

**OFFICIAL NOTICE OF THE
ANNUAL MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday 8th May at 7.00pm
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, sub-committees and working groups**
 - Finance Committee
 - Planning Committee
 - Village Maintenance Committee
 - 4 Year Plan Working Group
 - Newsletter Working Group
7. **To appoint Representatives to Outside Bodies**
 - Town & Parish Council NE Forum
 - YLCA
 - 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 10th April 2017 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.

The Chairman will reconvene the meeting.
12. **Current items outstanding to include the Clerk's Report**
 - i. **Potholes** - to receive the list of potholes reported in Shadwell from the Clerk.
 - ii. **Avon Court parking (333iii/16)** – to consider whether situation has improved.
 - iii. **P102 Gate and Fencing at Ring Road (333vi/16)** – NT to report on discussions with John Gostling and to consider next steps.
 - iv. **Children's Playground (333vii/16)** – to receive confirmation that Clerk has reported issues to LCC.
 - v. **Assets of Community Value (334/16)** – to receive confirmation from Clerk that agreed list has been forwarded to Jeremy Thompson.
 - vi. **Grant Schemes for Electric Vehicles (335/16)** – to confirm that linked to website and Facebook page.
 - vii. **Grass cutting (348/16)** – to report response from Emerald Gardening Services.

- viii. **Water leak at junction of Holywell Lane and Bridle Path Lane (350/16)** – to confirm reported to Yorkshire Water.
13. **General Power of Competence** – to note that the General Power of Competence will not apply until the clerk achieves the appropriate qualification.
14. **Asset Register** – To be reconsidered after minor amendments as suggested at last meeting. **(Copied to Cllrs)**
15. **Newsletter** – to decide articles to include in next edition, deadlines for these and the delivery date.
16. **4-Year Plan Working Group** – to receive an update from ES.
17. **Roundhay Free School** – to note the consultation response submitted by the Council. **(copied to Cllrs)**
18. **Planning**
- i. **Planning Meeting 10th April 2017** - to receive the draft minutes and to ask the Committee questions.
 - ii. **Most recent planning applications** - to receive an update from DT.
19. **Finance (Copied to Cllrs)**
- i. **Finance Meeting 24th April 2017** – to receive the draft minutes and to ask the Committee any questions.
 - ii. **Tennis Club request for funding** – to report Finance Cttees views.
 - iii. **2016/2017 Outturn**– to consider the Outturn against Budget and to note any variances.
 - iv. **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.
 - v. **Annual Audit of Accounts** – to note the Internal Audit report and to pass a resolution that the Annual Accounts are correct (Section Two of the Annual Return). This should be signed by the Clerk and Chairman.
 - vi. **Insurance** – Clerk to confirm that cover has been renewed.
 - vii. **Grant for St Paul's Church** – to consider grant for refreshment and flowers.
20. **Village Maintenance Committee Meeting 24th April 2017** – to note that this meeting was postponed and to consider whether it needs to be rearranged prior to the next meeting planned for 24th July 2017.
21. **Highways**
- i. **White Lines at Gateland Lane** – to report that Highways have confirmed that an order has been raised for their reinstatement.
 - ii. **School Parking Issues** – to note that a meeting has been arranged for 18th May and to agree who should attend.
22. **Public Rights of Way**
- i. **Public Paths Partnership** – update from DP/NT
23. **Appointment of New Village Maintenance Contractor/Lengthsman** – NT to provide update on progress.
24. **Risk Assessment** – to receive a report from VV on the April risk assessment around the village. The Chairman to sign the report. Next Assessments: May: DT, June: DP.
25. **Neighbourhood Planning** – to receive an update from DP.
26. **Parish Website** – to receive an update from ES
27. **Reports from Young People's and Older Person's Champions-**
- i. **Young People** - NT
 - ii. **Older People** – VV

28. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell in Bloom** – NT
 - ii. **Shadwell Library Committee** – DT
29. **Parish Council Surgery** – To receive a report from GW on the surgery held on 6th May 2017
Volunteers for the next surgery on 3rd June 2017.
30. **Correspondence (Copied to Cllrs)**
31. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
32. **Items for next agenda**
33. **Urgent items which have arisen since publication of agenda and Councillors' questions**
34. **Cheques** - To agree the signing of the cheques (**List of cheques for payment provided to Cllrs**)
35. **Full Council meeting** will be held on Monday 12th June 2017 at 7.00pm
Planning Committee meeting on Monday 12th June 2017 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane and are open to the public

36. **Part Two** – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
37. **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 1st May 2017

Mike Woods, Clerk to the Council

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