

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 9<sup>th</sup> August 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 12<sup>th</sup> July 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 July (**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. **Wetherby Road/Carr Lane bus stops** – to confirm that WYCA response has been reported to resident and that undergrowth has been cut back by LCC.
  - iv. **Litter pickers** - to note that five litter pickers and rings are now on order and should arrive before the end of August.
  - v. **Foster4Leeds** – to confirm that publicity material has been requested.
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Financial regulations** – update on annual review (DP).
10. **Complaints Procedure** – to conduct the annual review (**copied to cllrs**).
11. **Farm buildings** – to consider response to concerns about condition of empty farm buildings off Main Street.
12. **Christmas lights** – update on progress (DF).
13. **Leeds Compassionate City Awards 2021** – to note procedure and to consider nominations (DT).
14. **Scouts and Guides Activity Area** – update on progress (DF)
15. **Holywell Lane playground** – update on progress (DF).
16. **Newsletter** – update on progress (DP).

17. **Liaison events**
  - i. **Local parishes** – to consider attendance at future liaison meetings.
  - ii. **Town and Parish Forum, 29<sup>th</sup> July** – to receive a verbal report (if available).
18. **East Leeds Orbital Road**
  - i. **Traffic surveys** – to note any response to request for baseline surveys (Clerk).
19. **Neighbourhood Plan**
  - i. **Hardcopies** – to confirm hardcopies of the Plan have been provided to each member of council (at the meeting) and to consider how to distribute the remainder.
  - ii. **Taking forward** – to agree who should lead on future Neighbourhood Plan issues.
20. **Highways**
  - i. **Safety issues on Ring Road** – to confirm that Clerk has written direct to the Chief Officer, Highways and Transportation, regarding concerns about crossing at entrance to path 102.
  - ii. **Speed limits** – to receive update on discussions with ward councillor (Clerk).
21. **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.
22. **Finance**
  - i. **Finance Committee** – to receive an update from the committee meeting held on 26<sup>th</sup> July (DP).
  - ii. **2020-21 accounts** – to confirm that the period for the exercise of public rights ended on 4<sup>th</sup> August 2021 (Clerk)
23. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed during July (Clerk).
  - ii. **Flagstones** – to confirm that Clerk has written to LCC Highways confirming that flagstones are available for pavement repairs.
24. **Footpaths**
  - i. **Signage on path 102** – to consider quotation from contractor (Clerk to report).
  - ii. **Overgrown paths** – to confirm that contractor has agreed to cut undergrowth (Clerk).
25. **Risk Assessment** – August assessment: DS; DS has already volunteered for September.
26. **Parish Council surgeries** – to receive a verbal report on 7<sup>th</sup> August surgery (GW) and to agree attendance for September and October.
27. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
28. **Correspondence**
  - i. **National Resilience Strategy** – to note call for evidence (**copied to cllrs**) and to consider whether to respond.
29. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.

30. **Items for next agenda**
31. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
32. **Local Centres Programme** – update from discussions with ward councillor (Clerk).
33. **Doctor’s surgery** – to note recent developments (DP).
34. **Recreation Centre** – update on progress (NT2/GW).
35. **Future Meetings:**  
**Planning Committee** – Monday, 13<sup>th</sup> September at 6:30pm  
**Full Council** – Monday, 13<sup>th</sup> September 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.

36. **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:** 2<sup>nd</sup> August 2021

M. S. Woods, Clerk to the Council  
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