

SHADWELL PARISH COUNCIL

Draft Minutes of a Meeting of Shadwell Parish Council held on Tuesday, 9th December 2025 in Shadwell Library, Main Street (Subject to confirmation)

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	0785 028 3529
David Ford (DF) (Present)	0776 050 8890
John Fuszard (JF) (Present – from item xx)	0784 265 5961
Peter Gruen (PG) (Present)	0778 752 5520
Daljit Sehmi (DS) (Apologies)	0778 885 5168
Mandy Sherman (MS) (Apologies)	0787 732 6477
Norman Taylor (NT) (Present)	0113 273 7393
Nirmal Tulwa (NT2) (Present)	0789 490 8012

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.

208/25 Apologies for absence – apologies were received and accepted from MS and DS.

209/25 Minutes – the minutes for the meetings held on 11th October were approved and signed by the Chairman. The minutes of the meeting on 4th November approved at the last meeting were also signed by the Chairman.

210/25 Declarations of interest in respect of this meeting – none.

211/25 Public Participation Session – none present.

212/25 Councillor vacancy – resolved to co-opt John Fuszard (JF) to fill the current vacancy on the Parish Council.

JF joined the meeting.

213/25 Crime

- i. **Monthly Police report** – two crimes were reported in Shadwell during November. The theft of sunglasses from a locked vehicle parked on a driveway on Holywell Lane, and the theft of a delivery parcel from the doorway of a house on Strickland Crescent.
- ii. **PACT Meeting** – Next PACT meeting is in the diary for 18th December, but no details yet. **Post meeting note:** meeting will be at Wetherby Police Station at 18:30. Attendance to be confirmed.

214/25 Current items outstanding including the Clerk's Report

- i. **Potholes** – no new issues reported; councillors and residents reminded that potholes can be reported direct through Leeds City Council's [parking, roads and travel](#) webpage.
- ii. **Gazebos** – replacement gazebo now available for community use. Clerk to prepare guidance for lenders and to publicise on social media.
Action: Clerk.
- iii. **Trees next to Library** – contractor has arranged to trim back in January after Christmas lights have been taken down.

- iv. **Newsletter** – agreed to provide gifts to delivery volunteers.
Action: DP to organise.
- v. **Fencing maintenance** – Clerk to send letters to residents as and when appropriate.
Action: Clerk.
- vi. **Dan Quarry** – awaiting response from LCC on ownership query.
Action: Clerk to follow up.

215/25 Policies and Procedures

- i. **GDPR – General Privacy Notice** – reviewed and readopted without amendment.
- ii. **GDPR – Staff and Councillor Privacy Notice** – reviewed and readopted without amendment.

216/25 Annual Return: Assertions 1 to 5 – agreed that actions are undertaken as stated.

217/25 Recreation Centre

- i. **Planning issues** – application still awaiting validation by LCC. Decision on application expected January or early February.
- iii. **Redevelopment fund** – the Clerk reported that the reserve set aside for the demolition and redevelopment of the Recreation Centre is currently £40,962 (including £27,279 of Community Infrastructure receipts). To consider earmarking additional reserves at next meeting.
- ii. **Next steps** – No further progress possible until planning application decided.

218/25 Christmas 2025

- i. **Switch-on event** – feedback very positive with lots of families attending and lamppost, Christmas trees and lights on Library all looking good.
- ii. **Village school choir** – DP confirmed that an email had been sent to the Headteacher to thank the choir for their delightful performance.
- iii. **Father Christmas** – agreed to provide a gift voucher in thanks for his contribution at the event.
Action: DP.
- iv. **Battery** – agreed to purchase a replacement battery for the PA system.
Action: Clerk.
- v. **Festive bowls** – DP to place order, agreed to distribute week beginning 15th December.
Action: All.

219/25 External meetings

- i. **Forthcoming meetings** – see reference to PACT meeting, item 213ii, above.
- ii. **Meetings attended** – DP reported on an on-line seminar on budgeting. See also Highways meeting, item 220, below.

220/25 Highways

- i. **Meeting with LCC and other Harewood Parishes** – DP reported on the hybrid meeting held on 1st December. Issues to be taken forward in Shadwell included re-siting of bollards at Winn Moor Lane, parking restrictions and extra bollards at the corner of Church Farm Garth, and trials of new pothole repair methods.

