

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 8th October 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 10th September 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 September.

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. **Ginnel adjacent to the Tennis Club (137i/18)** – update on progress.
 - iii. **Stiles between Manor Court and Gateland Lane (137ii/18)** – update on progress.
 - iv. **Discarded plastic dog waste bags (165iii/18)** – update on progress.
 - v. **Holywell Lane Playground (163i/18)** – update on pressure washing (NT)
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/NT).
10. **Annual review of Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to review (**copied to cllrs**).
11. **Annual Return: Assertions 1 to 3** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
12. **Newsletter** – to receive confirmation that newsletters have all been delivered.
13. **Holywell Triangle** – to confirm that a letter of support to the draft Conservation Area Appraisal and Management Plan has been submitted for inclusion in the report to the Planning Board (Clerk).
14. **Recreation Centre** – update on progress (NT2/GW).

15. **Neighbourhood Plan** – to note that the pre-submission consultation opened on 22nd September and will close on 3rd November and that an Open Day has been held in the Library. Cllrs urged to attend from 10:00am to 1:00pm and to read the draft Neighbourhood Plan.
16. **Local Centres Programme** – to receive an update from the meeting with parishes and LCC held on 2nd October 2018. (ES)
17. **YLCA Branch Meeting 9th October 2018** – to confirm that the Clerk will represent the Parish Council at the meeting.
18. **“There but not there” World War I commemoration** – to confirm that silhouettes have been received and to report progress on organising event on 27th October. (DF).
19. **Meal for elderly people** – to confirm the date for the meal (VV/DF).
20. **Parish Website Refresh** – update on progress (Clerk/ES).
21. **East Leeds Orbital Road**
 - i. **Footpath 102** – to confirm that a letter has been sent to the contractors requesting that crossing facilities for footpath users be included in the improvements to the Roundhay Park Lane/Ring Road junction (Clerk).
22. **Highways**
 - i. **Illuminated Speed Warning Signs** – to confirm that grant for second sign has been approved by LCC and to agree to order the two signs.
 - ii. **20mph speed limit** – to confirm attendance at meeting with ward councillors on 11th October 2018.
23. **Planning** – to receive an update from this evening’s Planning Committee meeting (DT) and to endorse any recommendations made.
24. **Finance**
 - i. **Grants Requests** – to consider a grant request received from Shadwell Baby and Toddler Group (copied to cllrs).
 - ii. **External Audit of 2017 Accounts** – to confirm that the audited accounts have been displayed on the noticeboard and added to the website in accordance with the statutory requirements (Clerk).
25. **Village Maintenance**
 - i. **Village Maintenance** – update on work completed in September (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 confirm that the branches have been cut back (Clerk).
 - iv. **Crofton Terrace** – to receive feedback on options (NT)
 - v. **Winter grit** – to confirm that an order has been placed for 50 x 25kg bags (Clerk).
 - vi. **Installation of grit bin outside Post Office** – to note recommendation by DP (copied to cllrs) and to consider purchase.
 - vii. **Snow clearing** – to receive update on progress in identifying suitable contractor(s) and to consider any other options (Clerk/DF).
 - viii. **Knot Weed** – update on growth in fields adjacent to Shadwell Lane (Clerk).

- ix. **Christmas trees** – to consider request by resident (**copied to cllrs**).
- 26. **Allotments**
 - i. **Additional provision** – update on progress of discussions (VV/NT).
 - ii. **New Sign** – to receive estimate for supply and installation of new sign.
- 27. **Footpaths**
 - i. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** - to note that the Parish Council's 2003 application have the footpath designated as a public right of way is now being processed by LCC (**papers copied to cllrs**), and to consider any further action to support the application.
 - ii. **Closure of path 221** – to note email regarding closure (copied to cllrs) and to consider next steps
- 28. **Risk Assessment** – October assessment: DF; DP has already volunteered for November.
- 29. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
- 30. **Parish Council Surgery** – October surgery: GW; GW has also volunteered for October and November.
- 31. **Correspondence**
 - i. **Recreation Centre and Shadwell Cricket Club** – to note emails of thanks for recent grant payments.
 - ii. **Parish Charter Working Group** – to note that the Clerk has been included as a member of the group.
- 32. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
- 33. **Items for next agenda.**
- 34. **Urgent items which have arisen since publication of agenda and councillors' queries.**
- 35. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
- 36. **Future Meetings:**
 - Village Maintenance Committee** – 23rd October at 6:30pm.
 - Finance Committee** – 23rd October at 7:00pm.
 - Planning Committee** – Monday, 12th November at 6:30pm.
 - Full Council** – Monday, 12th November at 7:00pm.

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

- 37. **Part Two** – due to the confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
- 38. **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: 1st October 2018

Mike Woods, Clerk to the Council

Tel: 0775 171 8483

Email: clerk@shadwell-parish-council.org

Website: www.shadwell-parish-council.org