

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 10<sup>th</sup> February 2020 at 7.00pm  
In the Recreation Centre, Holywell Lane**

**AGENDA**

1. **Chairman to open the meeting.**
2. **To receive any apologies and approve reasons for absence.**
3. **Minutes** – the minutes of the meeting held on 13<sup>th</sup> January 2020 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 January (**copied to cllrs**).

*The Chairman will reconvene the meeting.*

7. **Ongoing issues including the Clerk's Report**
  - i. **Potholes, etc** – to receive a list of matters reported this month.
  - ii. **YLCA training webinars** – to note feedback on "chairmanship skills" webinar, and to consider any further requests.
  - iii. **Outdoor area for Scouts and Guides** – to report on the outcome of further liaison with the Scout and Guide Group.
  - iv. **Christmas tree near village green** – to confirm that Clerk has replied to resident and has begun enquiries with LCC for 2020.
  - v. **Revised grievance and disciplinary templates** – update on progress.
  - vi. **YLCA Spring Training Conference 28<sup>th</sup> March** – to consider attendance.
  - vii. **Dog walkers using long leads in "open plan" areas** – to confirm that Clerk has replied to resident and noted matter for inclusion in next newsletter.
8. **Items awaiting action from Leeds City Council (Clerk).**
9. **Standing Orders and the Rules for Effective Management of Recordings at Parish Council Meetings (Appendix C)** – to note minor amendments and to consider revised version. (**to follow**).
10. **Equal Opportunities Policy** – to undertake annual review (**copied to cllrs**).
11. **Code of Conduct** – to undertake annual review (**copied to cllrs**).
12. **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).
13. **VE Day Commemoration 8<sup>th</sup> to 10<sup>th</sup> May 2020** – update on progress (DF).

14. **Holywell Lane playground** – to consider letter received from Shadwell Park Committee (**copied to cllrs**).
15. **Annual meal of older people** – update on progress (VV).
16. **Annual Parish Meeting, 20<sup>th</sup> April** – to consider arrangements and speakers (All).
17. **Newsletter** – to agree date for next edition and to consider what to include (All).
18. **Supporting local businesses**
  - i. **Local Centres Programme** – to note LCC’s draft sites guidance (**copied to cllrs**) and receive update on progress (ES/Clerk)
  - ii. **Local business forum** – update on progress (Clerk)
19. **Village Hall** – to note letter sent to Rev. Young (copied to cllrs), and to receive update on progress (DP)
20. **Neighbourhood Plan** – update on progress (DP).
21. **Holywell Triangle Conservation Area** – to note progress in delivering letters to residents and commercial premises within the conservation area (DS/DF).
22. **East Leeds Orbital Road** – to receive update on progress/issues (Clerk).
23. **Highways**
  - i. **Parking issues** – update on progress (Clerk).
  - ii. **20mph speed limit** – update on progress (Clerk).
  - iii. **Flashing warning signs outside school** – update on progress (Clerk).
24. **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. 19/06789/FU – 79 Ash Hill Drive (amended application).
    - b. 29/00191/FU – Coles Carpets and Flooring, 59 Main Street.
    - c. 19/07740/FU – Woodhouse Farm, Ring Road.
25. **Finance**
  - i. **Precept Return** – to note that LCC have confirmed receipt of the Parish Council’s precept return for 2020-21 (Clerk).
  - ii. **Council tax base and precept** – to note that the 2020-21 council tax base for Shadwell has been confirmed by LCC as 974.4 Band D equivalents, and that the precept is due to be formally agreed by LCC on 26<sup>th</sup> February 2020.
26. **Village Maintenance**
  - i. **Village Maintenance Contractor** – to receive summary of work completed in January (Clerk).
  - ii. **Risk assessments** – update on progress (Clerk).
  - iii. **Village noticeboard near shops** – to note that contractor has carried out temporary repairs and to consider timescale for more permanent refurbishment or replacement.
27. **Footpaths**
  - i. **Rights of way affected by ELOR** – to consider whether to seek clarification from LCC and/or main contractors.

- ii **Footpath adjacent to Wainscott Cottage, Winn Moor Lane** – to note the outcome of application to modify the definitive map that was considered by LCC on 28<sup>th</sup> January 2020 (Clerk).
  - iii. **Parish Paths Partnership** – to note any update (DP).
28. **Risk Assessment** – to receive report for February (DS); DS has already volunteered for March.
29. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
30. **Parish Council Surgery** – to receive a report on February’s surgery from GW; GW has already volunteered for March.
31. **Correspondence**
- i. **Shadwell Methodist Church** – to note letter of thanks for grant.
32. **Questions from members of the public** - This is an opportunity for attendees to ask questions on items discussed in the agenda – limited to 5 minutes.
33. **Items for next agenda.**
34. **Urgent items which have arisen since publication of agenda and councillors’ queries.**
35. **Cheques** - to agree the signing of the cheques (**list of cheques for payment to be provided to cllrs at the meeting**).
36. **Any items for which, due to their confidential nature, councillors agree to resolve to exclude the press and public because they include exempt information within the meaning of paragraph 3 of Schedule 12A of the Local Government Act 1972, as amended.**
37. **To note dates for future meetings:**
- Planning Committee** – Monday, 9<sup>th</sup> March at 6:30pm
  - Full Council** – Monday, 9<sup>th</sup> March at 7:00pm
  - Planning Committee** – Monday, 6<sup>th</sup> April at 6:30pm
  - Full Council** – Monday, 6<sup>th</sup> April at 7:00pm
  - Annual Parish Meeting** – Monday, 20<sup>th</sup> April at 7:00pm

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

38. **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:** 3<sup>rd</sup> February 2020

M. S. Woods, Clerk to the Council

Tel: 0775 171 8483

Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)

Website: [www.shadwell-parish-council.org](http://www.shadwell-parish-council.org)