

**OFFICIAL NOTICE OF A  
SHADWELL PARISH COUNCIL MEETING  
TO BE HELD  
On Monday 9<sup>th</sup> September 2013 at 7.30pm  
In the Recreational Centre, Holywell Lane, Shadwell**

**AGENDA Part 1**

1. **Chairman to open the meeting and accept apologies.**
2. **Minutes** – the Minutes of the full Council meeting held on 15<sup>th</sup> July 2013 to be approved and signed and the Planning Committee minutes to be noted.
3. **Declarations of Interests** – To disclose or draw attention to any disclosable pecuniary interests for the purposes of Section 31 of the Localism Act 2011 and paragraphs 13-18 of the Members' Code of Conduct. Also to declare any other significant interests which the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.
4. **Questions from members of the public** – The Chairman will adjourn the meeting to allow for the public's comments for 10 minutes.
5. **Crime Report** – to receive the crime report.
6. **Wetherby and District Crime Prevention Panel** – to receive the report **Copied to Cllrs**

The Chairman will reconvene the meeting

7. **Current items outstanding to include the Clerk's Report**
  - i. **Potholes** - to receive confirmation from the Clerk that the potholes in Shadwell have been reported
  - ii. **Rock Salt (74 iv/13)** – to note the rock salt has been ordered for delivery 10<sup>th</sup> September 2013.
  - iii. **Remembrance Wreath (85/13)** – to receive confirmation that the wreath has been ordered and to note that the decision on who should attend the service will be on the October agenda.
  - iv. **Household Waste Sorting Site (97/13i)** – to receive an update from the Clerk.
  - v. **Structure at Ferndale (100/13)** – to receive confirmation that Rosie Watts (LCC, PROW) and Enforcement Dept. have been contacted
  - vi. **HGVs entering Shadwell (100/13)** – to receive confirmation from the Clerk that LCC, Whites and Mone Bros had been contacted.
  - vi. **Shed Roof** – to receive confirmation from NT/TV that the new roof is now in place
  - vii. **Projector & screen** – to receive confirmation from the Clerk that a letter has been sent to the Library Committee.
  - viii. **Website (86/13)** – to receive confirmation from the Clerk that the introductions had been received
8. **Administration Assistant** – to meet Janet Parkin, the new Administration Assistant.
9. **Review of Standing Orders** – to discuss the suggested amendments to the Standing Orders. **(Amended documents copied to Cllrs)**
10. **Anniversary of WW1 and the Re-dedication of the War Memorial** – to suggest ways to commemorate the centenary of the start of World War 1 and plans for the re-dedication of the War Memorial. To compose a letter of thanks to the ENE Area Well-being Committee.
11. **Bi-centenary of the Library in 2014** – to consider celebrating the b-centenary of Shadwell Library
12. **Archiving Policy and Retention of Documents** – to undertake the annual review **(Copied to Cllrs)**

13. **Village Maintenance and Contractors Working Group** – to receive feedback from the first meeting of the Group.
14. **Fence at Holywell Park** – to receive an update on the fencing at Holywell Park, following the visit by Bob Bradley, LCC.
15. **Holywell Park** – to receive an update on the request for a grant towards drainage.
16. **Councillors' email addresses** – to discuss the use of Parish Council email addresses.
17. **Parish and Town Council Annual Forum** – to note the date for the Forum is to be **Monday 27<sup>th</sup> January 2014** at Committee Rooms 6&7, Civic Hall, Leeds 6.30- 9.00pm.
18. **Shadwell Post Office** – to receive and discuss correspondence from the Postmaster (**Copied to Cllrs**)
19. **Newsletter** – to discuss the composition and delivery of the Autumn newsletter.
19. **Planning**
  - i. **Most recent planning applications** - to receive an update from DS.
  - ii. **13/03216/FU Former Shadwell & District, Social Club, Main Street, Shadwell** – to discuss the application (**planning application previously circulated to all Cllrs**).
20. **Finance** –
  - i. to receive a report from GT (**Minutes copied to Cllrs**).
  - ii. to receive the Quarter 1 budget and accounts (**Copied to Cllrs**).
  - iii. **Review of Financial Regulations** – to receive amendments from the Finance Committee
21. **Highways** –
  - i. Councillors to report potholes
22. **Footpaths**
  - i. Councillors to report on ginnels
  - ii. **Parish Paths Partnership** – update from DP
23. **Trees** - to receive an update on the planting of trees from TV.
24. **Neighbourhood Planning** –
  - i. to receive an update from DP.
  - ii. to receive the minutes from the last two meetings of the Steering Group and to discuss the contents. (**Copied to Cllrs**)
  - iii. to review the membership of the Steering Group
25. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell in Bloom** – DP/NT
  - ii. **Shadwell Library Committee** – DP/GT
  - iii. **Shadwell History Society** - DT
26. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 3<sup>rd</sup> August 2013 & on 7<sup>th</sup> September 2013. Volunteer for the next surgery on 5<sup>th</sup> October.
27. **Correspondence (Copied to Cllrs)**  
Letter from Cllr Elizabeth Nash – details of the Independent Person
27. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
28. **Items for next agenda**
29. **Urgent items which have arisen since publication of agenda and Councillors' questions**
30. **Cheques** - To agree the signing of the cheques (**List of cheques for payment provided to Cllrs**)

31. Full Council meeting will be held on Monday 14<sup>th</sup> October 2013 at 7.30pm  
Planning Committee meeting on Monday 14<sup>th</sup> October 2013 at 7pm  
Finance Committee meeting on Monday 28<sup>th</sup> October 2013 at 7.30pm  
All meetings are held in the Recreational Centre, Holywell Lane

**32. Part Two – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed**

**33. Chairman to close the meeting**

**Members of the Council are summoned to attend this meeting. Meetings are open to the Press and Public except for any specific items labelled as Part 2 under the Local Government Act. The Press and Public may not speak when the Council is in session.**

Signed.....

Date 3<sup>rd</sup> September 2013

Lesley Hoff

Clerk to the Council

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