

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 10th December 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 12th November 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 November **(to follow)**.

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. **Holywell Lane Playground (210/18i)** – to confirm that an email has been sent to LCC Parks and Countryside requested that the play equipment be updated.
 - iii. **Ginnel adjacent to the Tennis Club (212iii/18)** – update on progress (NT).
 - iv. **Stiles between Manor Court and Gateland Lane (212iv/18)** – to confirm that LCC have been requested to take enforcement action (Clerk).
 - v. **Discarded plastic dog waste bags Holywell Lane/Bridle Path Road (212v/18)** – update on progress on installing suitable sign (NT).
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Main Street parking**
 - i. **Double yellow lines** – update on Traffic Regulation Order (Clerk)
 - ii. **Main Street parking** – to confirm that responses have been sent to concerned residents (Clerk).
10. **Insurance Claim** – to receive an update on progress (Clerk), and to consider additional security measures for shed **(copied to cllrs)**.
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 7 and 8** – to confirm that the actions are undertaken as stated **(copied to cllrs)**.
13. **Archiving Policy** – to undertake the annual review **(copied to cllrs)**.
14. **Risk Assessment and Management Arrangements** – to undertake the annual review **(copied to cllrs)**.

15. **Holywell Triangle Conservation Area review** – update on progress (DT).
16. **Recreation Centre redevelopment** – to confirm letter requested urgent progress has been sent to trustees (Clerk); update on any other progress (NT2/NT/GW).
17. **Neighbourhood Plan** - to note progress and to consider request for meeting from local landowner (DP)
18. **Local Centres Programme** – update on progress (ES).
19. **Newsletter** – to consider items and timetable for next newsletter (All).
20. **“There but not there” World War I commemoration** – to confirm that an event report has been provided to the grant-making body (DF).
21. **Parish Website Refresh** – update on progress (Clerk/ES).
22. **East Leeds Orbital Road** – air quality reports and update on progress.
23. **Highways**
 - i. **Illuminated Speed Warning Signs** – update on progress (Clerk).
 - ii. **20mph speed limit** – update on progress (Clerk).
24. **Planning** – to receive an update from this evening’s Planning Committee meeting (DT) and to endorse any recommendations made.
25. **Finance**
 - i. **Grant requests** – to consider request by Good Companions (**copied to cllrs**).
26. **Village Maintenance**
 - i. **Village Maintenance** – update on work completed in November (Clerk).
 - ii. **Replacement equipment** – to consider purchase of essential gardening equipment following insurance claim.
 - iii. **Sign at western entry to the village** – to receive update on condition (NT) and to consider further action.
 - iv. **Stiles** – to receive update on repairs to stiles near stream between Old Brandon Lane and Bridle Path Road (Clerk).
 - v. **Crofton Terrace** – to consider draft letter to residents (**copied to cllrs**).
 - vi. **Grit bin outside Post Office** – to confirm that new bin has been delivered and installed.
 - vii. **Snow clearing for the 2018/19 winter season** – to confirm that arrangements have been agreed with contractor (Clerk).
 - viii. **Christmas lights and Christmas tree** – update on progress and review.
27. **Allotments**
 - i. **Additional provision** – update on legal position (Clerk).
 - ii. **New Sign** – to confirm that sign has been ordered (Clerk).
28. **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.

29. **Risk Assessment** – December assessment: DF; VV has volunteered for January, ES for February.
30. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
31. **Parish Council Surgery** – December surgery: GW; GW has also volunteered for January.
32. **Correspondence**
33. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
34. **Items for next agenda.**
35. **Urgent items which have arisen since publication of agenda and councillors' queries.**
36. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
37. **Future Meetings:**
 - Village Maintenance** – Monday, 7th January at 6:30pm.
 - Finance Committee** – Monday, 7th January at 7:00pm
 - Planning Committee** – Monday, 14th January at 6:30pm.
 - Full Council** – Monday, 14th January at 7:00pm.

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

38. **Part Two** – due to their confidential nature, the Press and Public will be excluded by resolution when any items are discussed.
39. **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 December 2018

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