

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 13<sup>th</sup> September 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 9<sup>th</sup> August 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 August (**to follow**).
7. **Current items outstanding including the Clerk's Report**
  - i. **Potholes, etc** – to receive a list of matters reported this month.
  - ii. **Litter pickers** - to confirm that that five litter pickers and rings have now been delivered to the Parish Council hut and that availability has been publicised.
  - iii. **Foster4Leeds** – to confirm that publicity material has been added to website and publicised in local media.
  - iv. **Village noticeboard** – to confirm that contractor has been asked to carry out repairs (Clerk).
  - v. **Cold calling exclusion zones** – to confirm that guidance has been recirculated (Clerk).
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Allotments**
  - i. **Annual fees** – to confirm that 2021/22 fee letters have been sent out (Clerk).
  - ii. **Community participation** – to consider options for increasing participation.
10. **Financial regulations** – to consider new draft prepared by DP/Clerk based on model supplied by NALC (**copied to cllrs**).
11. **Legality of advertising vehicles on roadside** – to note legal position following concerns raised by residents (**copied to cllrs**).
12. **Commonwealth war graves** – to consider supporting installation of sign at St Paul's churchyard (**note copied to cllrs**) (DF).
13. **Christmas lights**
  - i. **LCC Grant** – to confirm receipt of grant for £1,500 organised by ward members (Clerk).
  - ii. **Switch on and events** – to agree a date to switch on the lights and to discuss how to promote "route of lights" through village (DF).

14. **The Queen's Platinum Jubilee** – to discuss possible events (DF).
15. **Leeds Festival 2021** – to discuss issues arising from recent event.
16. **Leeds Compassionate City Awards 2021** – update on progress (NT2).
17. **Scouts and Guides Activity Area** – update on progress (DF).
18. **Newsletter** – update on progress (DP).
19. **East Leeds Orbital Road**
  - i. **Traffic surveys** – to note any response to request for baseline surveys (Clerk).
20. **Neighbourhood Plan**
  - i. **Hardcopies** – to confirm distribution.
21. **External meetings** – to agree attendance at:
  - i. **Parishes meeting** – in person at 7:00pm on 15<sup>th</sup> September in Thorner.
  - ii. **PACT meeting** – via Zoom at 6:00pm on 16<sup>th</sup> September.
  - iii. **Scout and Guide Management Committee AGM** – in person at 7:00pm on 14<sup>th</sup> September in the Scout Hut.
22. **Highways**
  - i. **Safety issues on Ring Road** – to note any response from LCC to letter expressing concerns about crossing at entrance to path 102.
  - ii. **Speed limits** – to note any progress by LCC in developing new proposals (Clerk).
  - iii. **Holywell Lane Playground** – to discuss access issues (**email copied to cllrs**).
23. **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.
24. **Finance**
  - i. **External audit of 2020/21 accounts** – to note any progress with audit (Clerk).
  - ii. **Grant requests** – to consider any grant requests received (Clerk).
  - iii. **Shadwell Horticultural Society** – to note donations received (Clerk).
25. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed during August (Clerk).
  - ii. **Shadwell Lane field** – to discuss options for dealing with overgrown hedges (DP)
26. **Footpaths**
  - i. **Signage on path 102** – to consider quotation from contractor (Clerk to report).
  - ii. **Overgrown paths** – update on progress (Clerk).
27. **Risk Assessment** – August assessment: DS; DS has already volunteered for September.
28. **Parish Council surgeries** – to receive a verbal report on 4<sup>th</sup> September surgery (GW) and to agree attendance for October and November.

29. **Reports from Council Representatives on Local Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
30. **Correspondence**
31. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
32. **Items for next agenda**
33. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
34. **Local Centres Programme** – to consider options following update by ward councillor at last meeting.
35. **Recreation Centre** – update on progress (NT2/GW).
36. **Village Hall** – update on progress with reopening (DF).
37. **Meeting arrangements in colder weather** – to consider options.
38. **Future Meetings**
  - Planning Committee** – Monday, 11<sup>th</sup> October at 6:30pm
  - Full Council** – Monday, 11<sup>th</sup> October at 7:00pm
  - Village Maintenance Committee** – Monday, 25<sup>th</sup> October at 6:30pm
  - Finance Committee** – Monday, 25<sup>th</sup> October at 7:00pm

All meetings are currently held in the Recreation Centre, Holywell Lane and are open to the public Any change in venue will be advertised beforehand. National guidance on Covid-19 protection measures will be observed in all venues.

39. **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:** 6<sup>th</sup> September 2021

M. S. Woods, Clerk to the Council  
Tel: 0775 171 8483  
Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)