

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 11th October 2021 at 7.00pm
to be held in Shadwell Library, Main Street**

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 13th September 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 September (**copied to cllrs**).
7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Village noticeboard** – to confirm that the damaged noticeboard has been removed and to consider options for replacement.
 - iii. **Cold calling exclusion zones** – to confirm that guidance has been published on website and is to be included in next newsletter.
 - iv. **Commonwealth war graves** – to confirm that letter has been sent to St Paul's.
 - v. **Fly-posting** – to confirm that recent incident has been reported to LCC (Clerk).
8. **Progress on items awaiting action from Leeds City Council** (Clerk).
9. **Annual Return: Assertions 1 to 3** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
10. **Policies and Procedures**
 - i. **YLCA training session** – to receive verbal feedback from Clerk.
 - ii. **Equal Opportunities Policy** – to undertake annual review (**policy copied to cllrs**).
 - iii. **Code of Conduct** - to undertake annual review (**policy copied to cllrs**).
11. **Remembrance Day wreath** – to approve the purchase of a wreath and to consider arrangements for Remembrance Day.
12. **Allotments**
 - i. **Plot 4** – to confirm that plot 4 has now been vacated and to consider arrangements for dividing and reletting.
 - ii. **Increasing Community participation** – to confirm that letters have been sent to remaining allotment holders (Clerk).
13. **Shadwell Shows** – to note recent events and to consider any issues arising.

14. **Holywell Lane**
 - i. **Parking problems** – to confirm that a response has been sent to resident and that a request for more considerate parking has been posted through social media (Clerk).
 - ii. **Car Park** – to consider request to help fund marking out parking bays (**copied to cllrs**).

15. **Christmas events**
 - i. **Update on progress** – to confirm that Christmas Trees have been ordered, arrangements have been made to switch on lights 3rd December and that proposals for “route of lights” are to be advertised in newsletter and social media. (DF & DP).
 - ii. **Switch-on event** – to note progress in securing local celebrity to switch on the lights (NT2 & DF).
 - iii. **Festive house plants** – to consider proposals to distribute plants to residents over 80 (VV & DP).

16. **The Queen’s Platinum Jubilee** – update on progress (DF & VV).

17. **Scarecrow hunt** – to consider options (DP).

18. **Scouts and Guides**
 - i. **Activity Area** – to note response from agent (**copied to cllrs**).
 - ii. **AGM** – NT to provide verbal report.

19. **Newsletter** – update on progress (DP & Clerk).

20. **East Leeds Orbital Road**
 - i. **Traffic surveys** – to confirm that request has been escalated through ward councillor (Clerk).
 - ii. **Road closures** – to note Skeltons Lane has reopened and that new work is being undertaken on A64.

21. **Neighbourhood Plan**
 - i. **Hardcopies** – to distribute hardcopies to two councillors and provide an extra copy for Shadwell Library (Clerk).

22. **External meetings**
 - i. **Outer North-East Parish and Town Council Forum** – to note action notes from last meeting (**copied to cllrs**) and to confirm attendance at next meeting.
 - ii. **PACT meeting** – to note feedback from 16th September meeting (if available) and to confirm attendance at next Zoom meeting: 7:00pm, 28th October.
 - iii. **Leeds Festival Working Group** – to discuss local concerns about the festival – to agree who should attend meeting to be arranged late October/early November.

23. **Highways**
 - i. **Safety issues on Ring Road** – to confirm that issue has been escalated through ward councillor (Clerk).
 - ii. **Speed limits** – to note any progress by LCC in developing new proposals (Clerk).

24. **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.

25. **Finance**
 - i. **External audit of 2020/21 accounts** – to note that the independent examination has been completed with no matters for concern but one issue which the auditor wishes to bring to the Parish Council’s attention (**copied to cllrs**). Clerk to confirm that final Annual Return has been published on website and displayed on noticeboard within statutory timescales.
 - ii. **Grant request** – to consider request from Shadwell Tennis Club (**copied to cllrs**).
 - iii. **Zoom subscription** – to consider whether to cancel.

26. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during September (Clerk).
 - ii. **Shadwell Lane field** – to discuss possible options following site visit (DP & DT).

27. **Footpaths**
 - i. **Signage on path 102** – update on progress (Clerk).
 - ii. **Overgrown paths** – update on progress (Clerk).

28. **Risk Assessment** – October assessment: DS; DS has already volunteered for November.

29. **Parish Council surgeries** – to receive a verbal report on 2nd October surgery (GW) and to agree attendance for November and December.

30. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.

31. **Correspondence**

32. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.

33. **Items for next agenda**

34. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).

35. **Local Centres Programme** – update on progress (Clerk).

36. **Recreation Centre** – update on progress (NT2/GW).

37. **Village Hall** – to note any response to request for meeting with management committee/PCC.

38. **Future Meetings**
 - Village Maintenance Committee** – Monday, 25th October at 6:30pm
 - Finance Committee** – Monday, 25th October at 7:00pm
 - Planning Committee** – Monday, 15th November at 6:30pm
 - Full Council** – Monday, 15th November at 7:00pm

All meetings **are currently held in Shadwell Library** 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: 4th October 2021

M. S. Woods, Clerk to the Council
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