

**OFFICIAL NOTICE OF A
SHADWELL PARISH COUNCIL MEETING
TO BE HELD
On Monday 14th November 2016 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 meetings held on 10th October 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. **Permit Parking (158vi/16)** – to receive an update from Cllr Robinson (**Copied to Cllrs**).
 - iii. **Proposed Free School, Roundhay Park Lane (158vii/16)** – to receive an update from Cllr Robinson (**Copied to Cllrs**).
 - iv. **Christmas Lights (161/16)** – to receive confirmation from the Clerk that Mark Savage and Ben Turner had been contacted regarding to erection of the lights.
 - v. **Newsletters (162/16)** – to receive an update from DP.
8. **Parish and Town Council Elections 2019** – to consider the cost of the elections in 2019 (**notification from LCC copied to Cllrs**).
9. **Sergeant Susan MacLachlan** – to receive a letter from Sgt MacLachlan and to note the contents (**Copied to Cllrs**).
10. **Annual Review of Archiving Policy and Retention of Documents** – to undertake the annual Archiving Policy review, together with the Retentions document (**Copied to Cllrs**).
11. **Meeting Dates for year 2017/2018**– to receive the proposed meeting dates for 2017/2018 and suggest any alterations. To add the dates for the 4-Year Plan Working Group.
12. **Newsletters** – to receive an up-to-date delivery list (**Copied to Cllrs**).
13. **Annual Return – Assertion 4 (Exercise of Public Rights)** – to confirm that the assertion is undertaken, as stated (**Copied to Cllrs**).
14. **Meeting with Brett Norman, ProMedica** to decide who should attend a meeting with Mr Norman concerning care for the elderly (**Copied to Cllrs**).
15. **2018 Parliamentary Constituency Boundary Review - Initial Proposals – Yorkshire and The Humber (Leeds Constituencies)** – to receive a letter from Tom Riordan, Returning Office for Leeds City Council and to note that the final date for a response to the public consultation is 5 December 2016 (**Copied to Cllrs**).

16. **Christmas Lights** – to consider the quotation for Christmas lights and to receive an update on the erection of the lights.
17. **Planning** –
 - i. **Planning Minutes** – to receive the minutes of the October 2016 meeting.
 - ii. **Most recent planning applications** - to receive an update from DT.
18. **Finance – (Relevant documents copied to Cllrs)**
 - i. **Finance Committee Meeting 24 October 2016** – to receive the minutes and accounts and to ask the Chairman any questions relating to the meeting.
 - ii. **Precept 2017** – to note when members of the Finance Committee will be meeting to discuss the 2017/2018 budget and to agree to let the Committee members have any suggestions by that date.
 - iii. **Library Finance** -to consider a request for the ceiling grant to be transferred to pay for additional roofing work.
 - iv. **Finance Terms of Reference** – to resolve to accept the Finance Committee’s recommendation to accept the Terms of Reference with no amendments.
19. **Village Maintenance** - to receive the minutes from the meeting on 31 October 2016 and to ask the Chairman any questions relating to the meeting.
 - ii. **Cutting of Verges by GM Contracts** – to discuss the complaints received from local residents **(Copied to Cllrs)**.
 - iii. **Terms of Reference** – to resolve to accept the Village Maintenance Committee’s recommendation to accept the Terms of Reference with no amendments.
20. **4-year Plan Working Group Meeting 2 November 2016** - to receive the minutes and to ask the Chairman any questions relating to the meeting.
21. **Highways** –
 - i. **Carr Lane and other highways issues** – to receive an update from DP and discuss.
 - ii. **East Leeds Orbital Road - Ring Road Advance Junction Works** – to receive details of the junction works in the area **(Copied to Cllrs)**.
22. **Public Rights of Way** –
 - i. **Parish Paths Partnership** – to receive an update from DP.
23. **Risk Assessment** – to receive a report from DT on the November risk assessments around the village and to note that ES will undertake the December risk assessment. The Chairman to sign the reports.
24. **Neighbourhood Planning** – to receive an update from DP.
25. **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)**
26. **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)**
27. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 5th November 2016. Volunteer for the next surgery on 3rd December 2016.
28. **Correspondence (Copied to Cllrs)**
 - i. **Letter from Jan Varley** – donating a memorial bench to the Parish Council.
 - ii. **An Invitation to join My Community Network**
29. **Questions from members of the public** - This is an opportunity for listeners 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' questions.**
32. **Payments** - To agree the payments of invoices (**List of payments provided to Cllrs**).
33. Full Council meeting will be held on Monday 10th December 2016 at 7.00pm
Planning Committee meeting on Monday 10th December 2016 at 6.30pm
Finance Committee meeting on Monday 9th January 2017 at 7.00pm
Village Maintenance Committee on Monday 9th January 2017 at 6.30pm

All meetings are held in the Recreational Centre, Holywell Lane

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. The Press and Public may not speak when the Council is in session.

Signed.....

Date 8th November 2016

Lesley Hoff, Clerk of the Council ;

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