

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 9th October 2017 at 7.00pm
In the Recreation Centre, Holywell Lane, Shadwell**

AGENDA Part 1

1. **Chairman to open the meeting.**
2. **Chairman and members to accept and approve any apologies for absence.**
3. **Minutes** – the Minutes of the Council Meeting held on 11th September 2017 to be approved and signed.
4. **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.
5. **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.
6. **Crime Report** – to receive the crime report (**copied to cllrs**).

The Chairman will reconvene the meeting.

7. **Current items outstanding to include the Clerk's Report**
 - i. **Potholes** – to receive a list of potholes reported this month.
 - ii. **Gulley between Gateland Lane and Minster View (131ii/17)** – to receive update on progress.
 - iii. **Avon Court parking (1131iv/17)** – to receive update on further response from LCC.
 - iv. **Railings on Main Street between junctions of Holywell Lane and Back Holywell Lane (131v/17)** – to receive confirmation that Clerk has chased with LCC.
 - v. **Broken kerbstone opposite 25 Main Street (131vi/17)** – to receive confirmation that a further complaint has been made to LCC about the adequacy of the repair.
 - vi. **Repainting white lines - Colliers Lane/Main Street (131vii/17)** – update on progress.
 - vii. **P102 gate and fencing at Ring Road (131viii/17)** – to receive confirmation that Emerald Garden Maintenance have been requested to repair as soon as possible.
 - viii. **Condition of trees outside Old Hall overhanging Main Street (131ix/17)** – to receive update from LCC Tree Officer.
 - ix. **Bus service problems 30th June & 28th July (131xi/17)** – to confirm that clerk has now written to First Bus to reiterate resident's concerns.
 - x. **Holywell Triangle Conservation Area (135/17)** – Clerk to report update from LCC Conservation Officer.
 - xi. **Storage of Christmas Lights (138/17)** – update on Scout Hut option – NT
 - xii. **Himalayan balsam in the Brandon Crescent/Bay Horse Lane area and in Dan Quarry (150/17)** – Clerk to confirm that the problem has been reported to LCC.
 - xiii. **Overhanging hedge, 47 Main Street (152ii/17)** – to confirm that Clerk has written to occupiers.
 - xiv. **Ivy in ginnel adjacent to Crofton Rise** – to confirm that Clerk has written to the occupiers of the two properties concerned.

- xv. **229 Main Street** – Clerk to report LCC’s criteria for mud cleaning on road and building control.
8. **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to review and approve (**copied to cllrs**).
 9. **Annual Return: Assertions 1 to 3** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
 10. **Data Protection Policy** – to review and approve (**copied to cllrs**).
 11. **Neighbourhood Plan** – update (DP).
 12. **Christmas Lights** – to consider arrangements for this year’s Christmas lights.
 13. **Newsletter** – to consider ideas for articles and to agree publication date.
 14. **Recreation Centre** – update on progress (NT(2)/GW).
 15. **East Leeds Orbital Road** – to note any further developments.
 16. **Roundhay Free School** – to note any further developments.
 17. **4-Year Plan Working Group** – ES to report back on updated draft strategy.
 18. **Community Cinema** – to receive an update on progress (ES).
 19. **Parish Website** – to receive an update on progress (ES).
 20. **Planning**
 - i. to receive an update from this evening’s meeting (DT).
 21. **Finance**
 - i. **Purchase of wreath for Armistice Day** – to authorise purchase.
 - ii. **Grant from Groundwork** – Clerk to confirm receipt.
 - iii. **Grant Application** – request for start-up grant for new Guide company (**copied to cllrs**).
 22. **Public Rights of Way**
 - i. **Parish Paths Partnership** – update from DP.
 23. **Village Maintenance**
 - i. **Appointment of New Village Maintenance Contractor/Lengthsman** – update on responses to adverts (DP/Clerk).
 - ii. **Temporary Contractor** – update on work completed in September (clerk).
 - iii. **Gate to Dan Quarry** – update on repairs (TV).
 - iv. **Contracts for snow clearing** – Clerk to confirm contracts sent out.
 24. **Risk Assessment** – October assessment: NT(2). VV has volunteered for November.
 25. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT
 - ii. **Shadwell in Bloom** – NT
 - iii. **Scout Hut and Guide HQ Management Committee** - NT

26. **Parish Council Surgery** – no surgery held in October; volunteers required for November and December.
27. **Correspondence - (copied to cllrs).**
28. **Questions from members of the public** - This is an opportunity for listeners to ask questions on items discussed in the agenda – 5 minutes.
29. **Items for next agenda**
30. **Urgent items which have arisen since publication of agenda and councillors' queries.**
31. **Cheques** - To agree the signing of the cheques (**list of cheques for payment provided to cllrs at meeting**).
32. **Future Meetings:**
 - Village Maintenance Committee** – Monday, 23rd October 2017 at 6:30pm.
 - Finance Committee** – Monday, 23rd October 2017 at 7:00pm.
 - Planning Committee** – Monday, 13th November 2017 at 6.30pm.
 - Full Council** – Monday, 13th November 2017 at 7.00pm.

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

33. **Part Two** – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
34. **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: 2nd October 2017

Mike Woods, Clerk to the Council
Tel: 0775 171 8483
Email: clerk@shadwell-parish-council.org
Web: www.shadwell-parish-council.org