

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 11th November 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 14th October 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 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. **Holywell Lane children's playground** – to note that resident has been advised to raise concerns about the surface of the playground with LCC Parks and Countryside and that Village Playground Support Group have been informed.
 - iii. **Crofton Rise** – to confirm that Clerk has replied to resident regarding erection of signs on private road.
 - iv. **Distraction burglaries** – to note that tips to avoid distraction burglaries have been posted on the Parish Council's website and Facebook page.
 - v. **Trees adjacent to Library** – to confirm that contractor has cut back trees to form one consolidated crown.
 - vi. **Removal of bunting** – to confirm that bunting has been removed from the shops (DP).
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Annual Return: Assertions 4 to 6** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
10. **Proposed Meeting Dates 2020-21** – to consider proposed dates (**copied to cllrs**).
11. **Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to undertake annual review (**current version copied to cllrs**).
12. **First Bus 7S Service**
 - i. **Service records** – to note any response from First Bus.
 - ii. **Further service issues** – to confirm that Clerk is collating incidents to forward to First Bus on a regular basis.

13. **Christmas lights** – to note that contractor has been asked to erect lights by 1st December (DP).
14. **Cold Calling Control Zones** – to note the report by the Parish Clerk (**copied to cllrs**) and to consider any further action.
15. **Climate change** – to consider the “20 Actions” put forward by Friends of the Earth (**copied to cllrs**) and to agree to Clerk attending one of LCC’s Climate Emergency Workshop sessions.
16. **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).
17. **VE Day Commemoration 8th to 10th May 2020** – update on progress (DF).
18. **Neighbourhood Plan** – update on progress (DP).
19. **Holywell Triangle Conservation Area** – update on progress (Clerk).
20. **Newsletter** – update on progress (DP/Clerk).
21. **East Leeds Orbital Road** – to receive update on progress/issues (Clerk).
22. **Highways**
 - i. **20mph speed limit** – to note any further progress.
 - ii. **Flashing warning signs outside school** – update on progress (Clerk).
 - iii. **Stocks Hill** – update on progress (DP).
23. **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. 19/06294/FU – 70 Ash Hill Drive (amended application)
 - b. 19/06516/FU – 16 Ash Hill Drive
 - c. 19/06582/FU – Oakfield House, Roundhay Park Lane
24. **Finance** - to receive verbal report on the meeting of the Finance Committee held on 21st October 2019 (DP).
25. **Village Maintenance**
 - i. **Village Maintenance Contractor** – to receive summary of work completed in October (Clerk).
 - ii. **Cutting back hedges** – to note concerns of resident (**copied to cllrs**) and to clarify role of Parish Council and SIB in dealing with overgrown hedges.
26. **Footpaths**
 - i. **Request for a public right of way between Path 102 and Path 245** – still 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 (DT).
 - iv. **Parish Paths Partnership** – to note any update (DP).

27. **Risk Assessment** – November assessment: DS/NT2; volunteers required for December and January.
28. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
29. **Parish Council Surgery** – November surgery: GW; GW has already volunteered for December.
30. **Correspondence**
 - i. **Scope** – to note email seeking sites for textile recycling banks (**copied to cllrs**) and to consider any possible additional sites within the village.
 - ii. **Woodland Trust** – to note forthcoming Tree Charter Day on 30th November and offer of free trees (**copied to cllrs**) and to consider whether any sites are available.
31. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
32. **Items for next agenda.**
33. **Urgent items which have arisen since publication of agenda and councillors' queries.**
34. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
35. **To note dates for future meetings:**
 - Planning Committee** – Monday, 9th December at 6:30pm
 - Full Council (Grants meeting)** – Monday, 9th December at 7:00pm
 - Village Maintenance Committee** – Monday, 6th January at 6:30 pm.
 - Finance Committee (Precept meeting)** – Monday, 6th January at 7:00pm

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

36. **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: 4th November 2019

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