

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

**AGENDA Part 1**

1. **To elect a Chairman of the Council**
  2. **To receive the Chairman's declaration of acceptance of office**
  3. **Chairman to open the meeting**
  4. **Chairman to accept apologies for absence**
  5. **To elect a Vice Chairman**
  6. **To appoint committees and sub-committees**
    - Finance Committee
    - Planning Committee
    - Village Maintenance Committee
    - Mission Statement Working Group
    - Newsletter Working Group
    - School Parking Working Group
  7. **To appoint Representatives to Outside Bodies**
    - Town & Parish Council NE Forum
    - YLCA
    - Crime Prevention Panel
    - Library Steering Group
    - Bramley Fields Consultative Group
    - Bus Liaison Representative
    - Neighbourhood Planning Steering Group
  8. **Minutes** – the Minutes of the full Council meeting held on 11<sup>th</sup> April 2016 to be approved and signed and the Planning Committee minutes to be noted.
  9. **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.
  10. **Questions from members of the public** – The Chairman will suspend the meeting to allow for the public's comments for 10 minutes.
  11. **Crime Report** – to receive the crime report.
  12. **Vandalism on Path 102**
  13. **The Crime Prevention Panel – Outer North East Leeds** – to receive the report (**Copied to Cllrs**)
- The Chairman will reconvene the meeting
14. **Current items outstanding to include the Clerk's Report**
    - i. **Potholes** - to receive the list of potholes reported in Shadwell from the Clerk
    - ii. **Noticeboards at the shops (349ii/15)** – to receive confirmation from TV that the repairs had been completed.
    - iii. **Noticeboard at Library (349iii/15)** – to receive an update from DT.
    - iv. **Missing "No Cycling" signs on Path 102 (349v/15)** – to receive an update from DP

- v. **Memorial Bench (358/15)** – to receive confirmation from NT and GW that the meeting went ahead with the local residents on the siting of the bench.
15. **General Power of Competence** – to resolve to accept the General Power of Competence for a further 12 months.
16. **Casual Vacancy** – to note that Geoff Turnbull has resigned and to arrange the advertising of a casual vacancy.
17. **Annual Review of Risk Assessment – (Copied to Cllrs)**
18. **Siting of Bin in Shadwell Parks** – to receive an update from NT and agree the siting of the bin.
19. **Mission Statement and 12-month Plan** – to agree the next date for the meeting of the Working Group.
20. **Dementia Friendly Village Working Group** – to agree to set up a Working Group and discuss requesting volunteers.
21. **Newsletter** – to receive articles from members for the summer edition of the newsletter.
22. **School Parking Working Group** – to receive the amended Terms of Reference and to confirm that the Working Group will meet quarterly.
23. **Holywell Triangle Conservation** – to receive a report from DT.
24. **Newsletters** - to decide on the date for delivery of newsletters and to note that all articles are to be forwarded to the Clerk by 4<sup>th</sup> June 2015.
25. **Access to the Website of the National Association of Local Councils (NALC)** – to receive the log-in details.
26. **The Queen's 90<sup>th</sup> Birthday Celebrations** – to receive an update on the preparations from DP and to receive a report on the lighting of the Beacon.
27. **Memorial Bench** – to receive a report from NT on the siting of the memorial bench and to discuss the next steps.
28. **Planning**
- i. **Planning Meeting 11 April 2016** - to receive the draft minutes and to ask the Committee questions.
  - ii. **Most recent planning applications** - to receive an update from KP.
29. **Finance (Copied to Cllrs)**
- i. **Finance Meeting 25<sup>th</sup> April 2016** – to receive the draft minutes and to ask the Committee any questions.
  - ii. **Budget 2016/2017** – to receive the annual budget.
  - iii. **Annual Governance Statement** – to pass a resolution that there is a sound system of internal control in Place (Section One of Annual Return). This should then be signed by the Chairman and the Clerk.
  - iv. **Annual Audit of Accounts** – to pass a resolution that the Annual Accounts are correct (Section Two of the Annual Return) and should be signed by the Chairman and Clerk.
  - v. **Purchase of a Defibrillator** – to receive the recommendation of the Finance Committee.
30. **Village Maintenance Committee Meeting 25<sup>th</sup> April 2016** – to receive the draft minutes and to ask the Committee any questions
31. **Highways –**
- i. **Carr Lane** – to receive confirmation from DP that the letter has been sent to the Leader of the City Council.
  - ii. **Parking outside the Church** – to discuss the possibility of the gravedigger parking in Church Farm Garth and using the footpath/PROW to access the churchyard.

32. **Footpaths**
  - i. **Parish Paths Partnership** – update from DP.
  - ii. **Himalayan Balsam** – to discuss the problem of this invasive plant (**Copied to Cllrs**).
33. **Risk Assessment** – to receive a report from DT on the April risk assessment around the village. The Chairman to sign the report. To note that NT is to do the May risk assessment and to ascertain who will undertake those in June, July and August.
34. **Neighbourhood Planning** –
  - i. to receive an update from DP.
35. **Reports from Young People’s and Older Person’s Champions-**
  - i. **Young People - NT**
  - ii. **Older People – VV**
36. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell in Bloom – NT**
  - ii. **Shadwell Library Committee – DT**
37. **Parish Council Surgery** – To receive a report from KP on the surgery hosted on 7<sup>th</sup> May 2016  
Volunteers for the next surgery on 4<sup>th</sup> June 2016.
38. **Correspondence (Copied to Cllrs)**
39. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
40. **Items for next agenda**
41. **Urgent items which have arisen since publication of agenda and Councillors’ questions**
42. **Cheques** - To agree the signing of the cheques (**List of cheques for payment provided to Cllrs**)
43. Full Council meeting will be held on Monday 13<sup>th</sup> June 2016 at 7.30pm  
Planning Committee meeting on Monday 13<sup>th</sup> June 2016 at 7.15pm  
Finance Committee meeting on Monday 18<sup>th</sup> July 2016 at 7.00pm  
Village Maintenance Committee meeting on Monday 18<sup>th</sup> July 2016 at 6.30pm  
All meetings are held in the Recreational Centre, Holywell Lane and are open to the public
44. **Part Two – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.**
45. **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> May 2016

Lesley Hoff Clerk to the Council

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