

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 12th April 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 8th March 2021 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** – to note the Police report for March (**copied to cllrs**) and to receive feedback from the Police and Communities Together (PACT) meeting on 1st April (DP).
7. **Current items outstanding including the Clerk’s Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Boundary stone adjacent to Holywell Lane** – update on progress on identifying exact location (DF).
 - iii. **Dog fouling and control of dogs** – update on progress.
 - iv. **Wetherby Road/Carr Lane bus stops** – to note any progress with refurbishment.
 - v. **Countryside Code** – to note that the updated version of the Countryside Code has been publicised on social media and that links have posted on the website.
 - vi. **Shadwell Horticultural Society** – to note that the Society has voted to disband.
 - vii. **Roundhay Park Lane** – to confirm that LCC have been asked to install traffic calming to improve safety for pedestrians.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Annual Parish Meeting** – to note agenda for meeting scheduled for 19th April (**to follow**), and to note arrangements to publicise the event and encourage participation.
10. **Arrangements for future meetings**
 - i. **Remote meetings** – to note that the emergency legislation that allowed remote meetings ceases on 6th May 2021, and that the government has indicated that the current arrangements will not be extended.
 - ii. **Revised meeting arrangements** – to consider bringing forward the Annual Meeting of the Parish Council from 10th May to Tuesday 4th May to enable the meeting to be held remotely, and to consider arrangements for the meetings planned for June and July.
 - iii. **Delegated powers** – to consider whether to delegate any powers to the Clerk for a limited period to enable the business of the Parish Council to continue (**draft scheme of delegation copied to cllrs**).

11. **Christmas lights** – to consider updated quote from LCC (**copied to cllrs**) and to agree appropriate way forward (DF).
12. **Social Media** – to consider draft communication plan (**copied to cllrs**).
13. **Holywell Lane playground**
 - i. **Grant** - to confirm that the Contributing Third-Party Agreement and cheque have been sent to Veolia Trust (Clerk).
 - ii. **Progress report** - (DF).
 - iii. **Benches** – to consider funding one or more benches in the playground.
14. **East Leeds Orbital Road** – to receive a verbal report on the recent meeting regarding closure of Coal Road (DP), and to discuss any further developments.
15. **Neighbourhood Plan** – to note progress with arrangements for local referendum (DP) and to consider funding publicity materials to encourage participation.
16. **Litter**
 - i. **Litter pickers** – to consider the purchase of additional litter pickers.
 - ii. **Lilac litter collection bags** – to note arrangements for the provision and collection of bags.
 - iii. **Litter champion** – to consider benefits and options (DP).
17. **Highways**
 - i. **Speed indicator devices** – to confirm that speed indicator signs have been turned (Clerk).
 - ii. **Parking space adjacent to 141 Main Street** – to update on progress on enforcing the removal of the entrance to the parking space (Clerk).
18. **Planning**
 - i. **Publicising planning applications** – to consider options for publicising on social media and or website.
 - ii. **Planning applications** – to consider the following application (**plans copied to cllrs**):
 - a. **20/08059/FU/NE – 8 Crofton Terrace** – single-storey front extension; conversion of garage to habitable room; raising of roof height (**revised plans**).
 - b. **21/01588/DPD – Alban Villa, Bridle Path Road** - conversion of existing barns into three dwellings including removal of non-convertible barns.
 - c. **21/01660/FU/NE – 3 Ash Hill Gardens** – two storey front extension.
 - d. **21/01741/FU/NE – 10 Manor Court** – first floor side extension with balcony to rear, single storey rear extension.
 - e. **21/02013/FU/NE – 2 Crofton Rise** – single storey rear extension and landscaping to rear garden.
 - f. **21/02323/FU/NE – 24 Shadwell Park Drive** – single storey rear extension and alterations including front porch infill and new roof to existing extension.
19. **Finance**
 - i. **Precept** – to note that the 2021-22 precept (£39,000) and council tax support grant (£338) have been received from Leeds City Council.
 - ii. **Annual return and internal audit** – to note that Clerk is arranging for annual internal audit prior to completing annual return.
20. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during March (Clerk).
 - ii. **Repairs to shed** – to note progress (NT).
 - iii. **Replacement equipment** – to note progress in purchasing replacement equipment (NT).

- iv. **Asset register** – to note and approve updated asset register (**copied to cllrs**).
 - v. **Bench on Colliers Lane** – to note that contractor has removed one of the benches for repairs.
21. **Footpaths**
- i. **Repairs to gates and stiles** – to confirm that contractor has agreed to install more robust catches and hinges at Ring Road entrance to Path 102, and to note progress on repairs to stile on path 111.
 - ii. **Signage** – to consider more robust signs for entrances to path 102 (**mock-up copied to cllrs**).
22. **Risk Assessment** – April assessment: DS; DS has already volunteered for May.
23. **Training** – feedback on recent Zoom training course attended (DP)
24. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
25. **Correspondence**
- i. **New Code of Conduct** – to note that NALC have recommended the adoption of a new code of conduct and to instruct the Clerk to prepare a bespoke version for consideration at a future meeting.
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** – update on progress (Clerk).
30. **Community land** – to note that land is now “sold subject to contract” but that Parish Council’s interest has been noted by agents should sale fall through.
31. **Recreation Centre** – to receive a report on the trustees meeting held on 10th March (NT2).
32. **Village Hall** – update on progress (DF/Clerk)
33. **Future Meetings:**
Dates to be confirmed.

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

34. **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: 820 6196 0635

Passcode: 014845

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: 6th April 2021

M. S. Woods, Clerk to the Council

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