

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 13th December 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 15th November 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 November (**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 new noticeboard has been ordered.
 - iii. **Car parking on grass verges** – to note legal position (**copied to cllrs**).
 - iv. **Flexibus East Leeds** – to note new service (**copied to cllrs**).
 - v. **75 bus service** – to confirm that Clerk has written to First Bus to express concern about recent service failures and current fare structure.
8. **Annual Return: Assertions 7 & 8** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
9. **Policies and Procedures**
 - i. **Vexatious Complaints** – to consider whether to adopt a vexatious complaints policy (**copied to cllrs**).
 - ii. **Risk Assessment and Management** - to undertake annual review (**copied to cllrs**).
 - iii. **Grievance and Disciplinary** - to undertake annual review (**copied to cllrs**).
10. **Security** – to review procedures for ensuring the personal safety of councillors and staff whilst in meetings, surgeries and conducting council business (**extract of Bradford City Council guidance copied to cllrs**).
11. **Climate Change** – to note recent guidance from NALC and to consider actions to limit climate change within the parish council's area (**to follow**).
12. **Allotments**
 - i. **Plot 4** – update on progress with dividing and reletting (Clerk).
 - ii. **Recreation Centre carpark** – to confirm that large pothole has been filled (NT).

13. **Holywell Lane Playground**
 - i. **Dogs in park** – to confirm letter sent to Playground Committee and to note any response (Clerk).
14. **Christmas activities**
 - i. **Switch-on event 3rd December** – to review event and to consider any issues arising (All).
 - ii. **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 to recent email enquiry (DF).
16. **East Leeds Orbital Road**
 - i. **Traffic surveys** – update on progress (Clerk).
 - ii. **New footbridge** – to confirm that letter has been sent to contractors expressing concerns about appearance of new footbridge (Clerk).
17. **External meetings**
 - i. **Outer North-East Community Committee meeting, 8th December** – to note any issues arising (Clerk).
 - ii. **Harewood Ward PACT meeting, 9th December** – to receive verbal update (if available).
18. **Highways**
 - i. **Safety issues on Ring Road** – to note any progress (Clerk).
19. **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.
20. **Finance**
 - i. **Internal control checklist** – to consider checklist (**copied to cllrs**), and to agree date/time for review.
21. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed during November (Clerk).
 - ii. **Snow clearing** – to confirm that contractor has agreed to undertake snowploughing this winter on the same basis as last year (Clerk).
 - iii. **Rock salt** – to note quotations received and to agree quantity to purchase (Clerk & NT).
22. **Footpaths**
 - i. **Signage on path 102** – to confirm that new signs have been ordered (Clerk).
23. **Risk Assessment** – December assessment: DS; DS has already volunteered for January.
24. **Parish Council surgeries** – to receive a verbal report on 4th December surgery (GW) and to agree attendance for January and February.
25. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.

26. **Correspondence**
 - i. **Bus Service** – to note response to resident from First Bus regarding recent service failures (copied to cllrs).
 - ii. **Tree outside Old Hall** – to note that concerns raised by residents about further deterioration and growth of honey fungus have been reported to LCC.
27. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
28. **Items for next agenda**
29. **Local Centres Programme** – update on progress (ES).
30. **Recreation Centre** – update on progress (NT2/GW).
31. **Village Hall** – to note any response to request for closer liaison with management committee (Clerk).
32. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
33. **Future Meetings**
 - Village Maintenance Committee** – Monday, 10th January 2021 at 6:30pm
 - Finance Committee** – Monday, 10th January at 7:00pm
 - Planning Committee** – Monday, 17th January at 6:30pm
 - Full Council** – Monday, 17th January 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.

34. **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: 6th December 2021

M. S. Woods, Clerk to the Council
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