

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 12<sup>th</sup> November 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 8<sup>th</sup> October 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 October (**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. **Car thefts and cannabis farms (174/18)** – to confirm that warnings have been placed on website.
  - iii. **Ginnel adjacent to the Tennis Club (175iii/18)** – update on progress.
  - iv. **Stiles between Manor Court and Gateland Lane (175iiv/18)** – update on progress (TV).
  - v. **Discarded plastic dog waste bags (175iii/18)** – update on progress.
  - vi. **Holywell Lane Playground (175vi/18)** – update on pressure washing (NT).
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Main Street parking**
  - i. **Double yellow lines** – to receive update from LCC.
  - ii. **Diagonal parking bays** – to note that LCC Highways have confirmed that Main Street is not wide enough to accommodate diagonal parking bays outside the shops.
10. **Insurance Claim** – to receive an update on progress (Clerk), and to consider additional security measures for shed.
11. **Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to receive outcome of annual review (DT/ES) and to agree any amendments.
12. **Annual Return: Assertions 4 to 6** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
13. **Proposed Meeting Dates 2019-20** – to consider proposed dates (**copied to cllrs**).
14. **Register of interests** – to note new guidance from LCC on disclosable pecuniary interests (**copied to cllrs**).

15. **Holywell Triangle Conservation Area review** – update on progress (DT).
16. **Recreation Centre redevelopment** – update on progress (NT2/NT/GW).
17. **Assets of Community Value** – to note that the Red Lion and the Post Office/Village Store have now been added to LCC’s register of Assets of Community Value.
18. **Neighbourhood Plan** - to receive confirmation that the pre-submission consultation closed on 3<sup>rd</sup> November and to note the list of respondents to the consultation and the formal response from LCC **(copied to cllrs)**.
19. **Local Centres Programme** – update on progress (ES).
20. **“There but not there” World War I commemoration** – to receive a verbal report on the event held on 27<sup>th</sup> October. (DF).
21. **Parish Website Refresh** – update on progress (Clerk/ES).
22. **Parish Charter Working Group** – to receive an update from meeting held on 17<sup>th</sup> October.
23. **East Leeds Orbital Road** – update on progress.
24. **Highways**
  - i. **Illuminated Speed Warning Signs** – to confirm that the two signs have been ordered (Clerk).
  - ii. **20mph speed limit** – to receive feedback from the meeting on 11<sup>th</sup> October (DF), and to note the latest update received from LCC **(copied to cllrs)**.
25. **Planning** – to receive an update from this evening’s Planning Committee meeting (DT) and to endorse any recommendations made.
26. **Finance** – to receive an update on the meeting of the Finance Committee held on 22<sup>nd</sup> October 2018 (DP).
27. **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. **Crofton Terrace** – to note concerns of resident regarding overhanging tree and potholes and to consider options **(email copied to cllrs)**.
  - iv. **Winter grit** – to confirm that grit has been delivered and to note that complaint about delivery has been sent to contractor (Clerk).
  - v. **Grit bin outside Post Office** – to confirm that a yellow 3.5 cu. ft. bin has been ordered.
  - vi. **Snow clearing contractor** – to receive update on progress (Clerk).
  - vii. **Christmas lights at Library** – to confirm that Mark Savage and Ben Turner have been asked to put up the lights before 24<sup>th</sup> November (Clerk)
  - viii. **Christmas trees** – update on progress (Clerk/NT)
28. **Allotments**
  - i. **Additional provision** – update on legal position (Clerk).
  - ii. **New Sign** – to receive an estimate for supply of new sign.

29. **Footpaths**
    - i. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – update on progress to add to definitive list.
    - ii. **Parish Paths Partnership** – update from DP.
  30. **Risk Assessment** – November assessment: DP; volunteers required for December and January.
  31. **Reports from Council Representatives on Local Committees and Forums**
    - i. **Shadwell Library Committee** – DT.
    - ii. **Shadwell in Bloom** – NT.
  32. **Parish Council Surgery** – November surgery: GW; volunteers required for December and January.
  33. **Correspondence**
    - i. **Shadwell Baby and Toddler Group** – to note email of thanks for recent grant payment.
    - ii. **ONE Forum meeting** – to note that the next meeting is scheduled for 22<sup>nd</sup> November.
  34. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
  35. **Items for next agenda.**
  36. **Urgent items which have arisen since publication of agenda and councillors' queries.**
  37. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
  38. **Future Meetings:**
    - Planning Committee** – Monday, 10<sup>th</sup> December at 6:30pm.
    - Full Council** – Monday, 10<sup>th</sup> December at 7:00pm.
    - Village Maintenance** – Monday, 7<sup>th</sup> January at 6:30pm.
    - Finance Committee** – Monday, 7<sup>th</sup> January at 7:00pm
- All meetings are held in the Recreation Centre, Holywell Lane and are open to the public.
39. **Part Two** – due to their confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
  40. **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:** 5<sup>th</sup> November 2018

Mike Woods, Clerk to the Council

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