

SHADWELL PARISH COUNCIL

**Draft Minutes of a Meeting of Shadwell Parish Council
held on Tuesday, 10th March 2026 in Shadwell Library, Main Street
(Subject to confirmation)**

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Apologies)	0785 028 3529
David Ford (DF) (Present)	0776 050 8890
John Fuszard (JF) (Apologies)	0784 265 5961
Peter Gruen (PG) (Present)	0778 752 5520
Daljrit Sehmi (DS) (Present)	0778 885 5168
Mandy Sherman (MS) (Present)	0787 732 6477
Norman Taylor (NT) (Apologies)	0113 273 7393
Nirmal Tulwa (NT2) (Apologies)	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 7:02pm.

295/25 **Apologies for absence** – apologies were received and accepted from DT, JF, NT & NT2.

296/25 **Minutes** – the minutes for the meetings held on 10th February 2026 were approved and signed by the Chairman.

297/25 **Declarations of interest in respect of this meeting** – none.

298/25 **Public Participation Session** - no members of the public present.

299/25 **Crime**

- i. **Monthly Police report** – no crimes were reported in Shadwell during February. MS to attend PACT meeting on 12th March.

300/25 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – DF reported pothole on Main Street has been repaired; councillors and residents are reminded that potholes can be reported direct through Leeds City Council's [parking, roads and travel](#) webpage.
- ii. **Dan Quarry** – Still awaiting response from LCC. Clerk to chase.
Action: Clerk.
- iii. **Battery** – new battery for PA system received and installed. PA system returned to Library.
- iv. **Four Year Plan** – now updated and republished on website.
- v. **Website** – noted that the Clerk has completed a full review of website.
- vi. **Newsletter deliveries** – to be completed next weekend.
- vii. **MICE Grant** – request for a grant of £1,500 towards the cost of the 2026 Christmas lights has been submitted to ward councillors.

301/25 **Policies and Procedures**

- i. **Standing Orders** – DP and DT still to review.
Action: DP and DT.
- ii. **Financial Regulations** – updated version based on latest (2025) NALC template considered and adopted.

- iii. **Rules for the effective management of recordings (Appendix A to Standing Orders)** – reviewed and readopted without amendment.
- iv. **Vexatious Complaints Procedure** – reviewed and readopted without amendment.
- v. **Publication Scheme** - reviewed and readopted without amendment.

302/25 **Asset Register** – in NT’s absence, Clerk to contact SIB chairman to arrange inspection at shed.
Action: Clerk.

303/25 **Memorials**

- i. **Memorial Policy** – revised policy agreed with minor amendment. Clerk to publish on website.
Action: Clerk.
- ii. **Applications** - two recent applications discussed. Clerk to investigate potential sites and costs, and to liaise with SIB chairman regarding installation.

304/25 **Assertion 10** – report by Clerk noted. Agreed that requirements for Assertion 10 are met, but that contractor should be engaged to ensure that website still meets accessibility requirements.
Action: Clerk.

305/25 **Recreation Centre**

- i. **Planning issues** – DP reported that LCC’s Development Management Service have welcomed the redevelopment in principal but have requested some changes to the design, including a double-door front entrance with step-free access, some changes to windows and a wider roadside entrance. Other matters including tree preservation and refuse storage are likely to be dealt with through planning conditions. Details of past usage have been supplied, and the designer is liaising with LCC regarding requested changes.
Action: DP to report progress at next meeting.

306/25 **Annual Parish Meeting, 7th April** – agenda and speakers agreed. Clerk to publish agenda on website, noticeboards and through social media. DP to co-ordinate refreshments.
Action: Clerk & DP.

307/25 **Leeds 400 event** - discussion deferred until next meeting. Clerk to approach ward councillors regarding possible funding.
Action: Clerk

308/25 **External meetings**

- i. **Forthcoming meetings** – PACT meeting 12th March: MS to attend.
- ii. **Meetings attended** – DP reported on Outer North-East Forum meeting, and the Clerk reported on the YLCA Leeds Branch meeting, both held on 26th February. Clerk and DP also reported on the YLCA procurement training course they attended on 24th February.

