

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
TO BE HELD
On Monday, 17th January 2022 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 December 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 December (**to follow**).
7. **Current items outstanding including the Clerk’s Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **7S bus service** – to note response from First Bus to concerns regarding fare structure and recent service failures.
 - iii. **Rock salt** – to note update on efforts to secure new supplies.
 - iv. **Waste bins** – to note criteria for provision by LCC.
 - v. **Tree outside Old Hall** – to note any response by LCC to concerns raised.
8. **Policies and Procedures**
 - i. **Document Retention Policy** – to undertake annual review (**copied to cllrs**).
9. **Meeting dates 2022/23** – to consider proposed schedule for council meetings 2022/23 (**copied to cllrs**).
10. **Climate Change** – to note recent guidance from NALC and to consider actions to limit climate change within the parish council’s area (**to follow**).
11. **Allotments**
 - i. **Plot 4** – to confirm that contracts have been issued to new tenants (Clerk).
 - ii. **Charges** – to review charges for 2022/23.
12. **Holywell Lane Playground**
 - i. **Signage in park** – to confirm that letter has been sent to Playground Committee and to note any response (Clerk).
13. **Christmas activities**
 - i. **2021 activities** – to review switch-on event and to confirm that lights have been taken down and Christmas trees removed (**All**).

- ii. **Christmas 2022** – to consider provision of additional lamppost displays and options for switch on event (All).
 - iii. **Festive house plants to residents aged 80 and above** – to consider any issues arising from distribution in December (All).
14. **Social media** – to how best to utilise (**current policy copied to cllrs**).
15. **Cricket Club** – to consider request to support plans for permanent practice nets behind scoreboard at Brandon Crescent (**copied to cllrs**).
16. **Scouts and Guides Activity Area** – to note any response from agent to recent email enquiry (DF).
17. **East Leeds Orbital Road**
- i. **Traffic surveys** – update on progress (Clerk).
 - ii. **Footbridge** – to confirm that letter has been sent to contractors expressing concerns about appearance of new footbridge (Clerk).
 - iii. **Shipping container** – to note offer and to consider whether to take further (DT).
18. **External meetings** – to receive reports on any external meetings attended (All).
19. **Highways**
- i. **Safety issues on Ring Road** – to note any progress (Clerk).
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. **Finance**
- i. **Quarter 3 - Budget and Accounts** – to review (**copied to cllrs**).
 - ii. **Bank Reconciliation at the end November 2021** – to confirm the reconciliation to the current account. Chairman to initial (**copied to cllrs**).
 - iii. **Budget 2022/23 and Precept** – to agree the budget and precept for 2022/23 (**relevant documents copied to cllrs**). Chairman and Clerk to sign the precept return. Clerk to forward to LCC.
Action: Clerk.
 - iv. **Internal control arrangements** – to agree date and attendees to go through YLCA checklist with Clerk.
 - v. **Grant Requests** – to consider any grant requests received.
22. **Village Maintenance**
- i. **Work completed** – to receive summary of work completed during December (Clerk).
 - ii. **Shed security** – to confirm that a high-security padlock has been fitted to shed (NT).
 - iv. **Hedge opposite Church Farm Garth** – update on progress (NT).
23. **Footpaths**
- i. **Signage on path 102** – to note progress with order (Clerk).
24. **Risk Assessment** – January assessment: DS; DS has already volunteered for February.
25. **Parish Council surgeries** – to confirm that the surgery planned for 8th January was cancelled and to consider arrangements for future surgery sessions. (All).

26. **Reports from Council Representatives on Local Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
27. **Correspondence**
 - i. Queen’s Platinum Jubilee arrangements (**letter copied to cllrs**).
28. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
29. **Items for next agenda**
30. **Annual Appraisal** – to consider any issues arising from Clerk’s recent appraisal (DP)
31. **Local Centres Programme** – update on progress (ES).
32. **Recreation Centre** – update on progress (NT2/GW).
33. **Village Hall** – to note any response to request for closer liaison with management committee (Clerk).
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. **Future Meetings**
 - Planning Committee** – Monday, 14th February at 6:30pm
 - Full Council** – Monday, 14th February at 7:00pm
 - Planning Committee** – Monday, 14th March at 6:30pm
 - Full Council** – Monday, 14th March 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.**

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: 10th January 2022

M. S. Woods, Clerk to the Council
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