SHADWELL PARISH COUNCIL

Draft Minutes of a Meeting of Shadwell Parish Council held on Tuesday, 10th November 2026 in Shadwell Library
(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) (Apologies)	0778 752 5520
Daljit Sehmi (DS) (Present)	0778 885 5168
Mandy Sherman (MS) (Apologies)	0787 732 6477
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 the Chairman of Shadwell in Bloom (part).

The Chairman opened the meeting at 7:00pm.

173/26 **Apologies for absence** – apologies were received and accepted from PG and MS.

174/26 **Minutes** – the minutes of the meeting held on 13th October 2026 were approved and signed by the Chairman.

175/26 **Declarations of interest in respect of this meeting** – none.

176/26 **Public Participation Session** – The Chairman of Shadwell in Bloom gave an update on recent activities. The well at the bus terminus has been sponsored and redesigned to make it more robust. Sponsorships for plant beds and hanging baskets are being pursued. The interim headteacher at the village school has been appreciative of the efforts of SIB volunteers and the good relationship with the school has been maintained. The support of the maintenance contractor (funded by the Parish Council) has been much appreciated.

177/26 **Crime**

i. **Monthly Police report** – the report from PCSO Chris Barratt was noted. Three crimes were reported in October: the theft of registration plates from vehicles on Holywell Lane on two separate occasions and a burglary resulting in the theft of two vehicles from Ludolf Drive, which were subsequently recovered by the police.
ii. **PACT meetings** – Next meeting 19th November in Collingham Memorial Hall, DS to attend.

178/26 **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. **New parish councillor** – LCC's Electoral Services have advised that no election can be requested because the vacancy is being advertised within six months of the normal elections on 6th May 2027. Formal notice to that effect to be published on website on 12th November. After that, the vacancy can be filled by co-option.
Action: Clerk to publish formal notice and advertise vacancy.

179/26 **Policies and Procedures**

i. **Councillor-Officer Protocol** – reviewed; resolved to readopt without amendment.
ii. **Equal Opportunities Policy** – reviewed; resolved to readopt without amendment.

180/26 **Meetings 2027/28** – schedule of meetings agreed as presented. Clerk to post on website and confirm with Library.
Action: Clerk.

181/26 **Recreation Centre**

i. **Working party** – DP reported confirmed that the consultation newsletter had been printed and is in the process of being distributed. Clerk has arranged QR code to capture online comments and will collate all responses. Insurance renewal received. DF to chase gas contractor. DP to arrange a further meeting of the working party shortly.
Action: Clerk, DF & DP.

182/26 **Newsletter**

i. **Recreation Centre newsletter** – being distributed (see above).
ii. **Electronic copies** – agreed to continue hardcopy distribution at present.

183/26 **Christmas**

i. **Switch-on event 20th November** – Clerk confirmed that ward councillors have been invited, and other invitations will follow. Raffle prizes are being organised, and mulled wine, cordials and mince pies have been arranged. Clerk to put up more posters and organise PA and card terminal for raffle payments.
ii. **Library decorations** – are in place and working, Clerk to set timers.
iii. **Lamppost motifs** – Clerk to remind Leeds Lights about switch-on time.
iv. **Festive bowls** – DS and DP to finalise list, to arrange delivery from 14th December onwards.
Action: DS & DP.
v. **Christmas trees** – due to be delivered 17th December. Maintenance contractor to be asked to lead on placement and decoration.

184/26 **External meetings**

i. **Forthcoming meetings** –PACT meeting 19th November, DS to attend; Outer NE Town and Parish Forum, 25th November, DP to attend
ii. **Meetings and training attended** – None.

185/26 **Highways**

i. **Colliers Lane** – Clerk confirmed that faded road markings have been reported to LCC.
ii. **Winn Moor Lane warning sign** – still not in place, Clerk to chase again.
Action: Clerk.
iii. **Speed indicator devices** – Clerk to download latest data and prepare report for next meeting.
Action: Clerk.

