

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 10<sup>th</sup> August 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 8<sup>th</sup> June 2020 to be signed and the minutes of the meeting held on 13<sup>th</sup> July 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 July (**to follow**).

*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** – update on progress.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Relocating bottle banks** – to note that bottle banks are to be removed from the Red Lion car park and to consider alternative locations.
10. **YLCA training programme** – to confirm training booked (Clerk).
11. **Review of Standing Orders** – to consider amended standing orders and appendix (**copied to cllrs**).
12. **Complaints Procedure** – to conduct the annual review (**copied to cllrs**).
13. **Business Continuity Plan** – to consider revised draft (**to follow**).
14. **Website accessibility** – to note report from contractor and to consider implications (**report copied to cllrs**).
15. **Holywell Lane playground** – to note that letter committing 2018-19 CIL receipts has been sent to Playground Committee and to receive an update on progress (Clerk/DF).
16. **Play area for Scouts and Guides** – to receive update on progress (DF).

17. **East Leeds Orbital Road** – to note response by ELOR team to request for dropped kerb at end of cycleway on Ring Road near entrance to path 104.
18. **Neighbourhood Plan**
  - i. **Consultation** - to note further actions taken to publicise the consultation in the village, on the website and on social media, and to confirm the consultation has now closed (DP/Clerk).
  - ii. **Groundwork grant** – to confirm that an updated end of grant report was submitted on 30<sup>th</sup> July 2020 (Clerk).
19. **Highways**
  - i. **Planned Maintenance Programme** – to consider LCC’s proposals for planned maintenance 2021/22 to 2023/14 (**copied to cllrs**)
  - ii. **Parking outside shops** – update on progress (Clerk).
  - iii. **Flashing warning signs outside village school** – update on progress (Clerk).
  - iv. **Speed indicator devices** – to note progress on downloading data and to consider turning or relocating.
  - v. **Child safety near school** – to consider safety measures for children (DT).
20. **Planning**
  - i. **To consider the following recent planning applications:**
    - a. **20/003821/FU – 9 Strickland Avenue** – First floor side extension and single storey rear extension; new pitched roof and timber cladding to front including rendering whole house (**plans copied to cllrs**).
    - b. **20/04048/FU – 25 Shadwell Park Gardens** - Single storey front extension with roof light; removal of existing pitched roofs to rear single storey extensions to flat roofs; replace rear windows to French doors of the rear extensions. Window and door to side; Juliet balcony to first floor rear; re-formatting of existing patio area with new timber pergola to rear (**plans copied to cllrs**)
  - ii. **Adj. 141 Main Street** – to note email sent to Planning Enforcement expressing safety concerns regarding unauthorised driveway.
  - iii. **25 Ash Hill Gardens** – to note complaint to LCC by nearby resident.
21. **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 closed on Friday, 7<sup>th</sup> August 2020.
  - ii. **Q1 expenditure against budget and bank reconciliation** – to note budget position and bank reconciliation as at end June 2020 (**copied to cllrs**).
  - iii. **Grant requests** - to consider any grant requests received.
22. **Allotments**
  - i. **Possible additional site** – update on progress on identifying owner of possible site (Clerk).
  - ii. **Compost bins** – update on progress (Clerk).
23. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed during July (Clerk).
  - ii. **Trees planted by Parish Council** – update on progress in identifying trees (DP).
  - iii. **Raised bed at Winn Moor Lane** – to note response from LCC Highways (if available) (Clerk).
  - iv. **Boundary stone in field near Holywell Lane** – update on measures to protect stone (DF).

24. **Footpaths**
  - i. **Cycling on public footpaths** – to note email from PROW team regarding signage (**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)
25. **Risk Assessment** – August assessment: DS; DS has already volunteered for September.
26. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
27. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
28. **Items for next agenda**
29. **Cheques** - to authorise the signing of cheques for any payments required (**copied to cllrs**).
30. **Local Centres Programme** – update on progress (ES/Clerk).
31. **Future Meetings:**  
**Full Council** (to include planning and finance issues) – Monday, 14<sup>th</sup> September at 7:00pm.

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

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.**

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:** 3<sup>rd</sup> August 2020

M. S. Woods, Clerk to the Council  
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