

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 15th November 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 11th October 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 representations. 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 October (**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 note progress in obtaining quotations.
 - iii. **Car parking on grass verges** – to note legal position.
 - iv. **Flexibus East Leeds** – to note new service (**copied to cllrs**).
8. **Progress on items awaiting action from Leeds City Council**
 - i. **Roundhay Park Lane** – to note response from LCC Highways (**copied to cllrs**) and to consider further representations.
9. **Annual Return: Assertions 4 to 6** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
10. **Policies and Procedures**
 - i. **GDPR – General Privacy Notice** – to undertake annual review (**copied to cllrs**).
 - ii. **GDPR – Staff and Councillor Privacy Notice** - to undertake annual review (**copied to cllrs**).
11. **Remembrance Day** - to receive feedback on event (GW).
12. **Allotments**
 - i. **Plot 4** – update on progress with dividing and reletting (Clerk).
13. **Holywell Lane Playground**
 - i. **Parking problems** – to confirm that a further request for more considerate parking has been posted through social media (Clerk).
 - ii. **Car park** – to confirm that a response has been sent to LCC stating that marked parking bays are not a priority at present (Clerk).
 - iii. **Dogs in park** – to consider concerns raised by resident (**copied to cllrs**).

14. **Christmas activities**
 - i. **Switch-on event 3rd December** – to confirm that local celebrity has agreed to switch on lights on 3rd December and that Ronnie the Rhino is also to attend (NT2/DF).
 - ii. **Practical issues** – to finalise other arrangements for the event and for Christmas trees, etc.
 - iii. **Festive house plants to residents aged 80 and above** – update on progress (VV & DP).
15. **Scouts and Guides Activity Area** – to note any response from agent following Elizabeth Hastings Trustees’ meeting (DF).
16. **Newsletter** – to confirm autumn edition has been delivered to residents (DP).
17. **East Leeds Orbital Road**
 - i. **Traffic surveys** – update on progress (Clerk).
 - ii. **Road closures and traffic management** – update (Clerk).
18. **External meetings**
 - i. **YLCA Leeds Branch meeting 19th October 2021** – to receive verbal report from Clerk.
 - ii. **Outer North-East Parish and Town Council Forum and PACT meeting 28th October** – to receive a verbal report from NT2.
 - iii. **Leeds Festival Working Group** – to note date for meeting (if available) and to agree attendance.
19. **Highways**
 - i. **Safety issues on Ring Road** – update on progress (Clerk).
 - ii. **Planned Maintenance Programme 2022-2025** – to note finalised programme (**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. **Grant requests** – to consider from the following (**copied to cllrs**):
 - i. Shadwell Runners.
 - ii. Shadwell News.
22. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during October (Clerk).
 - ii. **Shadwell Lane field** – to discuss possible options following site visit (DP & DT).
 - iii. **Overgrown hedges** – to confirm that farmer has been asked to cut back hedges along Blind Lane and Gateland Lane (Clerk).
23. **Footpaths**
 - i. **Signage on path 102** – update on progress (Clerk).
24. **Risk Assessment** – November assessment: DS; DS has already volunteered for December.
25. **Parish Council surgeries** – to receive a verbal report on 7th November surgery (GW) and to agree attendance for December and January.
26. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.

27. **Correspondence**
 - i. **Bus Service** – to note response by WY Mayor to concerns raised by resident (**copied to cllrs**).
 - ii. **Arium horticultural grants** – to note opportunities and to consider whether to apply (**copied to cllrs**).
 - iii. **Fair trees for planting** – to note availability (**copied to cllrs**) and to consider possible sites.
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 on progress (ES).
32. **Recreation Centre** – update on progress (NT2/GW).
33. **Village Hall** – to receive a verbal report on meeting with Village Hall Committee representatives on 8th November 2021 (DP, DF & Clerk)
34. **Future Meetings**
Planning Committee – Monday, 13th December at 6:30pm
Full Council – Monday, 13th December 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.

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: 8th November 2021

M. S. Woods, Clerk to the Council
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