

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 11th December 2017 at 7.00pm
In the Recreation Centre, Holywell Lane, Shadwell**

AGENDA Part 1

1. **Chairman to open the meeting.**
2. **Chairman and members to accept and approve any apologies for absence.**
3. **Minutes** – the Minutes of the Council Meeting held on 13th November 2017 to be approved and signed.
4. **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.
5. **Questions from members of the public** – The Chairman will suspend the meeting to allow for comments from members of the public for a maximum of 10 minutes.
6. **Crime Report** – to receive the crime report (**copied to cllrs**).

The Chairman will reconvene the meeting.

7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes** – to receive a list of potholes reported this month.
 - ii. **Resetting of gully between Gateland Lane and Minster View (195ii/17)** – update on progress.
 - iii. **Avon Court parking (195iii/17)** – update on outcome of local consultation (Clerk/DT).
 - iv. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (195iv/17)** – update on progress.
 - v. **Repainting white lines - Colliers Lane/Main Street and Ash Hill Drive (195v/17)** – update on progress.
 - vi. **P102 gate and fencing at Ring Road (195vi/17)** – update on progress.
 - vii. **Condition of trees outside Old Hall overhanging Main Street (195vii/17)** – to confirm that the tree causing concern has been identified and details have been passed to the relevant LCC Arboricultural Officer.
 - viii. **Holywell Triangle Conservation Area (195viii/17)** – update on progress.
 - ix. **229 Main Street (195xi/17)** – Clerk to report update from LCC.
 - x. **Surface water run-off in Gateland Lane (195xii/17)** – update on progress.
 - xi. **Advertising hoarding outside 225 Main Street (195xiv/17)** – to confirm now removed from pavement.
 - xii. **Damage to flower bed near junction of Main Street/Bay Horse Lane (195xv/17)** – Clerk to confirm that reply has been sent to resident, and that bollard and safety concerns have been reported to LCC Highways.
 - xiii. **Urban Gulls (196/17)** - to note further email from resident and Clerk's response (**copied to cllrs**).
 - xiv. **Damaged wall next to Barnaby Cottages, Winn Moor Lane (197/17)** – to receive update on condition (NT) and to consider options.
 - xv. **Fly Tipping at Colliers Lane** – to confirm that registration number of offending vehicle

has been reported to LCC.

xvi. **Planning Issue at Cricketers Fold (221/17)** – update on progress.

xvii. **Meal for Elderly People (213/17)** – update on progress (VV).

8. **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to consider outcome of review undertaken by DP/DT.
9. **Annual Return: Assertions 7 and 8** – to confirm that the actions are undertaken as stated (copied to cllrs).
10. **Archiving Policy** – to undertake the annual review (copied to cllrs).
11. **Risk Assessment and Management Arrangements** – to undertake the annual review (copied to cllrs).
12. **Newsletter** – Councillors to confirm that autumn edition been distributed and to thank community volunteers for delivering the newsletters.
13. **Community Relations with the Village School** – to consider ideas to strengthen the relationship between the local community and the school.
14. **Neighbourhood Plan** –
 - i. Update on progress (DP).
 - ii. Update on registration of Community Assets (Clerk)
15. **Recreation Centre** – update on progress (NT(2))
16. **East Leeds Orbital Road** – to note points from meeting held on 28/11/17 (copied to cllrs).
17. **Roundhay Free School** – to note any further developments.
18. **4-Year Plan Working Group** – update on progress (ES).
19. **Parish Website** – to receive an update on progress (ES/Clerk).
20. **Highways**
 - i. **LCC Register of Shadwell Highways Assets** – to review list provided by LCC (copied to cllrs).
 - ii. **Highways Meeting 14th November** – verbal update (Clerk).
 - iii. **Planned Highways Maintenance Programme 2018/19** – verbal update on proposals (Clerk).
 - iv. **20mph speed limit and parking restrictions** – update on progress (DP/Clerk)
21. **Planning**
 - i. to receive an update from this evening's meeting (DT).
22. **Finance**

To consider the following requests for grants (applications copied to cllrs):

 - i. **Shadwell Guide Company** (£250)
 - ii. **Shadwell Good Companions** (£250)
23. **Public Rights of Way**
 - i. **Parish Paths Partnership** – update from DP.

24. **Village Maintenance**
 - i. **Temporary contractor** – update on work completed in November (Clerk).
 - ii. **Contracts for snow clearing** – update on progress (Clerk).
 - iii. **Strimming and clearing of footpaths** by Emerald Garden Maintenance – update on progress.
 - iv. **Litter pickers** – to consider thanking community volunteers.
 - v. **Bench on Colliers Lane** – to report progress of repairs (TV).
 25. **Risk Assessment** – December assessment: VV; NT(2) has already volunteered for January.
 26. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT
 - ii. **Shadwell in Bloom** – NT
 27. **Parish Council Surgery** – Update from NT(2); NT(2) has also volunteered for January.
 28. **Correspondence**
 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' queries.**
 32. **Cheques** - To agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
 33. **Future Meetings:**
 - Village Maintenance Committee** – Monday, 8th January 2018 at 6:30pm.
 - Finance Committee (Precept meeting)** – Monday, 8th January 2018 at 7:00pm.
 - Planning Committee** – Monday, 15th January 2018 at 6:30pm.
 - Full Council** – Monday, 15th January 2018 at 7:00pm.
- All meetings are held in the Recreation Centre, Holywell Lane and are open to the public.
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: 4th December 2017

Mike Woods, Clerk to the Council
Tel: 0775 171 8483
Email: clerk@shadwell-parish-council.org
Website: www.shadwell-parish-council.org

