

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 13TH JUNE 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 meeting held on 9th May 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**
 - i. **Police report** - to note the report of incidents for May (**copied to cllrs**).
 - ii. **PACT** – to receive an update from the meeting on 9th June (NT2)
7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Insurance** – update on progress with claim and annual renewal.
 - iii. **Holywell Lane Playground** – update on progress regarding parking issues.
 - iv. **Grant towards party gazebo(s)** – to confirm that at request for grant support has been sent to ward councillor.
 - v. **Land for sale** – to confirm that an expression of interest has been lodged with agents.
 - vi. **Parking issues at bus terminus** – to receive summary of reply to resident.
 - vii. **Himalayan balsam** – to receive summary of reply to resident.
 - viii. **Allotments** – to confirm that 2022/23 rent letters have been sent out.
8. **Policies and Procedures**
 - i. **Standing Orders** – to receive update of progress with review (DP &DT).
9. **Climate Change** – update on issues (NT2 & Clerk).
10. **Queen's Platinum Jubilee weekend** – review of events and any issues arising (All).
11. **Four-year strategy** – update on progress by working group (DP)
12. **Community on-line diary** – to note initial response from contractor (**copied to cllrs**) and to consider next steps.
13. **Leeds Festival** – to receive update from working group meeting on 8th June 2022 (DP).

14. **East Leeds Orbital Road**
 - i. **Meeting, 14th June** – to confirm attendance at remote meeting.
 - ii. **Traffic surveys** – update on progress (Clerk).

15. **External meetings**
 - i. **Forthcoming meetings** – to note any updates to current schedule.
 - ii. **Meetings attended** – to receive reports on any external meetings attended not covered elsewhere on this agenda (All).

16. **Highways**
 - i. **20mph limit** – to note LCC’s updated proposals (**copied to cllrs**) and to consider response.
 - ii. **Safety issues on Ring Road** – update on progress (Clerk).

17. **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.

18. **Finance**
 - i. **Internal Audit** – to note that the internal audit has been completed and that the auditor has agreed that all relevant internal control objectives were achieved during the year (**auditor’s letter copied to cllrs**).
 - ii. **Annual Governance and Accountability Return (AGAR) 2021/22 (copied to cllrs)** – to confirm by resolution that the Parish Council has considered the items listed in section 1 of the return and that there is a sound system of internal control in place, including appropriate arrangements for the preparation of accounting statements. Section 1 to be signed by the Chairman and countersigned by the Clerk.
 - iii. **Annual Accounting Statements (Section 2 of the AGAR)** – to approve the Annual Accounting Statements for 2021/22. Section 2 to be signed by the Chairman once approved and to be countersigned by the Clerk in his capacity as Responsible Financial Officer.
 - iv. **Grant support** – to consider options for the following organisations:
 - a. Shadwell Library
 - b. Recreational Centre
 - c. Scouts and Guides
 - d. Shadwell Cricket Club
 - e. Shadwell Tennis Club

19. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed by contractor during May (Clerk).
 - ii. **Replacement equipment** – update on progress (NT).
 - iii. **Storage hut** – to consider recommendation by insurers regarding signage.

20. **Footpaths**
 - i. **Parish Paths Partnership grant** – to confirm receipt (Clerk).

21. **Risk Assessment** – to receive a report on June check (DS). DS to conduct monthly checks until further notice.

22. **Parish Council surgeries** – to receive a verbal report on 4th June surgery (GW) and to agree attendance for July and August.

23. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
24. **Correspondence**
 - i. **Benches** – to discuss request by resident (**copied to cllrs**).
25. **Local Centres Programme** – update on progress (DP & Clerk).
26. **Recreational Centre** – update on progress (NT2/GW).
27. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
28. **Items for next agenda**
29. **Future Meetings** – to confirm dates:
Planning Committee – Monday, 11th July at 6:30pm
Council Meeting – Monday, 11th July at 7:00pm
Finance Committee – Monday, 25th July at 7:00pm
30. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
31. **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: 6th June 2022

M. S. Woods, Clerk to the Council
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