

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
TO BE HELD  
On Monday, 14<sup>th</sup> March 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 14<sup>th</sup> February 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 February (**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. **Insurance claim** – to confirm that details of the claim have been submitted to our insurers. Costs of repairs to shed and replacement alarm system will follow when finalised.
  - iii. **Shadwell Tennis Club** – to confirm that a letter has been sent in support of plans to improve facilities.
  - iv. **Allotments** – to confirm that tenants have been informed of new charges to apply from 1<sup>st</sup> May 2023.
  - v. **Christmas lamppost motifs** – to confirm additional motifs have been ordered.
8. **Policies and Procedures**
  - i. **Standing Orders** – to receive update of progress with review (DP &DT).
  - ii. **Code of Members Standards** - to undertake annual review (**copied to cllrs**).
  - iii. **Publication scheme** – to undertake annual review (**copied to cllrs**).
9. **Climate Change** – update on issues (NT2 & Clerk).
10. **Annual Parish Meeting, 4<sup>th</sup> April**
  - i. **Venue** – to confirm venue.
  - ii. **Invitations** – to confirm that invitations have been sent to speakers and local organisations and to note responses.
11. **Holywell Lane Playground** – to discuss concerns about control of dogs and to consider possible actions (NT).
12. **Queen's Platinum Jubilee**
  - i. **Working party** – update on progress (DP & DF).
13. **Spring Newsletter** – update on progress (DP & Clerk)

14. **Social media** – to consider updated draft policy and to discuss how best to utilise (**draft policy copied to cllrs**).
15. **East Leeds Orbital Road**
  - i. **ELOR Lead Meeting** – to note feedback from recent meeting (VV) (**notes copied to cllrs**).
  - ii. **Traffic surveys** – update on progress (DP/Clerk).
16. **External meetings**
  - i. **Schedule of forthcoming meetings** – to note dates and agree attendance where appropriate (**to follow**).
  - ii. **Other meeting** – to receive reports on any external meetings attended not covered elsewhere on this agenda (All).
17. **Highways**
  - i. **20mph limit** – update on progress (DP).
  - ii. **Safety issues on Ring Road** – update on progress (DP).
18. **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.
19. **Finance**
  - i. **Internal control arrangements** – to note satisfactory outcome of review (DF & NT2).
20. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed by contractor during February (Clerk).
  - ii. **Trimming back hedges and overhanging vegetation** – update on work conducted by Shadwell in Bloom to keep pavements clear (NT).
21. **Footpaths**
  - i. **Signage on path 102** – to note progress with order (Clerk).
  - ii. **Stiles on Hobberley Lane/A58 footpath** – to confirm that contractor has been asked to repair both stiles.
22. **Risk Assessment** – to receive a report on March check (DS). DS to conduct monthly checks until further notice.
23. **Parish Council surgeries** – to receive a verbal report on 5<sup>th</sup> March surgery (GW) and to agree attendance for April and May.
24. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
25. **Correspondence**
26. **Local Centres Programme** – update on progress (ES & Clerk).
27. **Recreational Centre** – update on progress (NT2/GW).

28. **Councillors' queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
29. **Items for next agenda**
30. **Future Meetings** – to confirm dates:  
**Annual Parish Meeting** – Monday 4<sup>th</sup> April at 7:00pm (venue to be confirmed)  
**Planning Committee** – Monday, 11<sup>th</sup> April at 6:30pm  
**Full Council** – Monday, 11<sup>th</sup> April at 7:00pm
31. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
32. **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> March 2022

M. S. Woods, Clerk to the Council  
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