

SHADWELL PARISH COUNCIL

Minutes of a Meeting of Shadwell Parish Council held on Tuesday, 15th September 2026 in Shadwell Library

Debbie Potter (DP) (Present)	0113 265 7575
Denise Trickett (DT) (Present)	0785 028 3529
David Ford (DF) (Present)	0776 050 8890
John Fuszard (JF) (Apologies)	0784 265 5961
Peter Gruen (PG) (Present)	0778 752 5520
Daljit Sehmi (DS) (Apologies)	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 and one member of the public (part).

The Chairman opened the meeting at 7:00pm.

118/26 **Apologies for absence** – apologies were received and accepted from DS, JF, NT and NT2.

119/26 **Minutes** – the minutes of the meeting held on 11th August 2026 were approved and signed by the Chairman.

120/26 **Declarations of interest in respect of this meeting** – none.

121/26 **Public Participation Session**

- i. **Shadwell in Bloom** – the SIB chairman reported on progress since the last report in June. Following recent warmer, drier summers, more sustainable planting is planned for next year, with fewer annuals. Watering has been maintained through the summer and has worked well. Hanging baskets will be removed shortly and beds will be stripped during October. The relationship with the Village School is strong and continues to be mutually beneficial, and the regular support of the village maintenance contractor and volunteers continues to be appreciated. The result of the Britain in Bloom inspection is expected shortly.

DP thanked the SIB chairman for his contribution and he left the meeting.

122/26 **Crime**

- i. **Monthly Police report** – the report from PCSO Chris Barratt was noted. Three crimes were reported in August, all vehicle related: a burglary on Main Street during which keys were stolen and a car taken, the theft of a vehicle from the roadside on Main Street and the attempted theft of a van from Ash Hill Drive.
- ii. **PACT meetings** – MS to attend next meeting on 8th October. Concerns were expressed about lack of feedback from Police on incidents in Shadwell. Clerk to explore options.

123/26 **Current items outstanding including the Clerk's Report**

- i. **Potholes** – no new potholes or defects have been reported; 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. **Grant towards Christmas lights** – still awaiting consideration by Outer North-East Community Committee. Clerk to follow up.

- iii. **Memorials** – both benches now in place; feedback from families very positive
- iv. **Training** – MS reported on the “Off to a Flying Start” sessions she attended on-line earlier this month.
- v. **Replacement tree Main Street** – response from LCC noted. Agreed to write to owners/occupiers.
Action: Clerk.
- vi. **Flag at Scout Hut** – now replaced.
- vii. **Ironman 2026** – comments from residents noted; agreed to request funding from organisers to compensate for disruption if event repeated next year.

124/26 Policies and Procedures

- i. **Complaints procedure** – reviewed; resolved to readopt without amendment.

125/26 Recreation Centre

- i. **Business rates** – Clerk confirmed that charges have been cancelled.
- ii. **Planning permission** – DP confirmed that planning permission has been granted for the demolition and redevelopment of the centre, subject to certain conditions.
- iii. **Project Plan** - DP to arrange a meeting of the working party with the designer to discuss next steps.

126/27 Newsletter

- i. **Autumn newsletter** – DP confirmed that the newsletter has been distributed to households.
- ii. **Electronic distribution** – deferred to next meeting.

127/26 Christmas

- i. **Switch-on event** – DP confirmed that date and venue have been confirmed: 20th November, at the Red Lion.
- ii. **Lamppost Motifs** – Clerk reported that Harewood PC do not wish to extend motifs at Slaid Hill. Quotation for Shadwell motifs still awaited. (**post meeting note:** quotation now received and accepted).
- iii. **Festive bowls for households with a resident aged 80 and over** – agreed to distribute again this year. DP to check prices and report back to next meeting.
Action: DP.
- iv. **Christmas trees** – DF to place order.
Action: DF.

128/26 External meetings

- i. **Forthcoming meetings** – agreed that DS will attend Lord Mayor’s reception on 17th September and that PG and Clerk will attend NE Conference on 18th September. Noted that the NE Forum meeting scheduled for 17th September has been cancelled.
- ii. **Meetings and training attended** – see 123iv, above.

129/26 Highways

- i. **Projects** – no further information available.
- ii. **Winn Moor Lane warning sign** – still not in place, Clerk to chase again.
Action: Clerk.
- iii. **Dead tree at bus terminus** – DP reported that LCC have marked the tree for action.

130/26 Planning - PG reported that one application was considered at the meeting earlier this evening.

