

**OFFICIAL NOTICE OF A  
ANNUAL MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 14<sup>th</sup> May 2018 at 7.00pm  
In the Recreation Centre, Holywell Lane**

**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 and members to receive and approve any apologies for absence.**
  5. **To elect a Vice Chairman.**
  6. **To appoint 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
    - Neighbourhood Planning Steering Group
  8. **Minutes** – the Minutes of the Council Meeting held on 9<sup>th</sup> April 2018 to be approved and signed.
  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 comments from members of the public for a maximum of 10 minutes.
  11. **Crime Report** – to receive the crime report for April.
- The Chairman will reconvene the meeting.*
12. **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 (358ii/17)** – update on progress.
    - iii. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (358iii/17)** – update on progress.
    - iv. **White lines - Colliers Lane/Main Street and Ash Hill Drive (358iv/17)** – update on progress.

- v. **Holywell Triangle Conservation Area (358v/17)** – update on progress.
  - vi. **Surface water run-off in Gateland Lane (358vi/17)** – update on progress.
  - vii. **Tree felling on Outer Ring Road (358xi/17)** – update on progress
  - viii. **Ditch to the south side of Shadwell Lane near Temperance Cottage (358xii/17)** – update on progress.
  - ix. **Joint CPRE/Wetherby Civic Society meeting 17<sup>th</sup> May (376i/17)** – to confirm attendance.
  - x. **Holywell Lane play area (376ii/17)** – update on progress.
  - xi. **Commercial signage (379i/17)** – update on planning conditions.
  - xii. **Stiles (379iii)** – update on LCC standards.
  - xiii. **St Paul's Churchyard (379iii/17)** – update on discussion regarding memorials and gravestones (NT(2)).
13. **Main Street parking issues** – update on progress.
14. **Appointment of new Parish Councillor**
- i. **Co-option** – to receive confirmation that no request for an election has been received and that appointment can proceed by co-option (Clerk).
  - ii. **Interviews** – to finalise arrangements for interviews on 16<sup>th</sup> May 2018.
15. **General Data Protection Regulation**
- i. **YLCA training course 1<sup>st</sup> May 2018** – to receive feedback from Clerk.
  - ii. **Data Protection Officer** – to consider options for appointment.
  - iii. **Data Audit and Privacy Notices** – to consider drafts (**to follow**).
16. **Neighbourhood Plan**
- i. **Development of Plan** – update on progress (DP).
  - ii. **Community Right to Bid** – update on progress (Clerk and DP).
  - iii. **Update on grant** – Clerk to confirm that unspent balance of grant has been repaid to Groundwork UK.
17. **National Consultation on Unauthorised Developments and Encampments (copied to cllrs)** – to consider whether to respond to consultation.
18. **Recreation Centre** – update on progress (NT(2)/GW).
19. **Parish Website Refresh** – update on progress (Clerk).
20. **East Leeds Orbital Road** – update on progress (Clerk)
21. **Highways**
- i. **Illuminated Speed Warning Sign** – to receive feedback from meeting with LCC Highways on 8<sup>th</sup> May (DP)
  - ii. **20mph speed limit**– to note latest proposals from LCC (**copied to cllrs**), and to consider how to respond.
22. **Planning** – to receive an update from this evening's Planning Committee meeting.
23. **Finance**
- i. **Finance Committee Meeting 30<sup>th</sup> April 2018** – to receive the draft minutes (**copied to cllrs**) and to ask the Committee any questions.
  - ii. **2017/2018 Outturn (copied to cllrs)** – to consider the Outturn against Budget and to note any variances.
  - iii. **Annual Governance and Accountability Return (copied to cllrs)** – to confirm by resolution

that the parish council has considered the items listed in section 1 of the return and that there is a sound system of internal control in place, including appropriate arrangements for the preparation of accounting statements. Section 1 to be signed by the Chairman and Clerk.

- iv. **Internal Audit**– to note that the internal audit was completed on 27<sup>th</sup> April and that the auditor has agreed that all relevant internal control objectives were achieved during the year.
  - v. **Annual Accounting Statements (Section 2)** – to approve the Annual Accounting Statements for 2017/18. Section 2 to be signed by the Responsible Financial Officer and the Chairman.
  - vi. **Insurance** – to note renewal notice (**copied to cllrs**) and to consider whether any amendments are required.
  - vii. **Recommendations from Finance Committee**
    - a) Extension of Christmas lights to shops.
    - b) Approval of annual grant of £3,000 to Shadwell Library, Arts Centre & Café.
    - c) Approval of grant of £100 to Shadwell Methodist Church towards cost of regular café mornings.
24. **Village Maintenance**
- i. **Village Maintenance Committee 30<sup>th</sup> April 2018** - to receive the draft minutes (**copied to cllrs**) and to ask the Committee any questions.
  - ii. **Village Maintenance Contractor** – update on work completed in April (Clerk).
  - iii. **Grit Bins** – to consider recommendation to purchase a small grit bin for outside the Post Office.
  - iv. **Bridle path from Bridle Path Road to Brandon Crescent** – update on progress (Clerk).
  - v. **Red Lion lost garden** – to receive update on discussions with Landlord. (DP/DT)
25. **Risk Assessment** – May assessment: DT; NT(2) to conduct June assessment.
26. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
27. **Parish Council Surgery** – May surgery GW; GW to also conduct June surgery.
28. **Correspondence.**
29. **Questions from members of the public** - This is an opportunity for attendees 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:**
- Planning Committee** – Monday 11<sup>th</sup> June at 6:30pm.
  - Full Council** – Monday 11<sup>th</sup> June 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 1972. The Press and Public may not speak when the Council is in session.**

**Signed:**

**Date:** 7<sup>th</sup> May 2018

Mike Woods, Clerk to the Council

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