

**OFFICIAL NOTICE OF A  
SHADWELL PARISH COUNCIL MEETING  
TO BE HELD  
On Monday 9<sup>th</sup> November 2015 at 7.30pm  
In the Recreational Centre, Holywell Lane, Shadwell**

**AGENDA Part 1**

1. **Chairman to open the meeting and Members to accept and approve apologies.**  
and signed and the Planning Committee minutes to be noted.
2. **Minutes** – the Minutes of full Council meeting held on 12<sup>th</sup> October 2015 to be approved
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 suspend the meeting to allow for the public's comments for 10 minutes.
5. **Crime Report** – to receive the crime report.
6. **The Crime Prevention Panel – Outer North East Leeds** – to receive the report.

The Chairman will reconvene the meeting

7. **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 (173ii/15) (175/15)** – to receive an update from TV on the repair. To receive confirmation from the Clerk that the request for the siting of a noticeboard has been forwarded to LCC.
  - iii. **Councillor Training (177/15)** – to receive feedback from JS & GT on the course they attended on 3<sup>rd</sup> November 2015.
  - vi. **Bin for Pitts Wood (173v/15)** – to receive an update from the Clerk.
  - v. **New Hard Drive (176/15)** – to receive an update from the Clerk/NT.
  - vi. **New Headteacher of the Primary School (173viii/15)** – to receive an update from DP.
  - vii. **Footpath from Hobberley Lane (187iii)** – to receive an update from the Clerk.
  - viii. **Path 102 (187i)** – to receive confirmation from DP that the "No cycling" signs have been ordered.
  - ix. **Water in Bridle Path (191/15)** – to receive an update from KP/Clerk
8. **Social Media** – to note that any good news, relevant local information or projects the Council wants to promote in the Outer North East area should be forwarded to the Clerk for inclusion on the LCC webpage (**Invitation copied to Councillors**).
9. **Councillors' email addresses** – to receive confirmation from all Councillors that they are able to receive emails to their Shadwell Parish Council address from the Clerk.
10. **Christmas Lights and Santa's Grotto** – to consider purchasing more Christmas lights. To suggest who should install the Christmas lights and the date of the switch-on. To consider a Santa's grotto at the Library.
11. **Meeting Dates for year 2016/2017**– to discuss the proposed meeting dates for 2016/2017 and suggest any alterations. To add the dates for the 4-Year Plan Working Group.
12. **4-Year Plan Working Group** – to decide the date of the next meeting of the 4-Year Plan Working Group.
13. **Archiving Policy** – to review the Archiving Policy (**Copied to Cllrs**).

14. **Items for the next Newsletter** – to suggest items for the next newsletter. To decide who will take over Crofton Rise round. To thank the volunteers for their help with the delivery of the newsletter.
15. **Laying of the Wreath** – to relay the thanks of the Members to Cllr Wilson for laying the wreath on behalf of the Council.
16. **Meeting with the Shadwell Horticultural Society** – to receive feedback from DP on the meeting with the Horticultural Society Committee and to resolve to release the grant.
17. **Defibrillator** – to receive an update from the Clerk and to discuss whether to purchase a defibrillator.
18. **Planning** –
  - i. **Planning Minutes** – to receive the minutes of the September planning meeting (for information only).
  - ii. **Most recent planning applications** - to receive an update from DT.
19. **Finance** –
  - i. to receive a report from DP (**Minutes to be copied to Cllrs**).
  - ii. to receive the Quarter 1 budget and accounts (**Copied to Cllrs**).
  - iii. to accept the Finance Committee’s recommendation concerning the Clerk’s salary payments/pension.
  - iv. **Public Contracts Regulations** – to accept the Finance Committees recommendations on accepting amendments to the Standing Orders (**Copied to Cllrs**).
  - v. **Grant** –To consider the request for a grant of £200 for fireworks from the Cricket Club (**Grant application previously copied to Cllrs**).
  - vi. To authorise the transfer of £5000 from the deposit account to the current account.
  - vii. To authorise a payment of £300 to the Neighbourhood Planning Steering Group.
20. **Highways** –
  - i. **Meeting with Nick Borrás from Highways Dept.** – to confirm the date of the meeting or report back on the meeting.
  - ii. **Highways and Transportation Planned Maintenance of Local Roads for 2016/17** – to receive a copy of the Planned Maintenance of Local Roads (**Copied to Cllrs**).
  - iii. **Puddling in Gateland Lane** – to discuss the problem of “puddling” in Gateland Lane and to receive the correspondence form Highways (**Copied to Cllrs**).
21. **Risk Assessment** – to receive a report from DP on the monthly risk assessment around the village. The Chairman to sign the report. To note that JS will do the risk assessment in November.
22. **Neighbourhood Planning** –
  - i. to receive an update from DP.
  - ii. **Collingham Neighbourhood Plan** – to decide on any representations on the Collingham Neighbourhood Plan (**Hyperlink copied to Cllrs by email**).
  - iii. **SHLAA sites Brandon Golf Course** – to receive a copy of an email to the Chairman of the Housing and Regeneration Scrutiny Board (**Copied to Cllrs**).
23. **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
24. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 7<sup>th</sup> November 2015. Volunteer for the next surgery on 5<sup>th</sup> December 2015.
25. **Correspondence (Copied to Cllrs)**
26. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
27. **Items for next agenda**
28. **Urgent items which have arisen since publication of agenda and Councillors’ questions**
29. **Payments** - To agree the payments of invoices (**List of payments provided to Cllrs**)

30. Full Council meeting will be held on Monday 14<sup>th</sup> December 2015 at 7.30pm  
Planning Committee meeting on Monday 14<sup>th</sup> December 2015 at 7.15pm  
Finance Committee meeting on Monday 4<sup>th</sup> January 2015 at 7.00pm  
Village Maintenance Committee on Monday 4<sup>th</sup> January 2015 at 6.30pm

*All meetings are held in the Recreational Centre, Holywell Lane*

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

32. **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> November 2015

Lesley Hoff, Clerk of the Council

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