221/25 Planning Committee – PG reported that the following applications were considered at this evening's committee meeting:

- i. **25/06726/FU & 25/06727/LI - Manor Farm, Main Street** – Demolition of existing Dutch barns and lean-to former cow shed; conversion of agricultural buildings to form four dwellings with associated parking, landscaping, engineering and infrastructure works. **Agreed:** no objection, but to comment that visitor parking seems inadequate and that any concerns raised by the Conservation Team should be addressed through planning conditions.

Action: Clerk to feed back through the Planning Portal.

222/25 Finance

- i. **Council tax** – the Clerk confirmed that town and parish councils will not be subject to referendum restrictions for 2026/27.
- ii. **Grants** – application for a grant of £195.00 from the village school to purchase an outdoor store and padlock for equipment used by youngest children approved.

223/25 Village Maintenance

- i. **Village Contractor** - the contractor completed 10½ hours in November. Work included helping to put up Christmas trees and lights, distributing bedding plants, preparing and planting up beds and planters. Contractor has confirmed his intention to step down at the end of February.
Action: Clerk to advertise vacancy.

224/25 Footpaths

- i. **Parish Partnerships Scheme** – DP and DT still to survey one of the definitive paths to test process.
Action: DP & DT.
- ii. **Hobberley Lane** – on hold pending survey.
- iii. **Crofton Terrace ginnel** –Clerk still to check possible sites for signage.
Action: Clerk.

225/25 Training – opportunities for YLCA training on procurement noted. Clerk to arrange after Christmas.

Action: Clerk.

226/25 December risk assessment – report by DS noted. No new issues.

227/25 Parish Council surgeries

- i. **Report and attendance** – 6th December – one issue raised: blocked ditch on Shadwell Lane.
Action: Clerk to report.
- ii. **Next surgeries:** 3rd January – MS, 7th February – DT. Surgeries are held each month on Saturday mornings in Shadwell Library from 10:00am to 11:00am.

228/25 Reports from Council Representatives on Local Committees and Forums – none.

229/25 Correspondence

- i. **Memorial tree** – request agreed, if donator purchases tree SIB volunteers could plant at an appropriate location.
Action: Clerk to contact donors.
- ii. **Memorial plaque** – Clerk to check whether memorial would be for someone who lived in the village.
Action: Clerk.
- iii. **Meeting with LCC Chief Executive** – meeting with Harewood ward councillors and parish representatives at Lotherton Hall on 17th December noted. Cllrs to check availability.
Action: All.

230/25 Public Participation – no members of the public present.

231/25 Councillors' queries – none.

232/25 Social Media – availability of gazebos, reminder about dark nights and crime prevention, and how to report potholes direct to LCC.

233/25 Items for next agenda – performance review against four-year plan, 2026/27 budget and precept, and Recreation Centre.

234/25 **Next meetings** - confirmed as:

Planning Committee – 6:30pm, Tuesday, 13th January.

Full Council – 7:00pm, Tuesday, 13th January.

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

235/25 **Invoices** – resolved that the following payments should be made:

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

962	Universal Glass Ltd (rock salt) (paid 12th November)	£162.00
963	Arthur Gallagher Insurance Brokers Ltd (Rec Centre insurance) (paid 21st November)	£560.00
964	D. Potter (reimbursement for gazebo from House of Tents Ltd) (paid 21st November)	£470.00
965	B Turner Landscapes Ltd (supply and erect Xmas lights at Library (paid 21st November)	£536.99
966	Casey Designs Ltd (environmental report for Rec Centre planning application) (paid 21st November)	£960.00
967	M. S. Woods (utilities contribution December)	£35.00
968	D Potter (voucher as gift to Father Christmas)	£50.00
969	K Thompson (social media support October and November)	£120.00
970	P. Hallas (village maintenance November)	£131.25
971	D. Ford (reimbursement for Christmas event consumables)	£452.62
972	D Potter (gifts for newsletter volunteers)	£21.00
DD	Business Stream (allotments water and sewerage charges)	£186.74
S/O	VA-L Trading Ltd (December payroll)	£894.73
Total		<u>£4,580.33</u>

236/25 **The Chairman closed the meeting at 8:15pm.**

Signed: _____ Dated: _____