

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 14th January 2019 at 7.00pm
In the Recreation Centre, Holywell Lane**

AGENDA Part 1

1. **Chairman to open the meeting.**
2. **Chairman and members to receive and approve any apologies for absence.**
3. **Minutes** – the minutes of the meeting held on 10th December 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 for December (**copied to cllrs**).

The Chairman will reconvene the meeting.

7. **Current items outstanding including the Clerk’s Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Ginnel adjacent to the Tennis Club (250iii/18)** – update on progress (NT).
 - iii. **Stiles between Manor Court and Gateland Lane (250iv/18)** – update on progress (Clerk).
 - iv. **Discarded plastic dog waste bags Holywell Lane/Bridle Path Road (250v/18)** – update on progress on installing suitable noticeboard (NT).
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Main Street parking**
 - i. **Double yellow lines** – update on Traffic Regulation Order (Clerk)
10. **Insurance Claim** – to receive an update on progress of claim (Clerk), and additional security measures (NT).
11. **Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to receive outcome of annual review (DT/ES) and to agree any amendments.
12. **Archiving Policy** – to consider updated version incorporating references to the General Data Protection Regulation (**copied to cllrs**).
13. **First Bus services** – to receive an update from this morning’s meeting with First Bus and to review performance as agreed at the September Parish Council meeting (143/18).
14. **Outer North East Parish and Town Council Forum** – to confirm attendance at next Forum meeting in Wetherby on 24th January 2019.

15. **Tour de Yorkshire 2019** – to note that the Tour is due to pass through Shadwell on Friday, 3rd May and to consider how to support the event.
16. **Holywell Triangle Conservation Area review** – update on outcome of meeting with LCC on 13th December (Clerk).
17. **Neighbourhood Plan** – update on progress (if available).
18. **Local Centres Programme** – update on progress (ES).
19. **Newsletter** – to finalise content and set target date for distribution (All).
20. **Parish Website Refresh** – update on progress (Clerk/ES).
21. **East Leeds Orbital Road** – to receive update on possible air quality monitoring and any other progress (Clerk).
22. **Highways**
 - i. **Illuminated Speed Warning Signs** – update on progress (Clerk).
 - ii. **20mph speed limit** – update on progress (Clerk).
23. **Planning** – to receive an update from this evening’s Planning Committee meeting (DT) and to endorse any recommendations made.
24. **Finance**
 - i. **Finance Committee meeting 7th January 2019** – to receive update.
 - ii. **Q3 expenditure against budget** – Clerk to report.
 - iii. **2019-20 budget** - to receive recommendations of the Finance Committee and to agree the council tax precept and budget for the coming year. Chairman and Clerk to sign precept request form.
25. **Village Maintenance**
 - i. **Village Maintenance Committee meeting 7th January 2019** – to receive update (NT).
 - ii. **Village Maintenance** – update on work completed in December (Clerk).
 - iii. **Replacement equipment** – update on progress.
 - iv. **Sign at western entry to the village** – to receive confirmation that LCC have been requested to replace sign (Clerk).
 - v. **Stiles** – to receive update on repairs to stiles near stream between Old Brandon Lane and Bridle Path Road (Clerk).
 - vi. **Crofton Terrace** – update on progress (NT).
 - vii. **Snow clearing for the 2018/19 winter season** – to confirm that arrangements have been agreed with contractor (Clerk).
 - viii. **Abandoned lorry on land adjacent to Winn Moor Lane** – to consider options to trace registered keeper (**copied to cllrs**).
26. **Allotments**
 - i. **Additional provision** – update on progress (NT/VV)
 - ii. **New Sign** – to confirm that sign has been collected and to agree arrangements for installation.
27. **Footpaths**
 - i. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – update on progress to add to definitive list.
 - ii. **Parish Paths Partnership** – update if available.

28. **Risk Assessment** – January assessment: VV; ES has volunteered for February.
29. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
30. **Parish Council Surgery** – January surgery: GW; volunteers required for February and March.
31. **Correspondence**
 - i. **Benefice of Moor Allerton and Shadwell Team Ministry** – to note that the new scheme came into effect on 1st January 2019 (**copied to cllrs**).
32. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
33. **Items for next agenda.**
34. **Urgent items which have arisen since publication of agenda and councillors' queries.**
35. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
36. **Future Meetings:**

Village Maintenance – Monday, 11th February at 6:30pm.

Finance Committee – Monday, 11th February at 7:00pm

Planning Committee – Monday, 11th March at 6:30pm.

Full Council – Monday, 11th March at 7:00pm.

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

37. **Part Two** – due to their confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
38. **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: 7rd January 2019

Mike Woods, Clerk to the Council

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