

**OFFICIAL NOTICE OF A
SHADWELL PARISH COUNCIL MEETING
TO BE HELD
On Monday 13th June at 7.30pm
In the Recreational Centre, Holywell Lane, Shadwell**

AGENDA Part 1

1. **Chairman to open the meeting and Members to accept and approve apologies.**
2. **Minutes** – the Minutes of full Council meeting held on 9th May 2016 to be approved and signed and the Planning Committee minutes to be noted.
3. **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 that the Member wishes to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.
4. **Questions from members of the public** – The Chairman will suspend the meeting to allow for the public's comments for 10 minutes.
5. **Crime Report** – to receive the crime report.
6. **The Crime Prevention Panel – Outer North East Leeds** – to receive the report.

The Chairman will reconvene the meeting

7. **Current items outstanding to include the Clerk's Report**
 - i. **Potholes** - to receive the list from the Clerk of the potholes in Shadwell which have been reported.
 - ii. **Noticeboards at the shops (11ii/16)** – to receive an update from TV on the repair.
 - iii. **Noticeboard at Library (11iii/16)** – to receive an update from DP on the repair.
 - iv. **Missing "No Cycling" signs on Path 102 (iiiv/16)** – to receive an update from DP & the Clerk.
 - v. **Casual Vacancy (13/16)** – to receive an update from the Clerk on applications received.
 - vi. **Annual Review of Risk Assessment (14/16)** – to receive confirmation from the Clerk that the amendments have been made.
 - vii. **Bin for Shadwell Parks (15/16)** – to receive confirmation from the Clerk that the bin had been requested.
 - viii. **Holywell Triangle Conservation Area (20/16)** – to note that DP and Robert Dyson were to attend a meeting of Harewood PC on Thursday 16th June at 7pm.
 - ix. **Parking outside the Church (27ii/16)** – to receive the reply from Highways Dept.
8. **Request to remove kissing gates on Path 102** – to receive a request for the removal of the kissing gates on Path 102 and to discuss **(Copied to Cllrs)**.
9. **Date for September Meeting and alteration to starting time for meetings** – to consider changing the date of the September meeting, due to the Clerk's absence on 12th September 2016. To discuss bringing forward the starting time of meetings by half-an-hour.
10. **Social Media Policy** – to adopt a Social Media Policy **(Copied to Cllrs)**.
11. **Equal Opportunities Policy** – to undertake the annual review **Copied to Cllrs)**.
12. **Parish Council Suggestion Box** – to consider supplying a suggestion box and to discuss ideas for its location.
13. **Rural Defibrillator** – to receive details regarding the rural defibrillator **(Copied to Cllrs)**.
14. **Annual Return – Assertion 7 (Report from Auditors)** – to confirm that the assertion is undertaken, as stated **(Copied to Cllrs)**.

15. **Memorial Bench** – to suggest an installer for the memorial bench.
16. **Planning** –
 - i. **Planning Minutes** – to note receive the minutes of the June 2016 meeting.
 - ii. **Most recent planning applications** - to receive an update from KP.
17. **Finance – (Relevant documents copied to Cllrs)**
 - i. **Donation to Shadwell News** – to agree to pay the annual donation of £250 to Shadwell News.
 - ii. **Donation to Wetherby and District Crime Prevention Panel** – to agree to pay the annual donation of £100 to Wetherby and District Crime Prevention Panel.
 - ii. **Transfer to Deposit Account** – to agree the amount to transfer from the current account to the deposit account.
 - iii. **Grant for Shadwell Brownies £250** – to consider awarding a grant to Shadwell Brownies **(Copied to Cllrs)**.
 - iv. **Purchase of replacement mower, cordless leaf blower and pole hedgecutter** – to consider the purchases.
18. **Highways** –
 - i. **Carr Lane and other highways issues** – to receive an update from DP following her email to Highways Dept.
 - ii. **Consultation - Harewood Ward TRO** – to consider the response from the Parish Council **(Copied to Cllrs)**. To decide whether the Parish Council should also write to all residents affected.
19. **Risk Assessment** – to receive a report from NT on the May risk assessment around the village. The Chairman to sign the report. To note that KP will undertake the risk assessment in June. To decide who will undertake the risk assessment in July and August.
20. **Neighbourhood Planning** – i. to receive an update from DP.
21. **Reports from the Young People’s and Older Person’s Champions**
 - i. **Young People (NT) (Copied to Cllrs)**
 - ii. **Older People (VV) (Copied to Cllrs)**
22. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell in Bloom (NT) (Copied to Cllrs)**
 - ii. **Shadwell Library Committee (DP) (Copied to Cllrs)**
23. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 4th June 2016. Volunteer for the next surgery on 2nd July 2016.
24. **Correspondence (Copied to Cllrs)**.
 - i. **Cllr Blake LCC** – to receive the reply from the Clerk’s recent letter.
 - ii. **Geoff Beevers Shadwell Independent Library** – to receive an email, thanking the Parish Council for the grant.
 - iii. **Steve Butler – Head of Development Management LCC** – Email advising that all planning applications will no longer be received as a hard copy.
25. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
26. **Items for next agenda**
27. **Urgent items which have arisen since publication of agenda and Councillors’ questions**
28. **Payments** - To agree the payments of invoices **(List of payments provided to Cllrs)**
29. Full Council meeting will be held on Monday 11th July 2016 at 7.30pm
 Planning Committee meeting on Monday 11th July 2016 at 7.00pm
 Finance Committee meeting on Monday 18th July 2016 at 7.00pm
 Village Maintenance Committee on Monday 18th July 2016 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane

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

31. **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 7th June 2016

Lesley Hoff, Clerk of the Council ;

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