

**OFFICIAL NOTICE OF A
SHADWELL PARISH COUNCIL MEETING
TO BE HELD
On Monday 13th February 2017 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 16th January 2017 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. **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.

The Chairman will reconvene the meeting

6. **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 and to note that Vodaphone has been chased.
 - ii. **Potholes in Bridle Path Road (241v/16)** – to receive confirmation from the Clerk that Harewood PC had been contacted with regard to this issue.
 - iii. **Spring Newsletter (242/16)** – to receive an update from the Clerk.
 - iv. **Traffic lights at Slaid Hill at the junction of Shadwell Lane & Roundhay Park Lane (250/16)** – to receive an update from the Clerk.
 - v. **Parish Council Surgery (256/16)** – to receive confirmation from the Clerk that the resident had received a reply to the query.
7. **Annual Parish Meeting** – to agree the format for this year's Annual Parish Meeting.
8. **Auditor Appointments for Smaller Authorities for the 2017/18 to 2021/22 Financial Years** – to note that PKF Littlejohn LLP will continue as the auditor for the Parish Council.
9. **Carr Lane Letter** – to receive the amended letter and discuss **(Copied to Cllrs)**.
10. **Annual Return – Assertion 8 (Significant events)** – to confirm that the assertion is undertaken, as stated **(Copied to Cllrs)**.
11. **Complaints Procedure** - to undertake the annual review of the Complaints Procedure **(Copied to Cllrs)**.
12. **Social Media** – to receive a report from ES.
13. **Avon Close** – to consider the condition of the vehicular access to Avon Close.
14. **Trees in the Conservation Area** – to receive a map and list of trees in the Conservation Area or with Preservation Orders **(previously emailed to Cllrs)** and to discuss the pruning of those by the Library.
15. **Otley Courthouse** – to receive information about events to be held at Otley Courthouse **(Copied to Cllrs)**.
16. **Planning** –
 - i. **Planning Minutes** – to receive the minutes of the December 2016 meeting.
 - ii. **Most recent planning applications** - to receive an update from DT.

17. **Finance – (Relevant documents copied to Cllrs)**
 - i. **Precept 2017/2018** – to receive confirmation that the precept request has been acknowledged by LCC.
 - ii. **St Pauls’ Church Anniversary** – to consider donating an agreed amount towards the cost of printing the commemorative booklet.
18. **Village Maintenance Committee** – to receive the minutes and put any queries to the Chairman.
19. **Highways –**
 - i. **Speed restrictions in Shadwell Lane** – to discuss the various issues **(Copied to Cllrs)**.
 - ii. **Fallen Road signs** – to receive the reply from Highways and to note that Parish Councils are now treated the same as local residents **(Copied to Cllrs)**.
20. **Public Rights of Way –**
 - i. **Parish Paths Partnership** – to receive an update from DP.
21. **Risk Assessment** – to receive a report from ES on the January risk assessments around the village and to note that DT agreed to undertake the February risk assessment. The Chairman to sign the report. To receive an update from NT on the trip hazard by the bench near the millstone.
22. **Neighbourhood Planning** – to receive an update from DP.
23. **Notes from Harewood and Wetherby Ward Parish/Town Council Forum 26th January 2017** – To receive the notes and ask DP any questions arising **(Copied to Cllrs)**.
24. **Reports from the Older Person’s Champion**
 - i. **Older People (VV) (Copied to Cllrs)**
25. **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)**
26. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 5th February 2017. Volunteer for the next surgery on 5th March 2017.
27. **Correspondence (Copied to Cllrs)**.
28. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
29. **Items for next agenda**
30. **Urgent items which have arisen since publication of agenda and Councillors’ questions.**
31. **Payments** - To agree the payments of invoices **(List of payments provided to Cllrs)**.
32.
 - Full Council meeting will be held on Monday 13th March 2017 at 7.00pm
 - Planning Committee meeting on Monday 13th March 2017 at 6.30pm
 - Finance Committee meeting on Monday 24th April 2017 at 7.00pm
 - Village Maintenance Committee on Monday 24th April 2017 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane
33. **Part Two – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.**
34. **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.