

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 13th July 2020 at 7.00pm
to be held remotely via Zoom**

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 8th June 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 June (**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. **Manhole cover, Holywell Lane** – update on progress.
 - iii. **Inadequate drainage, Holywell Lane** – update on progress.
 - iv. **Broken manhole cover Ludolph Drive** – now repaired.
 - v. **Fly-tipping at Red Lion** – to confirm that problem reported at last meeting was dealt with by LCC Environmental Action Team and to note any further occurrences.
 - vi. **Defibrillator** – to note that new pads have been purchased and the defibrillator outside the Post Office is now back in use.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **YLCA Leeds Branch Meeting 16th June** – to receive a verbal report (Clerk).
10. **YLCA training programme July/August** – to note remote courses available and to consider taking part (**copied to cllrs**).
11. **Review of Standing Orders** – update on progress (DP/DT).
12. **Staffing Committee** – to consider draft terms of reference (**copied to cllrs**).
13. **Revised grievance and disciplinary procedures** – to consider updated procedures adapted from NALC templates (**copied to cllrs**).
14. **Business Continuity Plan** – to consider draft plan (**copied to cllrs**).
15. **Website accessibility** – to consider implications of new NALC guidance (Clerk)

16. **Holywell Lane playground** – to consider options for financial support including possible use of CIL receipts.
17. **Play area for Scouts and Guides** – to consider options (DF)
18. **East Leeds Orbital Road** – to consider any new issues (Clerk).
19. **Neighbourhood Plan** – to confirm that consultation began on 15th June and will run until 10th August and to note actions taken to publicise the consultation in the village, on the website and on social media (Clerk).
20. **Highways**
 - i. **Parking outside shops** – update on progress (Clerk).
 - ii. **Flashing warning signs outside village school** – update on progress (Clerk).
 - iii. **Speed indicator devices** – to consider turning/re-siting (Clerk).
 - iv. **Roundhay Park Lane** – to consider safety measures for pedestrians (DS).
21. **Planning**
 - i. **To consider the following recent planning applications:**
 - a. **20/03627/FU – 4 Old Brandon Lane** – raising of roof height and new rooflights forming second floor accommodation (**plans copied to cllrs**).
 - ii. **Planning Enforcement** – to note update on land adjacent to 141 Main Street (**copied to cllrs**) and to consider further action.
22. **Finance**
 - i. **Notice of public rights and publication of unaudited annual governance & accountability return** – Clerk to confirm that the period for the exercise of public rights in respect of the 2019/20 accounts will close on Monday, 7th August 2020.
 - ii. **External Audit** – Clerk to confirm that Annual Governance and Accountability Return was emailed to External Auditors on 29th June 2020.
 - iii. **Grant requests** - to consider annual grants to village organisations.
23. **Allotments**
 - i. **Possible additional site** – update on progress (Clerk).
 - ii. **Compost bins** – update on progress (Clerk).
24. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during June (Clerk).
 - ii. **Trees planted by Parish Council** – update on progress in identifying trees (DP/NT).
 - iii. **Raised bed at Winn Moor Lane** – to note response from LCC Highways (if available) (Clerk).
 - iv. **Boundary Stone in field near Holywell Lane** – to note concerns of resident and to consider how best to protect stone.
25. **Footpaths**
 - i. **Cycling on public footpaths** – to consider quote for social-distancing/no cycling signs (**copied to cllrs**).
 - ii. **Cutting back undergrowth** – update on progress (Clerk).
 - iii. **Repairs to fence/gate at Ring Road entrance to path 102** – to consider quote (if available).
 - iv. **Parish Paths Partnership** – update (if available) (DP)
26. **Risk Assessment** – July assessment: DS; DS has already volunteered for August.

27. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
28. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
29. **Items for next agenda**
30. **Cheques** - to authorise the signing of cheques for any payments required (**copied to cllrs**).
31. **Local Centres Programme** – update on progress (ES/Clerk).
32. **Village Hall** – update on progress (DP/Clerk).
33. **Staffing** – to receive a report on Clerk's 2020 appraisal and to consider remuneration (DP/DT).
34. **Future Meetings:**
Full Council (to include planning issues) – Monday, 10th August at 7:00pm.

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

35. **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.

Date: 6th July 2020

M. S. Woods, Clerk to the Council
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