309/25 **Highways**

- i. **Projects** – the Clerk reported that LCC are planning surface dressing works on the A58 Wetherby Road in the new financial year.
- ii. **Parking** – detailed response to resident’s queries from LCC Senior Traffic Engineer noted.

310/25 **Planning Committee**

- i. **Plans** – PG reported that the following planning application was discussed at this evening’s committee meeting:
 - a. **26/00384/FU- 12 Manor Court** – Garage conversion to habitable room space; window to replace garage door to front; new front door; single storey rear extension with roof lights; alteration to patio area to rear with relocation of raised steps to side, balustrade balcony; timber cladding to front; rendering; new timber doors to access storage area under patio and new fenestration – **no objection or comments.**
Action: Clerk to feed back through planning portal.

- ii. **Training** – MS and JF to attend Zoom training course arranged by YLCA on 18th March.

311/25 **Finance**

- i. **Precept** – The Clerk confirmed that the Parish Council precept for 2026/27 was agreed at LCC’s budget meeting on 25th February. Payment is expected on 1st April.
- ii. **VAT** – Clerk confirmed that VAT claim for the period February 2025 to January 2026 has been submitted to HMRC.

312/25 **Village Maintenance**

- i. **Village Contractor** - the contractor completed eight hours in February. Work included assisting SIB volunteers with cutting back shrubs, collecting plant waste, collecting unused dumpy bags and traffic cones, and flattening mole hills. February was the last month for which the contractor worked for the parish council and councillors recorded their thanks for his years of service.
- ii. **Replacement** – the Clerk reported that several expressions of interest had been received. Resolved to delegate responsibility for taking matters forward to DP and the Clerk.
Action: DP & Clerk.

313/25 **Footpaths**

- i. **Parish Partnerships Scheme** – surveys still delayed due to poor weather and availability. DP & DT to survey one of the definitive paths to test process as soon as both are available.
Action: DP & DT.
- ii. **Hobberley Lane** – on hold pending survey.

314/25 **March risk assessment** – report by DS noted. Some benches need cleaning, but no other issues.

315/25 **Parish Council surgeries**

- i. **Report and attendance** – DF reported on 7th March surgery. No attendees
- ii. **Next surgeries:** 4th April – DP, 2nd May – PG. Surgeries are held each month on Saturday mornings in Shadwell Library from 10:00am to 11:00am.

316/25 **Reports from Council Representatives on Local Committees and Forums** – see item 307ii, above.

317/25 **Correspondence** – email from resident expressing concern about implications of Leeds Local Plan noted.

318/25 **Public Participation** – no members of the public present.

319/25 **Councillors’ queries** – MS queried whether rumble strips could be used to reduce the number of vehicles exceeding the speed limit. DP asked for the Scam Awareness session arranged in the Library for 22nd April to be advertised through website and social media.

320/25 **Social Media** – Scam awareness, Annual Parish Meeting, and village maintenance vacancy. Clerk to arrange meeting with contractor, DP & DT.
Action: Clerk.

321/25 **Items for next agenda** – speeding vehicles, Leeds 400 event, village maintenance contractor and Recreation Centre.

322/25 **Next meetings** - confirmed as:

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

Planning Committee – 6:30pm, Tuesday, 14th April.

Full Council – 7:00pm, Tuesday, 14th April.

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

323/25 **Invoices** – resolved that the following payments should be made:

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

988	M. S. Woods (utilities contribution March)	£35.00
988	M. S. Woods (replacement PA battery)	£20.68
989	K Thompson (social media support)	£120.00
990	Parish Magazine Printing (spring newsletter)	£226.30
991	P. Hallas (village maintenance February)	£100.00
DD	Business Stream (allotments water services paid 16/02/2026)	£45.55
S/O	VA-L Trading Ltd (March payroll)	£894.73
Total		£1,442.26

324/25 **The Chairman closed the meeting at 8:30pm.**

Signed: _____ Dated: _____