

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 12<sup>th</sup> February 2018 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 15<sup>th</sup> January 2018 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.

*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 (264ii/17)** – update on progress.
  - iii. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (264iii/17)** – update on progress.
  - iv. **Repainting white lines - Colliers Lane/Main Street and Ash Hill Drive (264iv/17)** – update on progress.
  - v. **Holywell Triangle Conservation Area (264v/17)** – update on progress.
  - vi. **Surface water run-off in Gateland Lane (264vi/17)** – NT/Clerk to provide update (**email from LCC copied to cllrs**).
  - vii. **Damage to flower bed near junction of Main Street/Bay Horse Lane (264vii/17)** – update on repairs to bollard.
  - viii. **Damaged wall next to Barnaby Cottages, Winn Moor Lane (264viii/17)** – Clerk to report response from agents.
  - ix. **Meal for elderly people (264x/17)** – update on progress (VV).
  - x. **Repairs to stiles at Ash Hill Lane (264xiii/17)** – to consider quote received from Emerald Garden Services.
  - xi. **Advertising for new councillor** – update on progress (Clerk)
8. **Dementia-friendly councils** – to note possible update sessions by the Alzheimer Society (copied to cllrs).
9. **General Data Protection Regulation** – to note any further developments/guidance (Clerk).

10. **Neighbourhood Plan**
  - i. **Development of Plan** – update on progress (DP).
  - iii. **Registering Community Assets** – update on progress (Clerk).
11. **Recreation Centre** – update on progress (NT(2)/GW)
12. **Community Relations with the Village School** – to note that a meeting has been provisionally arranged for Wednesday, 21<sup>st</sup> February 2018, at 9:00am, and to confirm attendance (ES).
13. **East Leeds Orbital Road**
  - i. To note e-mail received from LCC regarding Shadwell Lane junction (**copied to cllrs**).
  - ii. To confirm attendance at next meeting of the ELOR Parish Forum which has been arranged for Tuesday, 20th February at 6:00pm.
14. **YLCA Leeds Branch Meeting** – to confirm attendance at meeting arranged for Tuesday, 20<sup>th</sup> February at 7:30pm in Horsforth Town Council's offices.
15. **Parish Website Refresh** – to receive an update on progress (ES/Clerk).
16. **Highways**
  - i. **Illuminated Speed Warning Sign** – to receive update from clerk and to discuss options, including paid-for Police speed check sessions.
  - ii. **20mph speed limit and parking restrictions** – update on progress (Clerk).
  - iii. **Clean Air Leeds Survey** – to note LCC's survey (closing date 2<sup>nd</sup> March) and how best to encourage responses.
  - iv. **Adoption of highways by LCC** – to note response from LCC with regard to Crofton Terrace (Clerk).
  - v. **Faded white lines at Carr Lane/Coal Road/Main Street junction** – to note reports of vehicles failing to stop at junction and receive confirmation from Clerk that urgent repair has been requested.
17. **First Bus Services** – to note that clerk has collated complaints received through Facebook and e-mail about the 7S service and has written to First Bus expressing concern.
18. **Planning**
  - i. to receive an update from this evening's committee meeting (DT).
  - ii. **Community Infrastructure Levy** – to note position for current residential development on Main Street (Clerk).
19. **Public Rights of Way**
  - i. **Parish Paths Partnership** – update from DP.
  - ii. **Stiles off Old Brandon Lane** – to consider concerns of resident about the quality of recent repairs (Clerk).
20. **Village Maintenance**
  - i. **Snow Clearing** – to note:
    - a) responses to letters distributed in the Cricketers development; and
    - b) premium on hourly-rate proposed by second contractor in lieu of annual retainer.
  - ii. **Village Maintenance Contractor** – update on work completed in January (Clerk).
  - iii. **Ginnels** – to note request from LCC Environment Action for up-to-date list.
  - iv. **Charges for disposal of soil, rubble and builders waste** – to note the introduction of charges at LCC waste disposal sites (**summary copied to cllrs**).
  - v. **Grit Bins** – update on progress (NT/Clerk).
  - vi. **Removal of fly tipping** – to note that LCC Environment Action have requested that they

be informed if any fly tipping is removed by the Parish Council or SIB.  
vii. **Fly-tipping on Colliers Lane/Hobberley Lane bridle path** – update on progress (Clerk).

21. **Newsletter** – to consider items for next edition (all)
22. **Risk Assessment** – February assessment: DP; volunteers required for March and April.
23. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
24. **Parish Council Surgery** – February surgery (NT2); volunteers required for March and April.
25. **Correspondence**
26. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
27. **Items for next agenda**
28. **Urgent items which have arisen since publication of agenda and councillors' queries.**
29. **Cheques** - To agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
30. **Future Meetings:**
  - Planning Committee** – Monday, 12<sup>th</sup> March 2018 at 6:30pm.
  - Full Council (Grants Meeting)** – Monday, 12<sup>th</sup> March 2018 at 7:00pm.
  - Planning Committee** – Monday, 9<sup>th</sup> April 2018 at 6:30pm.
  - Full Council** – Monday, 9<sup>th</sup> April 2018 at 7:00pm.
  - Annual Parish Meeting** – Monday, 16<sup>th</sup> April 2018 at 7:00pm.

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

31. **Part Two** – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
32. **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> February 2018

Mike Woods, Clerk to the Council  
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