

**OFFICIAL NOTICE OF A  
SHADWELL PARISH COUNCIL MEETING  
TO BE HELD  
On Monday 19<sup>th</sup> September at 7.00pm  
In the Recreational Centre, Holywell Lane, Shadwell**

**AGENDA Part 1**

1. **Chairman to open the meeting and Members to accept and approve apologies.**
2. **Minutes** – the Minutes of full Council meetings held on 11<sup>th</sup> July and 15<sup>th</sup> August 2016 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 that the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.
4. **New Councillor** – to pass a resolution to accept Nirmal Tulwa and Emma Stapleton as a members of Shadwell Parish Council.
5. **Questions from members of the public** – The Chairman will suspend the meeting to allow for the public's comments for 10 minutes.
6. **Crime Report** – to receive the crime report.
7. **The Crime Prevention Panel – Outer North East Leeds** – to receive the report.

The Chairman will reconvene the meeting

8. **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. **Permit Parking in Manor Court (100/16)** – to receive an update from DP.
  - iii. **Severe Weather (103/16)** – to receive confirmation from the Clerk that a contract had been sent to Mr Pickford and to note a small grit bin for the Library would be on the October agenda.
  - iv. **Parish Council Surgery/Correspondence (114&115/16)** – to receive confirmation from the Clerk that the queries had been answered.
  - v. **Urgent Items- Emmerdale s106 (117/16)** – to receive an update from the Clerk.
9. **Review of Standing Orders** – to approve the amendments to the Standing Orders.
10. **Production of Parish Maps** – to decide whether the Parish Council requires a parish map **(Copied to Cllrs)**.
11. **Proposed Free School, Roundhay Park Lane** – to receive an update from DP and to receive confirmation from DT that the site was addressed on the draft Neighbourhood Plan.
12. **2016 Electoral Review of Leeds - Start of Ward Patterns Consultation** – having been online to ascertain the details of the consultation, to discuss the Parish Council's response **(Copied to Cllrs)**.
13. **Working Groups** – to arrange the dates for the next meetings of the 4-Year Plan and School Parking Working Groups.
14. **SLCC 2016 Regional Roadshow - Wakefield** – to decide whether the Clerk and any members should attend **(Copied to Cllrs)**.
15. **WYCA Transport and Bus Strategy Consultation** – to discuss and decide the Parish Council's comments on the strategy **(Copied to Cllrs)**.

16. **Annual Return – Assertion 2 (Internal Control)** – to confirm that the assertion is undertaken, as stated **(Copied to Cllrs)**.
17. **Newsletters** – to receive an up-to-date delivery list; to endeavour to fill any undesignated routes; to agree to bring ideas for articles to the October meeting **(Copied to Cllrs)**.
18. **Planning** –
  - i. **Planning Minutes** – to receive the minutes of the July 2016 meeting.
  - ii. **Most recent planning applications** - to receive an update from DT.
  - iii. **Site Allocations Plan - Progress of the Outer North East HMCA** – to receive the update and note the dates of the public consultation **(Copied to Cllrs)**.
19. **Finance – (Relevant documents copied to Cllrs)**
  - i. **Library Ceiling** - to consider funding assistance towards replacing the ceiling in the Library
  - ii. **Purchase of Wreath** – to agree to the Clerk ordering a wreath for Remembrance Sunday and to request that Cllr Wilson lay the wreath on behalf of the Parish Council.
  - iii. **Grant for Shadwell Cricket Club £250** – to consider awarding a grant to Shadwell Cricket Club towards the Annual Firework Display **(Copied to Cllrs)**.
  - iv. **Library Grant** - to agree to pay for café volunteers’ training in food hygiene at a cost of 100.00.
20. **Village Maintenance Committee** – to receive the draft minutes from the July 2016 meeting and to present any queries to the Committee Chairman **(Copied to Cllrs)**.
21. **Highways** –
  - i. **Carr Lane and other highways issues** – to receive an update from DP on the progress of arranging a site visit with Nick Hunt, Highways regarding the closure of Carr Lane **(Copied to Cllrs)**.
22. **Public Rights of Way** –
  - i. **Path 102** - to receive and discuss the response from PROW concerning the access to Path 102 **(Copied to Cllrs)**.
  - ii. **Parish Paths Partnership** – to receive an update from DP on the required works.
23. **Risk Assessment** – to receive a report from KP on the July and DP on the August risk assessments around the village. The Chairman to sign the reports. To decide who should do the risk assessment in September, October and November.
24. **Neighbourhood Planning** – to receive an update from DP.
25. **Reports from the Young People’s and Older Person’s Champions**
  - i. **Young People (NT)** **(Copied to Cllrs)**
  - ii. **Older People (VV)** **(Copied to Cllrs)**
26. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell in Bloom (NT)** **(Copied to Cllrs)**
  - ii. **Shadwell Library Committee (DP)** **(Copied to Cllrs)**
27. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 3<sup>rd</sup> September 2016. Volunteer for the next surgery on 2<sup>nd</sup> October 2016.
28. **Correspondence (Copied to Cllrs)**  
**Email from the Shadwell Scouts** – to note the contents and elect a member to represent the Parish Council at the Scouts’ AGM.
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 10<sup>th</sup> October 2016 at 7.00pm  
Planning Committee meeting on Monday 10<sup>th</sup> October 2016 at 6.30pm  
Finance Committee meeting on Monday 24<sup>th</sup> October 2016 at 7.00pm  
Village Maintenance Committee on Monday 24<sup>th</sup> October 2016 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 5<sup>th</sup> September 2016

Lesley Hoff, Clerk of the Council ;

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