

NOTE NEW TIME FOR MEETING

OFFICIAL NOTICE OF A SHADWELL PARISH COUNCIL MEETING TO BE HELD

On Monday 11th July at 7.00pm
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 13th June 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 (40ii/16)** – to receive an update from TV on the repair.
 - iii. **Noticeboard at Library (40iii/16)** – to receive an update from DP on the repair.
 - iv. **Missing "No Cycling" signs on Path 102 (40iiiv/16)** – to receive an update from DP.
 - v. **Casual Vacancy (40v/16)** – to receive an update from the Clerk on applications received.
 - vi. **Path 102 Kissing Gates (41/16)** – to receive an update from the Clerk
 - vii. **Parish Council Suggestion Box (45/16)** – to receive an update from DP/NT.
 - viii. **Purchase of Equipment (50iv/16)** – to receive confirmation from NT that the equipment has been purchased and was within budget.
 - ix. **Parking outside the Church (27ii/16)** – to receive the reply from Highways Dept.
8. **Permit Parking for Manor Court** – to discuss the possible provision of parking permits in Manor Court.
9. **Holywell Lane Conservation Area** – to receive a report from DP following the meeting with Harewood Parish Council.
10. **Triangle of Land at Cricketers View** – to consider an annual clearance programme (**Request copied to Cllrs**).
11. **Disciplinary Policy** – to adopt a Disciplinary Policy (**Copied to Cllrs**).
12. **Grievance Policy** – to adopt a Grievance Policy (**Copied to Cllrs**).
13. **YLCA Training Programme** – to receive the training programme and to discuss the Members training needs (**Copied to Cllrs**).
14. **Review of Standing Orders; Financial Regulations & Appendix C** – to arrange for the review to be undertaken.

15. **Annual Return – Assertion 1 (Financial Management and Preparation of Accounting Statements)** – to confirm that the assertion is undertaken, as stated **(Copied to Cllrs)**.

16. **Planning –**

i. **Planning Minutes** – to receive the minutes of the July 2016 meeting.

ii. **Most recent planning applications** - to receive an update from DT.

iii. **Temporary Member of the Planning Committee** – to elect a temporary member of the Planning Committee, to hold the post until the vacancy can be filled permanently.

iv. **Leeds Local Development Framework – Housing Standards Development Plan Document (DPD) Consultation** – to decide who should respond to the consultation and note that the closing date is 27th July 2016 **(Copied to Cllrs)**.

17. **Finance – (Relevant documents copied to Cllrs)**

i. **The Queen’s Birthday Celebrations** – to agree to donate the unused funds from the grant given to St Pauls’ for the celebration lunch, towards a lasting memorial.

ii. **Funds held for the Café project** – to discuss the handover of the funds held for the Café project.

18. **Highways –**

i. **Carr Lane and other highways issues** – to receive an update from DP following her email to Highways Dept.

19. **Public Rights of Way** – to receive and discuss the response from PROW concerning the access to path 102 **(Copied to Cllrs)**.

20. **Risk Assessment** – to receive a report from KP on the June risk assessment around the village. The Chairman to sign the report. To note that VV will undertake the risk assessment in July and DP in August.

21. **Neighbourhood Planning** – i. to receive an update from DP.

ii. **To review the membership of the Steering Group**

22. **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)**

23. **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)**

24. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 2nd July 2016. Volunteer for the next surgery on 7th August 2016.

25. **Correspondence (Copied to Cllrs)**.

26. **Questions from members of the public** - This is an opportunity for listeners 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’ questions**

29. **Payments** - To agree the payments of invoices **(List of payments provided to Cllrs)**

30. Full Council meeting will be held on Monday 8th August 2016 at 7.00pm

Planning Committee meeting on Monday 8th August 2016 at 6.30pm

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

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 5th July 2016

Lesley Hoff, Clerk of the Council ;

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