

**OFFICIAL NOTICE OF AN  
ANNUAL MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 11<sup>th</sup> May 2020 at 7.00pm  
to be held remotely via Zoom**

**AGENDA**

1. **To elect a Chairman of the Council.**
  2. **To receive any amendments to declarations of pecuniary and other interests.**
  3. **To receive the Chairman's declaration of acceptance of office.**
  4. **Chairman to open the meeting.**
  5. **To receive and approve any apologies for absence.**
  6. **To elect a Vice Chairman.**
  7. **To appoint to committees and working groups and agree a chairman for each committee and working group:**
    - Finance Committee
    - Planning Committee
    - Village Maintenance Committee
    - 4-Year Plan Working Group
    - Newsletter Working Group
  8. **To appoint Representatives to Outside Bodies:**
    - Town & Parish Council NE Forum
    - YLCA
    - ELOR Forum
    - Library Steering Group
    - Neighbourhood Planning Steering Group
  9. **Minutes** – the minutes of the meetings held on 9<sup>th</sup> March to be signed and the minutes of 4<sup>th</sup> May 2020 to be approved and signed.
  10. **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.
  11. **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.
- The Chairman will reconvene the meeting.*
12. **Current items outstanding including the Clerk's Report**
    - i. **Potholes, etc** – to receive a list of matters reported this month.
    - ii. **Stiles** – to confirm that contractor has been requested to carry out repairs of a stile on Hobberley Lane and of the second stile on Winn Moor Lane between Gateland Lane and four chimneys.
    - iii. **Manhole cover, Holywell Lane** – to confirm that missing manhole cover has been reported to LCC.

- iv. **Revised grievance and disciplinary templates** – update on progress
- 13. **Progress on items awaiting action from Leeds City Council** (Clerk).
- 14. **Review of Standing Orders** – update on progress (DP/DT)
- 15. **First Bus 7S service** – to note any service issues during Covid-19 lockdown.
- 16. **Outdoor Area for Scouts and Guides** – update on progress (DF).
- 17. **Holywell Lane playground** – update on progress (DF).
- 18. **Neighbourhood Plan** – to confirm that submission documents were submitted to LCC on 10<sup>th</sup> March, but that consultation scheduled to start on 26<sup>th</sup> March was postponed by LCC and will be rescheduled when Covid-19 lockdown eases.
- 19. **East Leeds Orbital Road** – update on progress (Clerk).
- 20. **Highways**
  - i. **Parking outside shops** – update on progress (Clerk).
  - ii. **20 mph speed limit** – update on progress (Clerk)
  - iii. **Flashing warning signs outside village school** – update on progress.
- 21. **Planning**
  - i. **To consider the following recent planning applications:**
    - a. **20/02382/FU – 10 Ash Hill Gardens** – part two storey part single storey side and rear extension (**plans copied to cllrs**).
  - ii. **To consider any other planning issues**
- 22. **Finance**
  - i. **2019/2020 Outturn (copied to cllrs)** – to consider the Outturn against Budget and to note any variances.
  - ii. **Annual Governance and Accountability Return** – to note that the AGAR has been completed and is awaiting internal audit. Annual accounting statements to be provided to councillors for approval at the June meeting.
  - iii. **Insurance renewal** – to consider quotation (copied to cllrs)
  - iv. **Grant requests**
    - a) To confirm the two grants made to the village shop to help fund the delivery of newspapers to vulnerable people, and to consider further support.
    - b) To consider any further grant requests.
- 23. **Allotments**
  - i. **Fees** – to review fees for 2020/21.
  - ii. **Waiting list** – to note recent applications and review waiting list.
  - iii. **Additional sites** – to consider any further suggestions.
  - iv. **Compost bins** – to receive an update on condition and to consider repairs/replacement (NT)
- 24. **Village Maintenance**
  - i. **Risk assessment** – to confirm that risk assessment (including requirement for to use protective equipment and apply social-distancing) has been completed and agreed with contractor and that contractor recommenced work w/c 13<sup>th</sup> April (Clerk).
  - ii. **Work completed** – to receive summary of work completed during April.

- iii. **Elm tree at bus at bus terminus** – to note LCC’s intention to cut back and leave 3m stump.
  - iv. **Tree at Old Hall** – to note condition and to consider further action.
  - v. **Raised bed at Winn Moor Lane** – to note concerns raised by resident (**copied to cllrs**), and to consider possible actions.
25. **Footpaths**
- i. **Parish Paths Partnership** – to note that annual grant (£350) has been received.
  - ii. **Cycling on public footpaths** – to confirm that cycling is not permitted on public footpaths and to consider actions to deter offenders.
26. **Risk Assessment**
- i. **Monthly checks** - to consider arrangements for inspections during lockdown.
  - ii. **Benches** – to consider access to Parish Council benches during lockdown.
  - iii. **Trees** – to note YLCA advice on inspection and upkeep of trees planted by the Parish Council.
27. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
  - iii. **Leeds Festival** - DP
28. **Parish Council Surgery** – to confirm that surgeries have been cancelled until further notice.
29. **Correspondence**
30. **Items for next agenda.**
31. **Urgent items which have arisen since publication of agenda and councillors’ queries.**
32. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs before the meeting**).
33. **Local Centres Programme** – update on progress (ES/Clerk)
34. **Village Hall** – update on progress (DP/Clerk)
35. **Future Meetings:**  
**Full Council** (to include planning issues) – Monday, 8<sup>th</sup> June at 7:00pm

**PLEASE NOTE THAT ALL MEETINGS WILL BE HELD USING ZOOM UNTIL FURTHER NOTICE**

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.**

Any member of the press or public wishing to observe or ask questions at the meeting must apply to the Clerk by email **at least three hours** before the meeting is due to commence.