

**OFFICIAL NOTICE OF A
SHADWELL PARISH COUNCIL MEETING
TO BE HELD
On Monday 12th December 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 14th November 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.

The Chairman will reconvene the meeting

6. **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. **Christmas Lights (184iv/16)** – to receive confirmation from DP that the Christmas lights had been installed.
 - iii. **Newsletters (184v/16)** – to receive an update from DP.
 - iv. **Meeting Dates 2017/2018** – to receive confirmation from DP that the meeting dates were in order and could be circulated.
 - v. **East Leeds Orbital Road (198ii/16)** – to receive confirmation from the Clerk that Highways Dept. had been made aware of the Parish Council's concerns.
 - vi. **Flag with Parish Council logo** – to receive an update from ES.
7. **Planned Highway Maintenance Programme 2017/18** – to receive the planned Highway Maintenance Programme for Shadwell (**Copied to Cllrs**).
8. **Verge Cutting** – to receive a complaint from a local resident and discuss the way forward (**Copied to Cllrs**).
9. **Annual Review of the Risk Assessment** – to undertake the annual review of the Risk Assessment (**Copied to Cllrs**).
10. **Annual Return – Assertion 5 (Risk Management)** – to confirm that the assertion is undertaken, as stated (**Copied to Cllrs**).
11. **Noticeboard for Shadwell Parks** - to consider the next steps towards the erection of a noticeboard for Shadwell Parks.
12. **Electoral Review of Leeds City Council: Draft Recommendations** - to receive a letter from the Review Officer of the Local Government Boundary Commission and to note that the final date for a response to the public consultation is 10 January 2017 (**Copied to Cllrs**).
13. **Planning** –
 - i. **Planning Minutes** – to receive the minutes of the November 2016 meeting.
 - ii. **Most recent planning applications** - to receive an update from DT.

14. **Finance – (Relevant documents copied to Cllrs)**
 - i. **Application for a grant** – to consider the grant application from the Good Companions Club for £250 **(Copied to Cllrs)**.
 - ii. **Application for a grant** – to consider the grant application from the Toddlers’ Group for £250 **(Copied to Cllrs)**.
15. **Highways –**
 - i. **Carr Lane and other highways issues** – to receive an update from DP and discuss.
 - ii. **Traffic calming in Shadwell** – to receive suggestions from a local resident **(Copied to Cllrs)**.
16. **Public Rights of Way –**
 - i. **Parish Paths Partnership** – to receive an update from DP.
 - ii. **Path 102 – blocked gulley** – to discuss the clearing of a blocked gulley by LCC.
17. **Risk Assessment** – to receive a report from ES on the December risk assessments around the village and to ask for volunteers to undertake the January, February and March risk assessments. The Chairman to sign the report.
18. **Neighbourhood Planning** – to receive an update from DP.
19. **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)**
20. **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)**
21. **Parish Council Surgery** – To receive a report from GW on the surgery hosted on 3rd December 2016. Volunteer for the next surgery on 7th January 2017.
22. **Correspondence (Copied to Cllrs).**
 - i. **Email from Elizabeth Holleran**, thanking the Parish Council for the grant in favour of the Village Hall.
23. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes
24. **Items for next agenda**
25. **Urgent items which have arisen since publication of agenda and Councillors’ questions.**
26. **Payments** - To agree the payments of invoices **(List of payments provided to Cllrs)**.
27. Full Council meeting will be held on Monday 16th January 2017 at 7.00pm
 Planning Committee meeting on Monday 16th January 2017 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
28. **Part Two – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.**
29. **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 6th December 2016
 Lesley Hoff, Clerk of the Council ; Tel: 0113 2037662
 Email: clerk@shadwell-parish-council.org