

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 8th July 2019 at 7.00pm
In the Recreation Centre, Holywell Lane**

AGENDA Part 1

1. **Chairman to open the meeting.**
2. **New Parish Councillor** – to co-opt agreed candidate to the Parish Council. Co-optee to sign declaration of acceptance of office.
3. **Chairman and members to receive and approve any apologies for absence.**
4. **Minutes** – the minutes of the meeting held on 10th May 2019 to be approved and signed.
5. **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 Members wish to declare in the public interest, in accordance with paragraphs 19-20 of the Members' Code of Conduct.
6. **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.
7. **Crime Report** – to receive the crime report for June (**to follow**).

The Chairman will reconvene the meeting.

8. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Overgrowth on footpaths** – to receive an update on progress in clearing footpaths.
 - iii. **Surgery visit** – to confirm that a reply has been sent to resident regarding bus services.
 - iv. **Complaint regarding ice cream van** – to note response and potential enforcement action by LCC.
9. **Progress on items awaiting action from Leeds City Council** (Clerk).
10. **Disciplinary and Grievance Procedures** – to undertake annual review (**copied to cllrs**).
11. **First Bus liaison meeting, 1st July** – to receive an update from meeting (DP).
12. **Parish Charter** – to receive update from Clerk on meeting held on 5th July.
13. **YLCA Joint Annual Meeting** – to consider attendance at meeting on 13th July (**agenda copied to cllrs**).
14. **Supporting local businesses**
 - i. **Village shops** – to receive update on progress regarding parking issues (NT).
 - ii. **Local Centres Programme** – update on progress (Clerk).

15. **Holywell Triangle Conservation Area review**
 - i. **Public Meeting, 12th June** – to receive an update from meeting (DP) (**notes copied to cllrs**)
 - ii. **Consultation** – to note responses to consultation that closed on 28th June (**copied to cllrs**), and to agree next steps.
16. **Newsletter** - to agree content and set target date for distribution (All).
17. **Neighbourhood Plan**
 - i. **Freedom of Information request** – to note that a FoI request has been received and that Clerk is liaising with Steering Group and LCC on preparation of appropriate response.
 - ii. **Other issues** – to receive update (DP).
18. **Four Year Plan** – to confirm date for meeting (DP).
19. **Parish Website Refresh** – update on progress (Clerk).
20. **East Leeds Orbital Road** – to receive feedback from meeting on 3rd July (those that attended).
21. **Highways**
 - i. **20mph speed limit** – update on progress (Clerk).
 - ii. **Flashing warning signs outside school** – update on progress (Clerk).
22. **Planning**
 - i. **Planning Committee** - to receive an update from this evening’s planning committee meeting, endorse any recommendations made or to consider planning applications where necessary. The applications are:
 - a. 19/03847/FU – 6 Shadwell Park Drive
 - b. 19/03485/FU – 7 Shadwell Park Grove
23. **Finance**
 - i. **Notice of public rights and publication of unaudited annual governance & accountability return** – Clerk to confirm that the period for the exercise of public rights in respect of the 2018/19 accounts will close on Monday, 29th July 2019.
 - ii. **External Audit** – Clerk to confirm that Annual Governance and Accountability Return was emailed to External Auditors on 26th June 2019.
24. **Village Maintenance**
 - i. **Village Maintenance Contractor** – to receive summary of work completed in June (Clerk).
 - ii. **Bikes and bunting** – update on removal of decorations from recent Tour de Yorkshire event (DF).
 - iii. **Additional Batteries** – to consider request to purchase two additional batteries for horticultural equipment (NT).
 - iv. **High Hedge** – to note concerns of resident and to consider any further action (**email copied to cllrs**).
25. **Footpaths**
 - i. **Request for a public right of way between Path 102 and Path 245** – to confirm that Clerk has written to LCC (Clerk).
 - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – update on progress to add to definitive list (Clerk).
 - iii. **Parish Paths Partnership** – to note any update (DP).
26. **Risk Assessment** – July assessment: DF; DT has already volunteered for August.

27. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
28. **Parish Council Surgery** – July surgery: GW; GW has already volunteered for August.
29. **Correspondence**
30. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
31. **Items for next agenda.**
32. **Urgent items which have arisen since publication of agenda and councillors' queries.**
33. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
34. **To note future meetings:**
 - Finance Committee** – Monday, 22nd July at 7:00pm
 - Planning Committee** – Monday, 12th August at 6:30pm
 - Full Council** – Monday, 12th August at 7:00pm

Note that the Village Maintenance Committee meeting scheduled for 22nd July has been cancelled.

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

35. **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 where they are excluded by resolution under section 100 of the Local Government Act 1972.

The press and public may not speak when the Council is in session.

Signed:

Date: 1st July 2019

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