- i. **26/04139/FU – Crofton Villa, Crofton Terrace** - Demolition of garage to side; construction of part single storey, part two storey side extension; landscaping to front including paving. **Agreed** to raise concerns about the lack of a conservation statement, the size of the extension and the impact on space available for parking within the property boundary.

131/26 Finance

- i. **Annual Governance and Accountability Return (AGAR) 2025/26** – the Clerk confirmed that the independent examination had been completed and that no matters of concern were identified. The

Notice of Conclusion of Audit has been published on the website and noticeboard in accordance with statutory timescales.

- ii. **Grants** – no new requests received.

132/26 **Village Maintenance**

- i. **Contractor** – the work undertaken by the contractor during August was noted. Future priorities include cutting back brambles, supporting SIB volunteers and replenishing rock-salt bins as required.
- ii. **Trees adjacent to Library** – appear to be recovering after recent rain. Agreed no further action at present.
- iii. **Maintenance** – noted that hedge maintenance is the responsibility of landowners and is outside the remit of the parish council. Areas where hedges are making pavements impassible or roadways dangerous are reported to LCC Highways.
Action: Clerk.
- iv. **Rock-salt** – Clerk reported that there are six bags remaining. Agreed to order 30 bags for winter use.
Action: Clerk.

133/26 **Footpaths**

- i. **Parish Partnerships Scheme** – Clerk reported that the 2025/26 Report, Condition Survey and Grant Application have been submitted, and that the grant application has been approved in full. Payment is expected shortly.
- ii. **Way markers on footpaths** – agreed to purchase five footpath and three bridleway roundels. DP to agree locations with village maintenance contractor.
Action: Clerk & DP.

134/26 **September risk assessment** – report by DS noted. No new issues.

135/26 **Parish Council surgeries**

- i. **Report and attendance** – DS reported on 5th September surgery. Four attendees. Matters raised included worn road markings and speeding on Colliers Lane, overhanging foliage on the ginnel towards the churchyard and deteriorating and missing stiles. Clerk to pursue and respond as appropriate.
Action: Clerk.
- ii. **Next surgeries:** 3rd October – DP, 7th November, DT. Surgeries are held each month on Saturday mornings in Shadwell Library from 10:00am to 11:00am.

136/26 **Reports from Council Representatives on Local Committees and Forums** – none.

137/26 **Correspondence**

- i. **Scouts and Guides** – invitation to AGM on 22nd September noted; to give apologies.
- ii. **MAE Care** – Annual Celebration on 13th October noted; JF to represent the Parish Council.
- iii. **Community response plan** – request from WYCA to prepare a community response plan noted; completion would be time consuming and of limited benefit. Clerk to check whether completion is mandatory.
Action: Clerk.
- iv. **YLCA** - forthcoming merger of the Leeds Branch with the South Pennine Branch to create a West Yorkshire Branch noted.
- v. **Refuse collections** – concerns raised about parked cars preventing access to Ludolf Drive by refuse collection vehicles noted. Clerk reported that a resident has now circulated a flyer asking neighbours to park responsibly.

138/26 **Public Participation** – none.

139/26 **Councillors' queries** – none.

140/26 **Social Media** – planning permission for Recreation Centre, Christmas lights switch on and reminder about applying for grants.

Action: Clerk.

141/26 **Items for next agenda** – Recreation Centre, newsletter distribution, Christmas switch on event and Leeds Local Plan.

142/26 **Next meetings** - confirmed as:

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

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

Finance Committee – 8:30pm, Tuesday, 13th October (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**.

143/26 **Invoices** – resolved that the following payments should be made:

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

1023	W Neale (Clearing cinder path)	£280.00
1024	M. S. Woods (LCN - WordPress annual renewal)	£250.67
1025	PKF Littlejohn LLP (external audit fee)	£378.00
1026	W. Neale (Village maintenance and footings for memorial benches)	£818.40
1027	L Beales (Preparation of two newsletters)	£100.00
1028	S. Dobson (Domain name renewal and site hosting Neighbourhood Plan website)	£96.00
1029	Parish Magazine Printing (Autumn newsletter)	£226.30
1030	Yorkshire Local Councils Associations (Training course MS)	£75.20
1031	K Thompson (Social media support July & August)	£150.00
S/O	VA-L Trading Ltd (Sept payroll)	£1,039.37
Total		£3,413.94

144/26 **Personnel Issues**

- i. **Clerk's salary** – settlement NJC pay claim for 2026/27 noted. Resolved to implement new salary scales in accordance with Clerk's contract with effect from 1st April 2026.

Action: DP to email payroll provider.

145/26 **The Chairman closed the meeting at 8:15pm.**

Signed: _____ Dated: _____