

SHADWELL PARISH COUNCIL

**Draft Minutes of a Meeting of Shadwell Parish Council
held on Tuesday, 9th June 2026 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)	0784 265 5961
Peter Gruen (PG) (Present)	0778 752 5520
Daljit Sehmi (DS) (Present)	0778 885 5168
Mandy Sherman (MS) (Present)	0787 732 6477
Norman Taylor (NT) (Apologies)	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 and one member of the public.

The Chairman opened the meeting at 7:00pm.

037/26 **Apologies for absence** – apologies were received and accepted from NT.

038/26 **Minutes** – the minutes of the Annual Meeting of Parish Council on 5th May 2026 were approved and signed by the chairman.

039/26 **Declarations of interest in respect of this meeting** – none.

040/26 **Public Participation Session** - no comments.

042/26 **Crime**

- i. **Monthly Police report** – two crimes were reported in Shadwell during May: damage to a motor vehicle and a caravan on Bridle Path Road and interference with a motor vehicle in an attempt to access bypass electronics in the Red Lion car park.
- ii. **PACT meetings** - DS reported on the meeting on 4th June. Issues included anti-social behaviour in Collingham, problem parking and speeding vehicles. Police agreed to spot checks along Shadwell Lane at the eastern entrance to the village to discourage speeding vehicles. Next meeting 16th July, DF to attend. Agreed to explore hosting September meeting in Library.
Action: Clerk.

042/26 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – DP and DS reported potholes along Gateland Lane; councillors and residents are reminded that road and pavement defects can be reported direct through Leeds City Council's [parking, roads and travel](#) webpage.
- ii. **Dan Quarry** – Still awaiting response from LCC. Clerk to escalate through ward councillors.
Action: Clerk.
- iii. **Grant towards Christmas lights** – still awaiting update from LCC. Clerk to chase.
- iv. **Memorials** – payment now received from families, benches ordered. Delivery expected July/August.
- v. **Training** – no sessions for new councillors available at present. Clerk to keep checking.
- vi. **Website accessibility** – report recommendations being implemented. Should be complete by end of July.
Action: Clerk.

vii. **Newsletters** – delivery to be completed his week.

043/26 **Policies and Procedures**

- i. **Standing Orders** – updated version approved as presented. Clerk to publish on website once final checks completed.
Action: Clerk.

044/26 **Allotments**

- i. **Payment requests** – Clerk confirmed that payment requests for 2026/27 have been emailed to allotment holders.
- ii. **Upkeep** – Clerk confirmed that recent inspection was positive. No further action required at present.
- iii. **Composting facilities** – request for extra compost bins along the boundary with the playground noted; Clerk to check feasibility.
Action: Clerk.
- iv. **Fees** – reviewed; agreed not to increase for 2027/28. To remain at £25 for a half plot and £50 for a full plot.

045/26 **Recreation Centre**

- i. **Planning issues** – Still awaiting planning approval; DP to contact wards councillor to see whether approval can be expedited.
Action: DP.

046/26 **External meetings**

- i. **Forthcoming meetings** – to give apologies for YLCA Leeds Branch meeting on 18th June; DP to attend the Town and Parish Council Forum meeting on 25th June.
- ii. **Meetings attended** – DP reported on the last Forum meeting on 21st May. The Ironman event is to take place again this year, on 16th August. 2,200 people are expected to take part. Organisers are looking to improve access for residents along the route. Concerns raised by residents of Charville Gardens were passed on. To ask ward councillor whether any financial contributions are available to help counter disruption.
Action: Clerk.

047/26 **Highways**

- i. **Projects** – no further information available.
- ii. **Inconsiderate parking** – further complaints noted. Clerk confirmed that photographic evidence of illegal or obstructive parking is required before Police can take action. Agreed to use social media to remind drivers to park considerately.
Action: Clerk.
- iii. **Speeding vehicles on Shadwell Lane** – Police have agreed to carry out spot checks (see item 042ii, above).

048/26 **Planning Committee** - PG reported that the following planning applications were discussed at this evening's committee meeting:

- i. **26/02190/Li - 7 Crofton Terrace** – Listed building application for replacement of windows to existing openings at rear – **no objection or comments.**
- ii. **26/02798/FU – 9 Shadwell Park Court** - Demolition of garage to the side; Part two, part single storey front, side and rear extension; New windows throughout, and new entrance door to the front. patio doors to the side – **no objection or comments.**
Action: Clerk to feed back through planning portal.

