

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 13th January 2020 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 9th December 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 December (**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. **Outdoor area for Scouts and Guides** – to confirm that Clerk is continuing to liaise with the Scout and Guide Group on the best way to take this forward.
 - iii. **YLCA training webinars** – to consider any requests received.
 - iv. **Insurance for village maintenance contractor** – Clerk to confirm that the contractor is covered under current policy, but that insurers have advised that risk assessments need to be undertaken and documented.
 - v. **Anti-idling banner** - Clerk to confirm that LCC Sustainable Energy Team have agreed to contact village school regarding siting of banner.
 - vi. **Composting** – Clerk to confirm that reply has been sent to resident explaining the challenges of establishing a community composting scheme.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Archiving Policy** – to undertake annual review (**copied to cllrs**).
10. **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.
11. **First Bus 7S Service**
 - i. **Service issues** – to review any further issues reported to the Parish Council, and to note any response to letter of complaint sent to First Bus in December (Clerk).
12. **VE Day Commemoration 8th to 10th May 2020** – update on progress (DF).
13. **Annual meal of older people** – to consider arrangements for this year's event (All).

14. **Supporting local businesses**
 - i. **Local Centres Programme** – update on progress (Clerk/NT2).
15. **Neighbourhood Plan** – update on progress (DP).
16. **Holywell Triangle Conservation Area** – update on progress in publicising Conservation Area (Clerk).
17. **East Leeds Orbital Road** – to receive update on progress/issues (Clerk).
18. **Highways**
 - i. **Parking issues** – to note objection letter lodged with LCC (**copied to cllrs**).
 - ii. **20mph speed limit** – update on progress (Clerk)
 - iii. **Flashing warning signs outside school** – update on progress (Clerk).
 - iv. **Stocks Hill** – to confirm that Clerk has responded to concerned resident regarding ownership and signage.
19. **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. 19/07160/FU – 470 Shadwell Lane.
 - b. 19/07513/FU – 25 Ash Hill Drive.
 - c. 19/07469/FU – 46 Strickland Avenue.
 - d. 19/07613/FU – 15 Old Brandon Lane.
 - e. 19/06015/LI – 199 Main Street.
20. **Finance**
 - i. **Internal Audit Report** – to consider report from Internal Auditor on 2018-19 accounts (**copied to cllrs**).
 - ii. **Q3 expenditure against budget** – to note budget position as at end of December 2019 (**copied to cllrs**).
 - iii. **2020-21 budget** - to note the new council tax base for Shadwell and to agree the Parish Council’s budget and council tax precept for 2020-21. Chairman and Clerk to sign precept request form.
21. **Village Maintenance**
 - i. **Village Maintenance Contractor** – to receive summary of work completed in December (Clerk).
 - ii. **Cutting back hedges** – to agree draft letter to be used to remind landowners of their responsibilities (**to follow**).
22. **Footpaths**
 - i. **Request for a public right of way between Path 102 and Path 245** – update on progress (Clerk).
 - ii. **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – to note that meeting to determine modification order application is to be held on 28th January, and to consider attendance (**letter copied to cllrs**).
 - iii. **2026 cut-off for adding definite footpaths** – to receive update on any omissions (DP/DT).
 - iv. **Parish Paths Partnership** – to note any update (DP).
23. **Risk Assessment** – to receive assessments from DF (December) and DS (January). Volunteers required for February and March.

24. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
25. **Parish Council Surgery** – January surgery: GW; to confirm attendance in February and March.
26. **Correspondence**
 - i. **Christmas tree** – to note email from resident regarding Christmas tree on the village green **(copied to cllrs)**.
 - ii. **YLCA Spring Training Conference** – to note agenda **(copied to cllrs)** and to consider attendance.
 - iii. **New grievance and disciplinary templates** – to note new templates issued by NALC **(copied to cllrs)**, and to authorise Clerk to review and bring back to the next meeting with recommendations.
27. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – 5 minutes.
28. **Items for next agenda.**
29. **Urgent items which have arisen since publication of agenda and councillors' queries.**
30. **Cheques** - to agree the signing of the cheques **(list of cheques for payment to be provided to cllrs at the meeting)**.
31. **To note dates for future meetings:**
 - Planning Committee** – Monday, 10th February at 6:30pm
 - Full Council** – Monday, 10th February at 7:00pm
 - Planning Committee** – Monday, 9th March at 6:30pm
 - Full Council** – Monday, 9th March at 7:00pm

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

32. **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: 6th January 2020

M. S. Woods, Clerk to the Council
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