

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON MONDAY, 8<sup>TH</sup> AUGUST 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 11<sup>th</sup> and 28<sup>th</sup> July 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. Any matters not on the agenda may be discussed at a future meeting.*
6. **Crime**
  - i. **Police report** - to note the report of incidents for July (**to follow**).
7. **Current items outstanding including the Clerk’s Report**
  - i. **Potholes, etc** – to receive a list of matters reported this month.
  - ii. **Holywell Lane Playground** – to note that quotation for “park responsibly” sign has been requested.
  - iii. **Harewood Parish Council** – to note progress on arranging meeting.
  - iv. **Commemorative bench** – family have agreed to locate on Colliers Lane. Clerk to obtain quotes.
  - v. **Noticeboard** – update on progress.
8. **Guidance on public participation** – to consider updated guidance for the press/public at Parish Council meetings (**copied to cllrs**).
9. **Policies and Procedures**
  - i. **Appendix A to Standing Orders - Rules for the effective management of recording at parish council meetings** - to undertake annual review (**copied to cllrs**)
10. **Climate Change** – update on progress by working group (NT2 & DS).
11. **Four-year strategy** – to consider refreshed strategy as prepared by working group (**copied to cllrs**) (ES).
12. **Social media** – to consider using an external contractor to manage social media (All)
13. **Christmas lights and events** – update on progress (Clerk).
14. **Leeds Festival** – to note any new issues (All).

15. **East Leeds Orbital Road**
  - i. **Opening date** – to note any new information regarding opening date (All).
  - ii. **Entrances to Ego and Colliers Lane** – to confirm that issues have been raised with ELOR project team and to note any feedback received (Clerk).
16. **External meetings**
  - i. **Forthcoming meetings** – to note dates for forthcoming meeting and to agree attendance (**updated schedule to follow**) (All).
  - ii. **Meetings attended** – to receive reports on any external meetings attended not covered elsewhere on this agenda (All).
17. **Highways**
  - i. **Local Roads Planned Highway Maintenance Programme 2023/24 to 2027/28** – to note recent consultation (**copied to cllrs**) and to consider whether to make representations.
  - ii. **20mph limit and Main Street safety issues** – to note any progress with consultation and, if published, to consider response.
  - iii. **Safety issues on Ring Road** – to note response from Principal Engineer (**to follow**).
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. **Finance Committee** – to receive an update from the meeting on 25<sup>th</sup> July and to endorse any decisions made (DP).
  - ii. **Exercise of public rights** – Clerk to confirm that the period for the exercise of public rights in respect of the 2021/22 accounts has closed today, and to report any requests made. (Clerk).
  - iii. **Independent examination of 2021/22 accounts** – update on progress (Clerk).
20. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed by contractor during July (Clerk).
  - ii. **Entrance gates to Scouts Hut and Parish Council Shed** – to note that new gates are now in place (Clerk).
  - iii. **Storage hut** – to confirm that quotation has been requested for sign (Clerk).
21. **Risk Assessment** – to receive a report on August check (DS).
22. **Parish Council surgeries** – to receive a verbal report on 6<sup>th</sup> August surgery (GW) and to agree attendance for September and October.
23. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
24. **Correspondence**
25. **Local Centres Programme** – to note latest response from LCC (**copied to cllrs**), and to consider how best to take forward (ES and Clerk).
26. **Recreational Centre** – update on progress (NT2/GW).

27. **Public Participation Session** – *an opportunity for members of the public to make comments on matters discussed at the meeting. The session will be limited to 5 minutes but may be extended at the Chairman’s discretion. There will be no further discussion at the meeting on any comments made.*
28. **Complaint** – to consider the outcome of the investigation into the complaint received by the chairman on 12<sup>th</sup> July, and to agree the Parish Council’s response.
29. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
30. **Items for next agenda**
31. **Future Meetings** – to confirm dates:  
**Planning Committee** – Monday, 12<sup>th</sup> September at 6:30pm  
**Council Meeting** – Monday, 12<sup>th</sup> September at 7:00pm
32. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
33. **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:** 1<sup>st</sup> August 2022

M. S. Woods, Clerk to the Council  
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