfer by the trustees to the Parish Council. Working group meeting to be arranged shortly.
Action: Working group.

330/23 **Public Participation** – no members of the public present.

331/23 **Councillors' queries** - none.

332/23 **Items for next agenda** – Recreation Centre, allotments, four-year plan, asset register, highways issues and dog waste bin.

333/23 **Next meetings**

Planning Committee – 6:30pm, Wednesday 27th March (at Shadwell Cricket Club).

Annual Parish Meeting – 7:00pm, Tuesday, 2nd April.

Planning Committee – 6:30pm, Tuesday 9th April.

Full Council – 7:00pm, Tuesday 9th April.

Finance Committee – 7:00pm, Tuesday 23rd April.

All meetings are open to the press and public and, unless indicated otherwise, will be held in **Shadwell Library**.

334/23 **Invoices** – resolved that the following payments should be made:

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

814	M. S. Woods (utilities contribution February)	£35.00
814	M. S. Woods (stamps)	£14.00
815	P. Hallas (village maintenance February)	£156.75
816	Shadwell Runners (grant agreed at meeting)	£250.00

817	S Bumby (concrete flags for benches)	£95.20
S/O	VA-L Trading Ltd (March payroll)	£775.68
Total		<u>£1,326.63</u>

335/23 **The Chairman closed the meeting at 8:15pm.**

Signed: _____ Dated: _____