

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 11th January 2021 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 14th December 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. **Public Participation Session** – an opportunity for members of the public to ask questions or make representations via Zoom. The session will be limited to 10 minutes but may be extended at the Chairman’s discretion.
6. **Crime Report** – to note the Police report for December, if available.
7. **Current items outstanding including the Clerk’s Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Bottle banks** – to receive feedback from LCC on site suggested.
 - iii. **Boundary stone adjacent to Holywell Lane** – update on progress on identifying exact location.
 - iv. **Snow clearing** – update on arrangements with contractor.
 - v. **Distribution of hyacinth bowls** – to review arrangements and note feedback.
8. **Progress on items awaiting action from Leeds City Council (Clerk).**
9. **Public Space Protection Order** – to note request received from resident regarding Bridle Path Road, and to consider options (Clerk/DT)
10. **Electric vehicle charging infrastructure** – to receive verbal report on options (Clerk).
11. **Archiving Policy** – to undertake annual review (**copied to cllrs**).
12. **Village Maintenance Committee** – to review terms of reference (**copied to cllrs**).
13. **Holywell Lane playground** – to receive an update on progress with fundraising and specifying requirements (DF).
14. **Christmas decorations** – to note progress with removing trees, taking down decorations and storage, and to consider arrangements for Christmas 2021.
15. **Scouts and Guides play area** - to note any contact from landowner (DF).
16. **East Leeds Orbital Road** – update on progress (Clerk/DP).

17. **Neighbourhood Plan** – to consider any new issues.
18. **Highways**
 - i. **Parking outside shops** – update on progress with road markings (Clerk).
 - ii. **Speed indicator devices** – to confirm that Highways have been asked again to turn the SIDs (Clerk).
 - iii. **Ditch on Shadwell Lane** – to note recurring drainage problems, and that matter has been referred to LCC Highways
 - iv. **New road signs** – to note that new warning signs have been installed at eastern end of Main Street.
19. **Planning**
 - i. **Parking space adjacent to 141 Main Street** – to confirm that a further request has been made to LCC for enforcement action (Clerk).
 - ii. **Conservation Area** – to note that alterations to a dwelling on Main Street have been referred to Planning Enforcement (Clerk)
 - iii. **Exterior air-conditioning units** – confirm that a letter has been sent to residents (Clerk)
 - iv. **Planning applications** – to consider the following application (**plans copied to cllrs**):
 - a. **20/08310/FU/NE - Spencer House, Holywell Lane** - residential development of 6 houses and associated landscaping works.
20. **Finance**
 - i. **Q3 Expenditure against Budget** - to note budget position as at end of December 2020 (**copied to cllrs**).
 - ii. **2021-22 Budget and Council Tax Precept** – to note the new council tax base for Shadwell and to agree the Parish Council’s budget and council tax precept for 2021-22. Chairman to sign precept request form and pass to Clerk for countersignature.
21. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during December (Clerk).
 - ii. **Hedges bordering south side of Recreation Centre and on Old Brandon Lane** – updates on progress (Clerk).
22. **Footpaths**
 - i. **Footpath booklet** – to note venues where booklets are available to purchase (DT).
 - ii. **Repairs to fence/gate at Ring Road entrance to path 102 and stile on path between Bay Horse Lane and Shadwell** – update on progress (Clerk).
23. **Risk Assessment** – January assessment: DS; DS has already volunteered for February.
24. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
25. **Correspondence**
 - i. **Email request for grit bin at Hastings Court** – to note concerns raised by resident (**copied to cllrs**) and to consider options.
26. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
27. **Items for next agenda**

28. **Cheques** - to authorise the signing of cheques for any payments required (**copied to cllrs**).
29. **Local Centres Programme** – to note letter sent to LCC’s Chief Executive (copied to cllrs) and to consider any response received.
30. **Recreation Centre** – update on progress (NT2).
31. **Village Hall** – update on progress/issues (DF)
32. **Future Meetings:**
Full Council (to include planning and finance issues) – Monday, 8th February at 7:00pm.

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

33. **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 other than during the public participation session (Item 5).

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: 852 6652 4314
Passcode: 799078

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: 4th January 2021

M. S. Woods, Clerk to the Council
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