186/26 **Planning**

i. DT reported that four applications were considered at the meeting earlier this evening.
   a. **26/05349/FU - Oakhill House Roundhay Park Lane** - Reconfiguration of site entrance leading from Roundhay Park Lane including the erection of automatic entrance gate, new and re-built stone walls, fencing, creation of turning area and landscaping – **no objection or comments**.
   b. **26/04228/FU - 4 Blind Lane -** Demolition of existing linked garage and raising of roof height to form a two storey fully detached dwelling with alterations including new windows and doors, installation of solar panels, timber detailing panels to front, hard and soft landscaping works to form new path and parking and bike store to rear – **no formal objection, but to comment regarding access, potential loss of light and garage wall**.
   c. **26/06041/FU - 27 Crofton Rise** - replacement garage to rear – **no objection or comments**.

d. **26/06057/FU - 9 Shadwell Park Court** - Alterations and extensions to detached dwelling, incorporating: demolition of garage structure and the erection of part single, part two storey extensions, with associated external fenestration alterations & associated external and internal works – **no objection or comments**.

ii. **Neighbourhood planning and Leeds Local Plan** – Clerk confirmed that the visit by LCC officer to explain process has been rearranged for next Parish Council meeting on 8th December.

187/26 **Finance**

i. **Finance committee** – verbal report by DP noted. No issues of concern.

188/26 **Village Maintenance**

i. **Contractor –** the contractor completed 24 hours for the Parish Council in October plus 5 hours to be recharged to SIB. Work included assisting with autumn planting, clearing and repairing footpaths, strimming verges, clearing waste and replenishing grit bins.

ii. **Maintenance** – see below.

189/26 **Footpaths**

i. **Maintenance programme** – DP to check through footpath survey forms to identify maintenance issues.
Action: DP.

ii. **Ginnel to the west of churchyard** – Clerk confirmed that a letter has been sent to the occupiers of the adjacent property asking them to trim back overhanging branches.

iii. **Footpath from Strickland Avenue to Crofton Rise** – response from PROW team noted. No restrictions on access recommended. Clerk to feed back to resident.
Action: Clerk.

iv. **Way markers on footpaths** –DP to finalise locations with village maintenance contractor.
Action: DP.

v. **Stile on Gateland Lane** – on list for contractor to repair, when weather allows.

vi. **Stile on path 111** – concerns of resident noted. Agreed to add to list for repair by contractor.
Action: Clerk.

190/26 **November risk assessment** – report by DS noted. Some benches need maintenance and some vegetable beds on Colliers Lane need minor repairs.
Action: Clerk to arrange with contractor

191/26 **Parish Council surgeries**

i. **Report and attendance** – DP reported on 7th November surgery. Matters raised included obscured marker posts on Holywell Lane, padlocked gate at children's play area, leaves on pavements and tree touching overhead cable at Colliers Lane. Clerk to pursue and respond as appropriate.
Action: Clerk.

ii. **Next surgery:** 5th December, JF. Surgeries are held each month on Saturday mornings in Shadwell Library from 10:00am to 11:00am. No surgery on 2nd January 2027

192/26 **Reports from Council Representatives on Local Committees and Forums** – none.

193/26 **Correspondence**

i. **LCC Highways Maintenance Programme 2027/28 to 2031/32+** - noted**.**

194/26 **Public Participation** – none.

195/26 **Councillors' queries** – none

196/26 **Social Media** – Christmas lights switch-on and consultation on redevelopment of Recreation Centre.
Action: Clerk.

197/26 **Items for next agenda** – Lord Mayor's charity appeal, Recreation Centre, Neighbourhood Plan, Leeds Local Plan and statistics from speed indicator devices.

198/26 **Next meetings -** confirmed as:
Planning Committee – 6:30pm, Tuesday, 8th December.
Full Council – 7:00pm, Tuesday, 8th December.
All meetings are open to the press and public and, unless indicated otherwise, will be held **in Shadwell Library**.

199/26 **Invoices** – resolved that the following payments should be made:

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

1037	1st Locate UK Ltd (British Gas outstanding invoice)	£366.42
1038	M. S. Woods (Stamps and Remembrance Day wreath)	£76.76
1039	W. Neale (Village maintenance October)	£580.00
1040	K Thompson (Social media support September - October)	£150.00
1041	B K Growers Ltd (bedding plants)	£1,639.68
1042	Northern Impression Ltd (Recreation Centre consultation newsletter)	£99.00
1043	Shadwell Independent Library Ltd (Room Rental July & September)	£20.00
1044	Shadwell Village Hall (Grant for Cinema Club agreed at October meeting)	£250.00
1045	Arthur J Gallagher Insurance Brokers Ltd	£560.00
1046	B Turner Landscapes Ltd (Christmas lights on Library)	£257.39
1047	L Beales - Recreation Centre newsletter preparation	£50.00
S/O	VA-L Trading Ltd (Oct payroll)	£1,290.85
Total		**£5,340.10**

200/26 **The Chairman closed the meeting at 8:35pm.**

Signed: _____ Dated: _____