

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 12<sup>th</sup> July 2021 at 7.00pm  
to be held in the Recreation Centre, Holywell Lane**

**AGENDA**

1. **Chairman to open the meeting.**
2. **To receive any apologies and approve reasons for absence.**
3. **Minutes** – the minutes of the meetings held on 4<sup>th</sup> May 2021 and 21<sup>st</sup> June 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. 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 June (**to follow**).
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 (DF).
  - iii. **Dog fouling and control of dogs** – to note any current issues and agree any necessary actions.
  - iv. **Wetherby Road/Carr Lane bus stops** – to note response from West Yorkshire Combined Authority (**copied to cllrs**) and to consider whether to pursue with LCC.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Arrangements for future meetings**
  - i. **Risk assessment** – to consider the risk assessment for use of the Recreation Centre for council meetings (**copied to cllrs**).
  - ii. **Powers delegated to the Clerk** – to agree to rescind the scheme of delegation agreed at the meeting on 4<sup>th</sup> May with immediate effect.
10. **Financial regulations** – to undertake annual review (**current version copied to cllrs**).
11. **Scouts and Guides** – to note further attempt to contact owners regarding creation of a new activity area (DF)
12. **Holywell Lane playground** – update on progress (DF).
13. **Newsletter** – update on progress (DP)
14. **The Queen's Platinum Jubilee Beacons, 2<sup>nd</sup> June 2022** – to note guidance (**copied to cllrs**) and to consider how best to participate (All).

15. **Social media** – to consider how to make better use of social media (All).
16. **East Leeds Orbital Road**
  - i. **Consultative Forum 7<sup>th</sup> July** – to receive a verbal report from NT2.
  - ii. **Traffic surveys** – to confirm that traffic surveys have been requested to establish baseline usage on local roads (Clerk).
17. **Neighbourhood Plan**
  - i. **Legal status** – to note that the Decision Statement was signed on behalf of LCC on 24<sup>th</sup> June 2021 and that the Plan is has now been “made” under the Planning and Compulsory Purchase Act 2004 and relevant regulations.
  - ii. **Next steps** – to provide hardcopies of the Plan have been provided to each member of council (at the meeting) and to consider who should take the lead on relevant issues.
18. **Litter** – to note that litter pickers and rings are now on order (Clerk).
19. **Highways**
  - i. **Safety issues on Ring Road** – to confirm that Clerk has written to Highways regarding concerns about crossing at entrance to path 102.
  - ii. **Parking space adjacent to 141 Main Street** – update on progress (Clerk).
  - iii. **Speed limits** – to note concerns regarding speeding traffic on side roads and to receive any update on LCC’s proposals for 20mph limits.
  - iv. **Planned maintenance programme** – to note LCC’s programme for 2022/23 to 2024/25+ (copied to cllrs).
20. **Planning**
  - i. **Planning Committee** - to receive an update from this evening’s planning committee meeting, endorse any recommendations made or to consider planning applications where necessary.
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 2020/21 accounts will close on Wednesday, 4<sup>th</sup> August 2021.
  - ii. **External Audit** – Clerk to confirm that Annual Governance and Accountability Return was emailed to the External Auditors on 24<sup>th</sup> June 2021.
  - iii. **Grant requests** - to consider annual grants to village organisations.
22. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed during June (Clerk).
  - ii. **Replacement equipment** – to note progress in purchasing replacement equipment (NT).
  - iii. **Flagstones** – to consider replacing flagstones on a like-for-like basis following pavement maintenance/repair (NT).
23. **Footpaths**
  - i. **Signage on path 102** – update on progress (Clerk).
  - ii. **Overgrown paths** – to consider asking contractor to cut back undergrowth on any paths that are becoming overgrown.
24. **Risk Assessment** –June and July assessments: DS; DS has already volunteered for August.
25. **Parish Council surgeries** – to consider restarting in August (subject to any remaining Covid-19 restrictions).

26. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
  
27. **Correspondence**
  - i. **YLCA training programme July** – to note training available (**copied to cllrs**) and to consider any requests to take part.
  - ii. **Foster 4 Leeds** – to consider request from the Fostering Recruitment Team (**copied to cllrs**).
  
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 (**list of cheques for payment to be provided to cllrs at the meeting**).
  
31. **Local Centres Programme** – update from meeting with ward councillor on 24<sup>th</sup> June 2021 (Clerk).
  
32. **Recreation Centre** – update on progress (NT2/GW).
  
33. **Village Hall** – update on progress (DF)
  
34. **Future Meetings:**
  - Village Maintenance Committee** – Monday 26<sup>th</sup> July at 6:30pm
  - Finance Committee** – Monday, 26<sup>th</sup> July at 7:00pm
  - Planning Committee** – Monday, 9<sup>th</sup> August at 6:30pm
  - Full Council** – Monday, 9<sup>th</sup> August at 7:00pm

All meetings are held in the Recreation Centre, Holywell Lane and are open to the public. National guidance on Covid-19 protection measures will be observed.

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

**Date:** 5<sup>th</sup> July 2021

M. S. Woods, Clerk to the Council  
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