

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 9<sup>th</sup> December 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 11<sup>th</sup> November 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 November (**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. **November surgery** – to confirm that Clerk has written to concerned resident regarding fallen leaves at bus terminus.
  - iii. **Meeting dates 2020/21** – to confirm that the agreed list of dates has been uploaded to the website and that the trustees of the Recreation Centre have been informed.
  - iv. **Scope** – to confirm that Scope have been informed that the village already has textile recycling facilities.
  - v. **Outdoor area for Scouts and Guides** – to confirm that Clerk is liaising with Scout and Guide Group on the best way to take this forward.
  - vi. **YLCA training webinars** – to consider any request received.
  - vii. **Christmas lights** – to confirm that lights are in place and in operation.
8. **Progress on items awaiting action from Leeds City Council (Clerk).**
9. **General Power of Competence**
  - i. To resolve that the Parish Council meets the following conditions:
    - a. the number of councillors declared to be elected, either at an ordinary election or a by-election is equal to or greater than two-thirds of the total for the parish; and
    - b. the Clerk to the Parish Council holds the Certificate in Local Council Administration.
  - ii. In passing that resolution, to note that the Parish Council is entitled to exercise the General Power of Competence under section 8(2) of the Localism Act 2011 from this point on.
10. **Annual Return: Assertions 7 and 8** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
11. **Risk Assessment and Management Arrangements** – to undertake the annual review (**copied to cllrs**).

12. **Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to receive the outcome of review by DP/DT and to consider any amendments.
13. **First Bus 7S Service**
  - i. **Service issues** – to review further issues reported to the Parish Council, to note letter of complaint sent to First Bus and to consider any response received (Clerk).
14. **Climate change**
  - i. **Climate Emergency Workshop** - to receive feedback on session attended by Clerk on 14<sup>th</sup> November (Clerk)
  - ii. **Car free days/anti-idling banner** – to consider email received from LCC’s Sustainable Energy and Air Quality Team (**copied to cllrs**).
15. **Supporting local businesses**
  - i. **Local Centres Programme** – to note that contact has been made with LCC officers and that further background information has been received to pass on to owners (Clerk).
16. **VE Day Commemoration 8<sup>th</sup> to 10<sup>th</sup> May 2020** – update on progress (DF).
17. **Neighbourhood Plan** – update on progress (DP).
18. **Holywell Triangle Conservation Area** – to confirm that letter for residents has been drafted, and to note progress on producing final version of the Appraisal and Management Plan (Clerk).
19. **East Leeds Orbital Road** – to receive update 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 confirm that Clerk has responded to concerned resident regarding ownership and signage.
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. 19/06454/FU – 269 Main Street (retrospective application).
    - b. 19/06789/FU – 79 Ash Hill Drive.
    - c. 19/07086/FU – 7 Shadwell Park Grove.
22. **Finance**
  - i. **Grant requests**
    - a. Shadwell Methodist Church (**copied to cllrs**).
23. **Village Maintenance**
  - i. **Village Maintenance Contractor** – to receive summary of work completed in November (Clerk).
  - ii. **Cutting back hedges** – to note progress on clarifying responsibilities (NT/Clerk).
24. **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 receive update on any omissions (DT).
  - iv. **Parish Paths Partnership** – to note any update (DP).
25. **Risk Assessment** - December assessment: DF; DS has already volunteered for January.
26. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
27. **Parish Council Surgery** – December surgery: GW; volunteers required for January and February.
28. **Correspondence**
- i. **Composting** – to note email regarding community composting (**copied to cllrs**) and to consider scope for establishing a scheme in the village.
  - ii. **Damage to verge at Strickland Avenue** – to note issue raised by resident and LCC’s response (**copied to cllrs**).
  - iii. **“The Repair Shop”** – to note flyers received from production company and to consider publicity and distribution.
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 dates for future meetings:**
- Village Maintenance Committee** – Monday, 6<sup>th</sup> January at 6:30 pm.
  - Finance Committee (Precept meeting)** – Monday, 6<sup>th</sup> January at 7:00pm
  - Planning Committee** – Monday, 13<sup>th</sup> January at 6:30pm
  - Full Council (Grants meeting)** – Monday, 13<sup>th</sup> January 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 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:** 2<sup>nd</sup> December 2019

M. S. Woods, Clerk to the Council

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