

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 14<sup>th</sup> October 2019 at 7.00pm  
In the Recreation Centre, Holywell Lane**

**AGENDA**

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 9<sup>th</sup> September 2019 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 Members wish 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 (**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. **Himalayan balsam at Dan Quarry** – to confirm that the Scouts Group have volunteered to clear.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Financial Regulations** – to consider amendments following review by DP/NT2 (**updated version copied to cllrs**), and to consider a more fundamental review in the light of new NALC guidance.
10. **Annual Return: Assertions 1 to 3** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
11. **First Bus 7S Service**
  - i. **Service records** - to that Clerk has written to First Bus to request records. Response awaited.
  - ii. **Laminated notice** - to confirm that clerk is preparing a sign to put up near the terminus to encourage users to report problems
  - iii. **Further service issues** – to review any further service issues.
12. **Scout Committee AGM** – to note report from NT (**copied to cllrs**).
13. **External Meetings**
  - i. **Outer North East Parish and Town Council Forum** – to note any action points from 3<sup>rd</sup> October meeting (if available).
  - ii. **YLCA West Yorkshire Branch Meeting** – to note any action points from 8<sup>th</sup> October meeting (Clerk).

14. **Supporting local businesses**
  - i. **Village shops** – update on progress in establishing a local business forum (Clerk).
  - ii. **Local Centres Programme** – update on progress (Clerk/NT2).
15. **VE Day Commemoration 8<sup>th</sup> May 2020** – update on progress (DF)
16. **Neighbourhood Plan** – update on progress (DP).
17. **Holywell Triangle Conservation Area review** – to note outcome of LCC Planning Board meeting held on 7<sup>th</sup> October 2019
18. **Newsletter** – update on progress (DP/Clerk).
19. **East Leeds Orbital Road** – to receive up on progress/issues (Clerk).
20. **Highways**
  - i. **20mph speed limit** – to note any further progress.
  - ii. **Flashing warning signs outside school** – update on progress (Clerk).
  - iii. **Stocks Hill** – to note ongoing problems (**email from resident copied to cllrs**) and to consider response.
  - iv. **LCC Highways Planned Maintenance Consultation** – to note LCC’s proposals (**copied to cllrs**) and to consider response to consultation.
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. 19/05830/FU – 7 Shadwell Park Gardens
    - b. 19/05826/FU – 183 Main Street
    - c. 19/05959/FU – 33 Crofton Rise
    - d. 19/03906/FU – 22 Ash Hill Drive (amended application)
22. **Finance**
  - i. **External audit report** – to confirm that the external audit has been completed with no issues and that the audited accounts have been uploaded to the Parish Council’s website and displayed on the noticeboard in accordance with statutory timescales (Clerk).
  - ii. **Remembrance Day Wreath** – to consider purchase of wreath and to agree arrangements for Remembrance Day.
23. **Village Maintenance**
  - i. **Village Maintenance Contractor** – to receive summary of work completed in September (Clerk).
  - ii. **Yorkshire in Bloom** – to congratulate SIB volunteers on the award of a silver-gilt certificate in the Large Village category in the Yorkshire in Bloom Summer Awards.
  - iii. **Tree outside Old Hall** –to confirm that LCC Forestry have indicated that although there is some decay at the base of the tree, there is no requirement to take further action at present (Clerk).
  - iv. **Trees adjacent to Library** – to confirm that contractor has agreed to cut back trees (Clerk).
24. **Footpaths**
  - i. **Request for a public right of way between Path 102 and Path 245** – awaiting response from LCC.
  - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – decision by LCC still awaited.

- iii. **2026 cut-off for adding definite footpaths** – to note progress in identifying paths to add to definitive list.
  - iv. **Parish Paths Partnership** – to note any update (DP).
25. **Risk Assessment** – October assessment: DF; volunteers required for November & December.
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** – October surgery: NT2; volunteers required November and December.
28. **Correspondence**
- i. **Shadwell United** – to note email of thanks for recent grant.
  - ii. **Redmond Review** – to note review into the quality and effectiveness of the audit and financial reporting of local authorities in England (**email copied to cllrs**) and to consider whether to respond to the call for evidence.
  - iii. **Able Community Care** – to consider distribution of “do not knock” stickers.
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. **Clerk’s training** – to note that Clerk has successfully completed the CiLCA training course and to consider future remuneration and working hours. *(Note that the Parish Council may resolve that this item is confidential in nature, and that the press and public should be excluded when this matter is discussed).*
34. **To note dates for future meetings:**
- Finance Committee** – Monday 21<sup>st</sup> October at 7:00pm
  - Planning Committee** – Monday, 11<sup>th</sup> November at 6:30pm
  - Full Council** – Monday, 11<sup>th</sup> November at 7:00pm
- Note the Village Maintenance Committee meeting scheduled for 21<sup>st</sup> October 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 1 of the Public Bodies (Admission to Meetings) Act 1960.**

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

**Signed:**

**Date:** 7<sup>th</sup> October 2019

Mike Woods, Clerk to the Council

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