

**OFFICIAL NOTICE OF A
SHADWELL PARISH COUNCIL MEETING
TO BE HELD
On Monday 8th June 2015 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 Annual Meeting of Council meeting held on 11th May 2015 to be approved and signed and the Planning Committee minutes to be noted.
 3. **To co-opt by Ordinary Co-option, new members onto the Council.**
 4. **To Appoint new Councillors onto Committees and as Representatives to outside Bodies**
 5. **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.
 6. **Co-option of new members to fill ordinary vacancies on Parish Council**
 7. **Questions from members of the public** – The Chairman will suspend the meeting to allow for the public's comments for 10 minutes.
 8. **Crime Report** – to receive the crime report.
 9. **The Crime Prevention Panel – Outer North East Leeds** – to receive the report (**Copied to Cllrs**).
 10. **Know Your Neighbour Scheme** – a presentation from Barbara bailey, MAECare
- The Chairman will reconvene the meeting
11. **Current items outstanding to include the Clerk's Report**
 - i. **Potholes** - to receive the list from the Clerk of the potholes in Shadwell which have been reported.
 - ii. **Noticeboards (15/15)** – to receive an update from TV on the cost of repair. To receive confirmation from the Clerk that the new noticeboard has been ordered
 - iii. **Annual Audit of Accounts** – to be advised that the Audit was sent to PKF Littlejohn LLP on 14th May 2015 and to note that the result will be known by 30th September 2015.
 - iv. **Overhanging hedge at bus stop (32/15)** – to receive confirmation from the Clerk that the overhanging hedge and the missing sign at Gateland Lane junction have been reported.
 - v. **NP grant (26/15)** – to receive confirmation from DP that the £97 underspend has been returned.
 - vi. **CCTV (12vii/15)** – to receive an update on the installation from NT.
 - vii. **YLCA Provision of Services 2015/16 (19/15)** – to receive Confirmation from the Clerk that YLCA had been advised of the Council's resolution to accept the Provision of Service.
 - viii. **Parish Council Surgery (28/15)** –to receive confirmation from the Clerk that the residents' queries were answered and the hedges have been cut back.
 12. **Mission Statement and 12 month plan** – to discuss what the Parish Council will strive to achieve over the next 12 months and to agree a Mission Statement.
 13. **Various Working Groups** – to discuss the need for further working groups.
 14. **Village Maintenance Working Committee** – to receive a brief report from the Clerk on the first meeting of the Village Maintenance Committee held earlier this evening

15. **Severe Weather** - to consider the purchase of rock salt; to review the snow clearance contracts; to receive a list of grit bins. **(Copied to Cllrs)**.
16. **Village Awareness Sessions** – to discuss arranging awareness sessions for becoming a Dementia Friendly Village and use of the Defibrillator.
17. **Review of Standing Orders** – to arrange the annual review of Standing Orders.
18. **Review of Standards and Codes of Conduct** – to undertake the annual review of Standards and Codes of Conduct **(Copied to Cllrs)**.
19. **Allotments** – to consider placing new allotment(s) in a local garden.
20. **YLCA Training programme** – to consider training for Councillors **(Copied to Cllrs)**.
21. **Planning** –
 - i. **Planning Minutes** – to receive the minutes of the May planning meeting (for information only).
 - ii. **Most recent planning applications** - to receive an update from DT.
22. **Finance** – **(Relevant documents copied to Cllrs)**
 - i. **Bank Account** – to receive an update from DP on the transfer of the Council’s bank account.
 - ii. **Shadwell News** – to resolve to pay a donation of £250 to Shadwell News
 - iii. **Application for a grant** – to consider the application for a grant of £200 from the Village Hall Committee **(Copied to Cllrs)**.
 - iv. **Finance Training in Harrogate** – to elect a member of the Finance Committee to attend a training event in Harrogate on Finance and confirm the Clerk’s attendance.
23. **Highways** i. **Parking outside the School** – to receive a report from the Working Group.
24. **Risk Assessment** – to receive a report from TV on the monthly risk assessment around the village. The Chairman to sign the report.
25. **Neighbourhood Planning** –
 - i. to receive an update from DP.
 - ii. to receive an update from the Clerk on the lease/purchase of a field and a footway from the bridge to Wetherby Road.
26. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell in Bloom (Copied to Cllrs)** - NT
 - ii. **Shadwell Library Committee (Copied to Cllrs)** –DT
 - iii. **Outer North East Forum** - DP
27. **Parish Council Surgery** – To receive a report from DP on the surgery hosted on 6th June 2015. Volunteer for the next surgery on 4th July 2015.
28. **Correspondence (Copied to Cllrs)**
29. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
30. **Items for next agenda**
31. **Urgent items which have arisen since publication of agenda and Councillors’ questions**
32. **Payments** - To agree the payments of invoices **(List of payments provided to Cllrs)**
33. Full Council meeting will be held on Monday 6th July at 7.30pm
 Planning Committee meeting on Monday 6th July 2015 at 7.15pm
 Finance Committee meeting on Monday 27th July 2015 at 6.30pm
 Village Maintenance Committee on Monday 14th September at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane

34. **Part Two – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.**
35. **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 9th June 2015

Lesley Hoff, Clerk to the Council - Tel: 0113 2037662 Email: clerk@shadwell-parish-council.org