

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 14<sup>th</sup> February 2022 at 7.00pm  
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 17<sup>th</sup> January 2022 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 January (**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. **7S bus service** – to confirm that one service failure has been reported to Firstbus.
  - iii. **Waste bins** – to confirm that a new waste bin has been requested via LCC Environmental Action.
  - iv. **Cricket Club** – to confirm that a letter has been sent in support of plans for permanent practice nets behind scoreboard at Brandon Crescent.
8. **Burglary at Shed**
  - i. **Insurance Claim** - to confirm that a claim has been lodged (Clerk).
  - ii. **Security measures** - to review (All).
9. **Policies and Procedures**
  - i. **Archiving Policy** – to undertake annual review (**copied to cllrs**).
  - ii. **Standing Orders** – to undertake annual review (**copied to cllrs**).
10. **Climate Change** – to receive a verbal report on actions being taken by LCC and nearby parishes (Clerk).
11. **Allotments**
  - i. **Plot 4** – update on contracts for new tenants (Clerk).
  - ii. **Charges** – to confirm that tenants have been informed of new charges (Clerk).
12. **Christmas activities**
  - i. **Plans for 2022** – to consider quote of additional lamppost displays (**summary copied to cllrs**) and options for switch on event and other activities (All).

13. **Queen's Platinum Jubilee**
  - i. **Registering events** – to confirm that interest in holding events has been registered with Pageantmaster and LCC (Clerk).
  - ii. **Working party** – update on progress (DP & DF).
14. **Annual Parish Meeting, 4<sup>th</sup> April** – to consider arrangements and possible speakers (All).
15. **Spring Newsletter** – update on progress (DP & Clerk)
16. **Social media** – to how best to utilise (**current policy provided to cllrs at last meeting**).
17. **East Leeds Orbital Road**
  - i. **Traffic surveys** – update on progress (Clerk).
  - ii. **Shipping container** – update on progress (Clerk).
18. **External meetings** – to receive reports on external meetings attended and to confirm attendance at future meetings (All).
19. **Highways**
  - i. **20mph limit** – to note unexpected recent surveys ahead of ward councillor's planned meeting with LCC officers (DP).
  - ii. **Safety issues on Ring Road** – update on 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. **Precept return** – to confirm that precept return has been emailed to LCC (Clerk) and to note that precepts are due to be formally confirmed by LCC on 23<sup>rd</sup> February.
  - ii. **Internal control arrangements** – to confirm date to go through checklist (Clerk).
  - iii. **Grant request by Friends of Shadwell School** – to receive an update on progress on purchasing air monitoring/purifying equipment (Clerk).
22. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed during January (Clerk).
  - ii. **Hedge opposite Church Farm Garth** – update on progress (NT).
  - iii. **Hedge at start of Main Street and slippery pavements** – to note concerns by resident (**copied to cllrs**) and to consider how best to respond.
23. **Footpaths**
  - i. **Signage on path 102** – to note progress with order (Clerk).
  - ii. **Stiles on Hobberley Lane/A58 footpath** – to note concerns raised by resident and to consider action to take.
24. **Risk Assessment** – to receive a report on February check (DS). DS to conduct monthly checks until further notice.
25. **Parish Council surgeries** – to receive a verbal report on 5<sup>th</sup> February surgery (GW) and to agree attendance for March and April.

26. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
27. **Correspondence**
  - i. **Shadwell Tennis Club** – to consider request for support (**copied to cllrs**).
28. **Local Centres Programme** – update on progress (ES & Clerk).
29. **Recreational Centre** – update on progress (NT2/GW).
30. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
31. **Items for next agenda**
32. **Future Meetings** – to confirm dates:  
**Planning Committee** – Monday, 14<sup>th</sup> March at 6:30pm  
**Full Council** – Monday, 14<sup>th</sup> March at 7:00pm
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. **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). All meetings are currently held in Shadwell Library and any change in venue will be advertised beforehand. National guidance on Covid-19 protection measures will be observed in all venues.**

**Date:** 7<sup>th</sup> February 2022

M. S. Woods, Clerk to the Council  
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