

**OFFICIAL NOTICE OF AN  
ANNUAL MEETING OF SHADWELL PARISH COUNCIL  
ON MONDAY, 9<sup>TH</sup> MAY 2022 AT 7.00PM  
in Shadwell Library, Main Street**

## **AGENDA**

1. **To elect a Chairman of the Council**
2. **To receive any amendments to declarations of pecuniary and other interests**
3. **To receive the Chairman's declaration of acceptance of office**
4. **Chairman to open the meeting**
5. **To receive and approve any apologies for absence**
6. **To elect a Vice Chairman**
7. **Committees and working groups**
  - i. To consider disbanding the Village Maintenance Committee.
  - ii To appoint to committees and working groups and agree a chairman for each committee and working group:  
Finance Committee  
Planning Committee  
Personnel Committee  
4-Year Plan Working Group  
Newsletter Working Group  
Village Maintenance Committee
8. **To appoint Representatives to Outside Bodies:**  
Town & Parish Council NE Forum  
Police and Communities Together (PACT)  
YLCA  
ELOR Forum  
Library Steering Group
9. **Minutes** – the minutes of the meetings held on 11<sup>th</sup> April to be approved and signed.
10. **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.
11. **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.
12. **Crime** – to note the Police report for April (**to follow**).
13. **Current items outstanding including the Clerk's Report**
  - i. **Potholes, etc** – to receive a list of matters reported this month.
  - ii. **Insurance claim** – update on progress.

- iii. **Holywell Lane Playground** – to receive update following Playground Committee’s recent meeting.
  - iv. **Grant towards party gazebo(s)** – to confirm that grant has been requested from ward councillors
14. **Policies and Procedures**
    - i. **Standing Orders** – to receive update of progress with review (DP &DT).
  15. **Climate Change** – update on issues (NT2 & Clerk).
  16. **Queen’s Platinum Jubilee**
    - i. **Working party** – update on progress (DP & DF).
  17. **Four-year strategy** – to consider review of strategy (**current strategy copied to cllrs**).
  18. **Leeds Festival** – to note action points from working group meeting on 22<sup>nd</sup> March 2022 (**copied to cllrs**).
  19. **East Leeds Orbital Road**
    - i. **Temporary road closures and traffic disruption** – to discuss any issues.
    - ii. **Traffic surveys** – update on progress (DP/Clerk).
  20. **External meetings**
    - i. **Schedule of forthcoming meetings** – to note updated schedule and agree attendance where appropriate (**to follow**)
    - ii. **Meetings attended** – to receive reports on any external meetings attended not covered elsewhere on this agenda (All).
  21. **Highways**
    - i. **20mph limit** – update on progress (DP).
    - ii. **Safety issues on Ring Road** – update on progress (DP).
  22. **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.
  23. **Finance**
    - i. **Finance Committee Meeting 24<sup>th</sup> April** – to receive an update from the meeting (DP) and to note any issues arising.
    - ii. **Internal audit and Annual Return 2021/22** – to note that internal audit is underway, and that the Annual Return will be presented for approval at the June Full Council meeting.
  24. **Village Maintenance**
    - i. **Work completed** – to receive summary of work completed by contractor during April (Clerk).
    - iii. **Bunting** – to confirm that contractor has availability for extra hours to put up bunting for Jubilee celebrations (NT).
  25. **Footpaths**
    - i. **Signage on path 102** – to confirm that signs have been switched around (Clerk).
  26. **Risk Assessment** – to receive a report on May check (DS). DS to conduct monthly checks until further notice.

27. **Parish Council surgeries** – to receive a verbal report on 7<sup>th</sup> May surgery (GW) and to agree attendance for June and July.
28. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
29. **Training** – to confirm that training on the One Network and road closures is still available for councillors.
30. **Correspondence**
  - i. **Bus terminus** – to consider response to request for parking restrictions (**copied to cllrs**).
  - ii. **Community diary** – to consider suggestion raised at Annual Meeting of the Parish
31. **Local Centres Programme** – update on progress, including benches and signage (DP & Clerk).
32. **Recreational Centre** – update including any progress on considering the use of portacabins (NT2/GW).
33. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
34. **Items for next agenda**
35. **Future Meetings** – to confirm dates:  
**Planning Committee** – Monday, 13<sup>th</sup> June at 6:30pm  
**Annual Meeting of the Parish Council** – Monday, 13<sup>th</sup> June at 7:00pm
36. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
37. **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:** 28<sup>th</sup> April 2022

M. S. Woods, Clerk to the Council  
Tel: 0775 171 8483  
Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)