

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 10th September 2018 at 7.00pm
In the Recreation Centre, Holywell Lane**

AGENDA Part 1

1. **Chairman to open the meeting.**
2. **Chairman and members to receive and approve any apologies for absence.**
3. **Minutes** – the minutes of the meeting held on 13th August 2018 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 for August (**copied to cllrs**).

The Chairman will reconvene the meeting.

7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Sign on pavement outside Red Lion (129i/18)** – to confirm that LCC have been requested to remove rusted sign and replace.
 - iii. **Warning signs outside school (129ii/18)** – to confirm that contractor has been requested to adjust.
8. **Progress on items awaiting action from Leeds City Council** (Clerk)
9. **Main Street parking issues**
 - i. **Double yellow lines** – to receive any update from LCC.
 - ii. **Diagonal parking bays** – to receive any update from LCC.
 - iii. **Scout Hut parking** – update on progress (Clerk).
10. **Holywell Triangle** – to consider the draft "Conservation Area Appraisal and Management Plan" prior to wider consultation (**circulated by email**).
11. **Bus Services** – to note LCC councillors' "actions arising" from meeting with First Bus on 7th August (**copied to cllrs**).
12. **Recreation Centre** – update on progress (NT2/GW).
13. **Neighbourhood Plan** – update on progress (DP).
14. **Local Centres Programme** – to receive an update on progress and to note that Cllr Robinson is arranging a meeting (date to be confirmed) to discuss issues with LCC and the parishes seeking funding. (ES/Clerk)

15. **Archiving Policy** – to conduct the annual review (**copied to cllrs**).
16. **“There but not there” World War I commemoration** – to report progress. (DF).
17. **Meal for elderly people** – to consider format, timing and arrangements for the next meal (All).
18. **Newsletter** – to receive update on progress (Clerk/DP).
19. **Parish Website Refresh** – update on progress (Clerk).
20. **East Leeds Orbital Road**
 - i. **Balfour Beatty** – to note letter recently circulated by contractor (**copied to cllrs**).
21. **Highways**
 - i. **Illuminated Speed Warning Sign** – update on progress (Clerk).
 - ii. **20mph speed limit** – update on progress (Clerk).
22. **Planning** – to receive an update from this evening’s Planning Committee meeting (DT) and to endorse any recommendations made.
23. **Finance**
 - i. **Grants Requests** – to consider grant requests received from Shadwell United and Shadwell Cricket Club (**copied to cllrs**).
 - ii. **External Audit of 2017 Accounts** – update on progress (Clerk).
24. **Village Maintenance**
 - i. **Village Maintenance** – update on work completed in July (Clerk).
 - ii. **Stiles** – to receive update on repairs to stiles near stream between Old Brandon Lane and Bridle Path Road (Clerk).
 - iii. **Branches overhanging the bridle path from Shadwell to Brandon Crescent** – to receive update on progress (Clerk).
 - iv. **Winter grit** – to receive estimate(s) for stocks for the winter season.
 - v. **Installation of grit bin outside Post Office** – to reconsider taking note of progress with the Local Centres Programme.
 - vi. **Snow clearing** – to consider arrangements for winter 2018/19.
 - vii. **Hedge at Holywell Lane** – update on progress (Clerk/DT)
 - viii. **Knot Weed** – update on growth in fields adjacent to Shadwell Lane (DF)
25. **Allotments**
 - i. **Additional provision** – update on progress of discussions (VV/NT).
 - ii. **New Sign** – to receive estimate for supply and installation of new sign.
26. **Public Paths Partnership** – update on progress (DP).
27. **Risk Assessment** – September assessment: DT; volunteers required for October and November.
28. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
29. **Parish Council Surgery** – September surgery: GW; volunteers required for October and November.

30. **Correspondence**
 - i. **Horticultural Society** – to note email of thanks for recent grant payment.
 - ii. **Leeds Core Strategy Selective Review Submission** – to note email detailing progress (**copied to cllrs**).
 - iii. **Local council election costs** – to note that the costs to the parish council for a contested election on 2nd May 2019 are likely to be less than originally anticipated (**email copied to cllrs**).
 31. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
 32. **Items for next agenda.**
 33. **Urgent items which have arisen since publication of agenda and councillors’ queries.**
 34. **Cheques** - To agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
 35. **Future Meetings:**
 - Planning Committee** – Monday, 8th October at 6:30pm.
 - Full Council** – Monday, 8th October at 7:00pm.
 - Village Maintenance Committee** – 23rd October at 6:30pm.
 - Finance Committee** – 23rd October at 7:00pm.
- All meetings are held in the Recreation Centre, Holywell Lane and are open to the public.
36. **Part Two** – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
 37. **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 1972. The Press and Public may not speak when the Council is in session.

Signed:

Date: 3rd September 2018

Mike Woods, Clerk to the Council
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