

**OFFICIAL NOTICE OF A
ANNUAL MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 13th May 2019 at 7.00pm
In the Recreation Centre, Holywell Lane**

AGENDA Part 1

1. **To elect a Chairman of the Council.**
 2. **To receive newly-elected councillors' declarations of acceptance of office and declarations of pecuniary and other interests.**
 3. **To receive the Chairman's declaration of acceptance of office.**
 4. **Chairman to open the meeting.**
 5. **To receive and approve any apologies for absence.**
 6. **To elect a Vice Chairman.**
 7. **To appoint committees and working groups:**
 - Finance Committee
 - Planning Committee
 - Village Maintenance Committee
 - 4-Year Plan Working Group
 - Newsletter Working Group
 8. **To appoint Representatives to Outside Bodies:**
 - Town & Parish Council NE Forum
 - YLCA
 - ELOR Forum
 - Library Steering Group
 - Neighbourhood Planning Steering Group
 9. **Minutes** – the minutes of the meeting held on 8th April 2019 to be approved and signed.
 10. **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.
 11. **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.
 12. **Crime Report** – to receive the crime report for April (**copied to cllrs**).
- The Chairman will reconvene the meeting.*
13. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Path 102** – to confirm that the contractor has been asked to clear brambles encroaching onto the path.

14. **Progress on items awaiting action from Leeds City Council** (Clerk).
15. **Parish Council vacancy** – to consider options for filling current vacancy.
16. **Asset register** – to agree amendments to register to include speed indicator devices (**copied to cllrs**).
17. **Changes to bus services** – to note revised timetable (**copied to cllrs**) and to consider whether make representations to Firstbus.
18. **Supporting local businesses**
 - i. **Village shops** – to review possible help for the village shops.
 - ii. **Local Centres Programme** – update on progress (ES).
19. **Holywell Triangle Conservation Area review** – update on progress (Clerk).
20. **Neighbourhood Plan**
 - i. **Updated on progress - DP**
 - ii. **End of year grant report** – to confirm that end of year grant report was submitted successfully before the 14th April deadline (Clerk).
21. **Four Year Plan** – to consider updates to plan (**current Plan copied to cllrs**).
22. **Tour de Yorkshire 3rd May 2019** – review of event (All).
23. **Parish Website Refresh** – to consider quote(s) from potential contractors (**to follow**).
24. **East Leeds Orbital Road** – update on progress (Clerk).
25. **Highways**
 - i. **20mph speed limit** – update on progress.
 - ii. **Flashing warning signs outside school** – update on progress.
26. **Planning**
 - i. **Planning Committee** - to receive an update from this evening's meeting and to endorse any recommendations made.
27. **Finance**
 - i. **Finance Committee Meeting 29th April 2019** – to receive update from the meeting (DP).
 - ii. **2018/2019 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 30th 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 2018/19. 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. **Recommendation from Finance Committee**
 - a) Approval of a grant of £250 to Shadwell Tennis Club.
 - viii. **Grant request**
 - a) To consider request for annual grant of £3,000 to Shadwell Library, Arts Centre & Café (**copied to cllrs**).
28. **Village Maintenance**
- i. **Village Maintenance Committee** – to receive update from meeting and a summary of work completed in April (Clerk).
 - ii. **Abandoned lorry on land adjacent to Winn Moor Lane** – to note that lorry has been removed.
29. **Footpaths**
- i. **Public right of way** – to discuss the provision of a public right of way between Path 102 and Path 245.
 - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – update on progress to add to definitive list (Clerk).
 - ii. **Parish Paths Partnership** – to note that annual grant has been received.
30. **Risk Assessment** – May assessment: NT2; DF has already volunteered for June.
31. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
32. **Parish Council Surgery** – May surgery: GW; volunteers required for June and July.
33. **Correspondence**
34. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
35. **Items for next agenda.**
36. **Urgent items which have arisen since publication of agenda and councillors’ queries.**
37. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
38. **Future Meetings:**
- Planning Committee** – Monday, 10th June at 6:30pm
 - Full Council** – Monday, 10th June at 7:00pm
 - Planning Committee** – Monday, 8th July at 6:30pm
 - Full Council** – Monday, 8th July at 7:00pm

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

- 39. **Part Two** – due to their confidential nature, the Press and Public will be excluded by resolution when any items are discussed.

40. **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: 3rd May 2019

Mike Woods, Clerk to the Council

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