049/26 **Finance**

- ii. **Internal Audit 2025/26** – the auditor's report was considered. No matters of concern were identified and the auditor concluded that the Parish Council's finances are managed lawfully and competently.
- ii. **Annual Governance and Accountability Return (AGAR) 2025/26** – the items listed in section 1 of the return were considered. Resolved that the Parish Council considers that the system of internal control

in place is sound, and that appropriate arrangements for the preparation of accounting statements are in place. Section 1 of the return was signed by the Chairman and countersigned by the Clerk.

- iii. **Annual Accounting Statements (Section 2 of the AGAR)** – resolved to approve the Annual Accounting Statements for 2025/26. Section 2 of the return was signed by the Chairman and was countersigned by the Clerk in his capacity as Responsible Financial Officer. Clerk to arrange 30-day period for exercise of public rights to start before the end of June and to submit AGAR to external auditors for examination.
- iv. **Grant support** – the following grant applications were considered:
 - a. Shadwell Library – agreed £3,000.
 - b. Scouts and Guides – agreed £500.
 - c. Shadwell Runners – agreed £250.
 - d. Shadwell Tennis Club – agreed £250

Successful applicants to be asked to acknowledge support of Parish Council in publicity material and to report back on number of Shadwell residents taking part in activities.

050/26 **Village Maintenance**

- i. **Replacement contractor** - informal discussions held with potential contractor. Agreed to ask contractor to do work around the village during June on a trial basis, and to assess performance at next meeting.
Action: DP.
- ii. **Maintenance issues** – verges outside school, footpath into Dan Quarry and verges on Carr Lane identified as outstanding issues. To ask contractor to cut back.
Action: DP.

051/26 **Footpaths**

- i. **Parish Partnerships Scheme** – further surveys planned for June; Clerk to feedback results to LCC.
Action: DP, DT and Clerk.
- ii. **Signage** – new signs for Path 102 passed to DF to put in place.
Action: DF.

052/26 **June risk assessment** – report by DS noted. Some benches still need cleaning, but no other issues.

053/26 **Parish Council surgeries**

- i. **Report and attendance** – NT2 reported on 6th June surgery. No attendees
- ii. **Next surgeries:** 4th July – DT; 1st August – DS. Surgeries are held each month on Saturday mornings in Shadwell Library from 10:00am to 11:00am.

054/26 **Reports from Council Representatives on Local Committees and Forums** – DT reported that work on Library floor is to take place in August.

055/26 **Correspondence**

- i. **Tree planting** – offer from LCC noted but no sites identified.
- ii. **Ash Dieback Campaign** – new campaign noted; agreed to publicise through social media.
Action: Clerk.
- iii. **Wildflower survey booklets** – request for funding noted; agreed to suggest that authors approach SIB.
Action: Clerk.

056/26 **Public Participation** – the new Team Vicar for St Paul’s Church, Rev. Sharon Ward Kaye, introduced herself to the Parish Council. Councillors welcomed Rev. Kaye to her new role and expressed their desire to work with the Parish Church for the benefit of the local community.

057/26 **Councillors’ queries** – included responsibility for cutting back hedges and possible attendance at Lord Mayor’s Community Group meeting, 25th June (DT).

058/26 **Social Media** – inconsiderate parking, ash dieback campaign and availability of gazebos.
Action: All.

059/26 **Items for next agenda** – gazebos, progress on Leeds Local Plan, Recreation Centre and village maintenance contractor

060/26 **Next meetings** - confirmed as:

Planning Committee – 6:30pm, Tuesday, 7th July.

Full Council – 7:00pm, Tuesday, 7th July.

Finance Committee – 8:30pm, Tuesday, 7th July (or at the conclusion of Full Council, if later)

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

061/26 **Invoices** – resolved that the following payments should be made:

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

1000	M. S. Woods (contribution towards Clerk's utilities June)	£30.00
1000	M. S. Woods (travel expenses)	£7.20
1000	M. S. Woods (footpath signs - the Sign Shed Ltd)	£41.01
1001	VA-L Trading Ltd (additional payroll costs April - June)	£433.94
1002	B K Growers Ltd (bedding plants)	£1,967.70
1003	Parish Magazine Printing Ltd (summer newsletter)	£226.30
1004	L Moore (Internal audit fees 2025/26 and 2024/25 (replacement to chq. 927))	£60.00
S/O	VA-L Trading Ltd (May payroll)	£894.73
Total		£3,660.88

062/26 **The Chairman closed the meeting at 8:35pm.**

Signed: _____ Dated: _____