

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 12th August 2019 at 7.00pm
In the Recreation Centre, Holywell Lane**

AGENDA

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 8th July 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 (**copied to cllrs**).

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.
9. **Progress on items awaiting action from Leeds City Council** (Clerk).
10. **Financial Regulations** – to conduct the annual review (**copied to cllrs**).
11. **Complaints Procedure** – to conduct the annual review (**copied to cllrs**).
12. **First Bus 7S Service** – to confirm that the timetable changes have been publicised (Clerk) and to note any issues.
13. **Supporting local businesses**
 - i. **Village shops** – to receive an update on progress regarding setting up a local business forum (Clerk).
 - ii. **Local Centres Programme** – to confirm that letters have been sent to shop owners, to note any responses and to consider next steps.
14. **Neighbourhood Plan**
 - i. **Meeting with local landowner** – to receive an update from DP/DT on recent meeting and to consider actions on any issues arising.
 - ii. **Steering Group** – to review and confirm the membership of the steering group.
15. **Holywell Triangle Conservation Area review** – update on progress (Clerk).

16. **Newsletter** – update on progress (DP/Clerk).
17. **Four Year Plan** – to confirm date for meeting (DP).
18. **Parish Website Refresh** – Clerk to confirm that refresh has been completed, and that backup arrangements are in place.
19. **East Leeds Orbital Road** – to receive up on progress.
20. **Highways**
 - i. **20mph speed limit** – to note response from LCC (**copied to cllrs**).
 - ii. **Flashing warning signs outside school** – update on progress (Clerk).
21. **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. 19/04026/FU - 15 Cricketers Fold
 - b. 19/03906/FU - 22 Ash Hill Drive
 - c. 19/04070/FU - 8 Blind Lane
 - d. 19/04501/FU - 19 Shadwell Park Avenue
 - e. 19/04266/FU - 88 Ash Hill Drive
22. **Finance**
 - i. **Finance Committee** – to receive an update on the meeting held on 22nd July (DP) and to consider grant recommendations as follows:
 - a. Village Hall - £500
 - b. Recreation Centre - £500
 - c. Scout Hut - £500
 - d. Horticultural Society - £1,500
 - e. Shadwell News - £250
 - ii. **Transfer to Building Society** – to consider the recommendation of the Finance Committee that £10,000 should be transferred to maximise interest received.
 - iii. **Notice of public rights** – Clerk to confirm that the period for the exercise of public rights in respect of the 2018/19 accounts closed on 29th July without any requests being received.
23. **Village Maintenance**
 - i. **Village Maintenance Contractor** – to receive summary of work completed in July (Clerk).
 - ii. **Additional Batteries** – to note that the two batteries have been purchased.
24. **Footpaths**
 - i. **Request for a public right of way between Path 102 and Path 245** – Clerk to report response from LCC.
 - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – to note that consultation and review have been completed and that a decision by LCC is awaited.
 - iii. **Parish Paths Partnership** – to note any update (DP).
25. **Risk Assessment** – August assessment: DT; volunteers required for September and October.
26. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – if available.

27. **Parish Council Surgery** – August surgery: GW; volunteers required for September and October.
28. **Correspondence**
29. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
30. **Items for next agenda.**
31. **Urgent items which have arisen since publication of agenda and councillors' queries.**
32. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
33. **To note future meetings:**
 - Planning Committee** – Monday, 9th September at 6:30pm
 - Full Council** – Monday, 9th September at 7:00pm

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

34. **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: 5th August 2019

Mike Woods, Clerk to the Council
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