

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 9th November 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 12th October 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 via Zoom for a maximum of 10 minutes.
6. **Crime Report** – to receive the crime report for October (**copied to cllrs**), and to note that police wish to begin participating in parish council Zoom meetings from December onwards.

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. **Insurance claim** – to note that insurers have settled claim for break-in at storage hut.
 - iii. **Remembrance Sunday** – feedback on event (GW/DF)
 - iv. **Inappropriate parking** – to note recent problems at bus terminus and police response (**copied to cllrs**).
 - v. **Bottle banks** – to confirm that letter has been sent to Red Lion and to note any response.
 - vi. **Dog waste** – to confirm that LCC have been asked to relocate bin in Holywell Lane.
 - vii. **YLCA Leeds branch meeting 20th October** - to receive a verbal report on the recent Zoom meeting.
8. **Progress on items awaiting action from Leeds City Council (Clerk).**
9. **Annual Return: Assertions 4 to 6** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
10. **Proposed Meeting Dates 2021-22** – to consider proposed dates (**copied to cllrs**).
11. **Finance Committee** – to review terms of reference (**copied to cllrs**).
12. **ONE Forum Meeting 22nd October** – to note feedback from DP (**copied to cllrs**).
13. **Holywell Lane playground** – to receive an update on progress with fundraising (DF).
14. **Supporting residents** – to consider ways of providing additional support and encouragement to residents following the introduction of Tier 3 Covid-19 restrictions.

15. **Christmas Celebrations**
 - i. **Lights and decorations** – update on progress (DF).
 - ii. **Christmas tree** – to consider practicality for a Christmas tree on the village green (or elsewhere).
16. **Scouts and Guides play area** - to note any contact from landowner (DF).
17. **East Leeds Orbital Road** – update on progress (Clerk/DP)
18. **Neighbourhood Plan** – update on progress (Clerk/DP).
19. **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 confirm that LCC have been asked to turn both SIDs (Clerk)
20. **Planning**
 - i. **20/05749/FU – 17 Ash Hill Lane** – to note email received from owner and subsequent comments supporting and objecting to the application lodged on LCC’s planning portal, and to reconsider objection lodged by the Parish Council on 15th October (**relevant documents copied to cllrs**).
 - ii. **Parking space adjacent to 141 Main Street** – to note comments made by Planning Enforcement and further representations made (**to follow**).
 - iii. **Planning enforcement** – to note progress on other cases (**schedule copied to cllrs**).
21. **Finance**
 - i. **Audit of 2019/20 accounts** – to confirm that the 2019/20 audit has been concluded by PKF Littlejohn with no issues, and that the relevant documents have been uploaded to the website and displayed on the noticeboard (Clerk).
 - ii. **Community Infrastructure Levies** – to confirm that the expected payment of £2,842.06 has now been received.
 - iii. **Quarter 2 Budget and Accounts** – to review (**copied to cllrs**).
 - iv. **Grant requests** - to consider any grant requests received.
22. **Allotments**
 - i. **Possible additional site** – update on progress (DP/DT).
23. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during October (Clerk).
 - ii. **Benches and herb beds** – to confirm that contractor has been asked clean the school bench and that refurbishment of benches and herb beds will commence when weather conditions allow.
 - iii. **Boundary stone in field near Holywell Lane** – update following site visit (DF & NT).
 - iv. **Snow clearing** – to consider arrangements for this winter.
24. **Footpaths**
 - i. **Repairs to fence/gate at Ring Road entrance to path 102** – to confirm that contractor is to undertake work this month (Clerk).
 - ii. **Parish Paths Partnership** – update (if available) (DP)
25. **Risk Assessment** – November assessment: DS; DS has already volunteered for December.

26. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.

27. **Correspondence**
 - i. **Consultation on Standards in Public Life** – to note letter received from NALC (**copied to cllrs**) and to consider whether to respond to consultation.
 - ii. **Old Brandon Lane** – to note concerns by resident (**copied to cllrs**) and to consider possible actions.

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** – to receive update on progress (Clerk).

32. **Recreation Centre** - to note any response from trustees regarding the external appearance and structural integrity of the centre (NT2).

33. **Village Hall** – update on progress following annual meeting of Parochial Church Council and subsequent email from Rev. Young (**copied to cllrs**).

34. **Future Meetings:**
Full Council (to include planning and finance issues) – Monday, 14th December 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 the meeting may do so via the Zoom platform by using the following access details:

Meeting ID: 864 6383 5446
Passcode: 228275

Any observers will be “muted” by the host except for Item 5 on this agenda at which point there will be an opportunity to ask questions or make comments, curated by the Chairman.

Date: 2nd November 2020

M. S. Woods, Clerk to the Council
Tel: 0775 171 8483
Email: clerk@shadwell-parish-council.org