

**OFFICIAL NOTICE OF AN
ANNUAL MEETING OF SHADWELL PARISH COUNCIL
to be held remotely using the Zoom platform**

TUESDAY, 4TH MAY 2021 AT 7.00PM

AGENDA

1. **To elect a Chairman of the Council**
2. **To receive any amendments to declarations of pecuniary and other interests**
3. **To receive the Chairman's declaration of acceptance of office**
4. **Chairman to open the meeting**
5. **To receive and approve any apologies for absence**
6. **To elect a Vice Chairman**
7. **To appoint to committees and working groups and agree a chairman for each committee and working group:**
 - Finance Committee
 - Planning Committee
 - Village Maintenance Committee
 - Personnel Committee
 - 4-Year Plan Working Group
 - Newsletter Working Group
8. **To appoint Representatives to Outside Bodies:**
 - Town & Parish Council NE Forum
 - Police and Communities Together (PACT)
 - YLCA
 - ELOR Forum
 - Library Steering Group
9. **Minutes** – the minutes of the meetings held on 12th April to be approved and signed.
10. **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.
11. **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.
12. **Duke of Edinburgh** – to confirm that the electronic Book of Condolence has been "signed" by the Chairman on behalf of the Parish Council and that DF represented the Council at the recent memorial service at St Paul's (DP & DF).
13. **Crime** – to note the Police report for April (if available).

14. **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** – to confirm that warning stickers/leaflets have been delivered to DF for distribution (DF).
 - iv. **Wetherby Road/Carr Lane bus stops** – to note any progress with refurbishment.
15. **Progress on items awaiting action from Leeds City Council (Clerk).**
16. **Arrangements for future meetings**
 - i. **High Court hearing** - to note outcome of 21st April hearing (if available) and to consider implications for remote, hybrid and in-person meetings.
 - ii. **Revised meeting arrangements** – to agree arrangements for future full council and committee meetings having regard to the above.
17. **Christmas lights** – to confirm that that Leeds Lights' quotation has been accepted and that preparatory work is to begin shortly (Clerk).
18. **Holywell Lane playground** – to receive update on progress (DF).
19. **East Leeds Orbital Road** – update on progress and any emerging issues (Clerk & DP).
20. **Neighbourhood Plan** – to note that banners have been erected and leaflets delivered to encourage residents to vote in the referendum on 6th May (DP).
21. **Litter**
 - i. **Litter pickers** – update on progress on purchase of additional litter pickers and bag rings (Clerk).
 - ii. **Litter collection** – to note that Clerk has contacted the organiser of recently-established group, and that arrangements have been made for a supply of lilac litter collection bags to be delivered direct to her (Clerk).
22. **Highways**
 - i. **Speed limits** – to note recent concerns raised in social media and to consider response.
 - ii. **Safety issues on Ring Road** – at entrance to path 102 (GW).
 - iii. **Parking space adjacent to 141 Main Street** – to update on progress on enforcing the removal of the entrance to the parking space (Clerk).
23. **Planning**
 - i. **Planning applications** – to consider the following application (**plans copied to cllrs**):
 - a. **21/02392/FU/NE – 131 Main Street** – alterations including single-storey rear extension; dormer windows to rear and new pitched roof to detached garage.
 - b. **21/2550/FU/NE – 75 Ash Hill Drive** – part two-storey, part single-storey side extension; raised decking to rear.
 - c. **21/02732/FU/NE – 2 Shadwell Park Avenue** – alterations involving part two-storey and part first floor side extension and detached garage to rear.
24. **Finance**
 - i. **2020/2021 Outturn (to follow)** – to consider the Outturn against Budget and to note any variances.
 - ii. **Q3 Reconciliation to Bank Account** - to note reconciliation as at 31st March. Chairman to sign copy bank account extract (**to follow**).

- iii. **Annual Governance and Accountability Return** – to note that the AGAR has been completed and is awaiting internal audit. Annual accounting statements to be provided to councillors for approval at the next meeting.
 - iv. **Insurance renewal** – to consider quotation (to follow).
25. **Village Maintenance**
- i. **Work completed** – to receive summary of work completed during April (Clerk).
 - ii. **Repairs to shed** – to note progress (NT).
 - iii. **Replacement equipment** – to note progress in purchasing replacement equipment (NT).
26. **Footpaths**
- i. **Repairs to gates and stiles** – update on progress.
 - ii. **Signs for path 102** – to consider quotation (if available).
27. **Risk Assessment** – May assessment: DS; DS to continue monthly inspections until further notice.
28. **Reports from Council Representatives on Local Committees and Forums**
- i. **Shadwell Library Committee** – if available.
 - ii. **Shadwell in Bloom** – NT.
29. **Correspondence** – to note any items received (Clerk).
30. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
31. **Items for next agenda**
32. **Cheques** - to authorise the signing of cheques for any payments required (**copied to cllrs**).
33. **Anti-social behaviour** – to note recent correspondence (**copied to cllrs**) and to receive an update on any recent developments (Clerk).
34. **Local Centres Programme** – update on progress (Clerk).
35. **Recreation Centre** – update on progress (NT2)
36. **Village Hall** – to note letter received from PCC (copied to cllrs).
37. **Future Meetings:** dates and arrangements to be confirmed.
38. **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: 850 5755 9087

Passcode: 996662

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: 26th April 2021

M. S. Woods, Clerk to the Council

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