

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON MONDAY, 26<sup>TH</sup> SEPTEMBER 2022 AT 7.00PM  
in Shadwell Library, Main Street**

## **AGENDA**

**1. Chairman to open the meeting.**

*The Chairman will lead a minute's silence to remember the life of Her Majesty Queen Elizabeth II.*

**2. To receive any apologies and approve reasons for absence.**

**3. Minutes** – the minutes of the meetings held on 8<sup>th</sup> August 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 raised that are not on the agenda may be discussed at a future meeting or referred to the appropriate committee.*

**6. Crime**

- i. **Police report** - to note the report of incidents for August (**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. **Holywell Lane Playground** – update on progress with sign.
- iii. **Harewood Parish Council** – to confirm that meeting has been arranged for 19<sup>th</sup> September.
- iv. **Commemorative bench** – update on progress.
- v. **Village noticeboard** – update on progress.
- vi. **Trees overhanging Cricketers View** – to confirm that Clerk has written to landowner to request that trees be cut back.

**8. Policies and Procedures**

- i. **Standing Orders** - to consider minor amendments to wording regarding public participation sessions (**relevant extract copied to cllrs**).
- ii. **Complaints Procedure** – to consider revised procedure (**current and proposed procedures copied to cllrs**).
- iii. **Financial Regulations** – to undertake annual review (**copied to cllrs**).

**9. Climate Change** – update on progress by working group (NT2 & DS).

**10. Four-year strategy** – to consider updated version (**copied to cllrs**).

**11. Social media** – update on progress (DF)

**12. Christmas lights and switch-on event** – update on progress with establishing working group and planning for event (DF).

13. **Leeds Festival** – to consider any issues arising from last month’s event (All).
14. **East Leeds Orbital Road**
  - i. **Issues arising from opening** – to note issues identified to date (**coped to cllrs**) and to consider representations to LCC.
  - ii. **Entrances to Ego and Colliers Lane** – to note response from ELOR project team (**copied to cllrs**) and confirm that further details have been supplied regarding drainage problems outside Ego (Clerk).
15. **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).
16. **Highways**
  - i. **20mph limit and Main Street safety issues** – to note any progress with consultation and, if published, to consider response.
  - ii. **Safety issues on Ring Road** – to confirm that further representations have been made to LCC regarding crossing at exit to Path 102 (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. **Independent examination of 2021/22 accounts** – update on progress (Clerk).
  - ii. **Grants** – to consider any requests received.
19. **Village Maintenance**
  - i. **Work completed** – to receive summary of work completed by contractor during August (Clerk).
  - ii. **Entrance gates to Scouts Hut and Parish Council Shed** – to confirm that a letter of thanks has been sent to Scouts leader (Clerk).
  - iii. **Storage hut sign** – update on progress (Clerk).
20. **Risk Assessment** – to receive a report on September check (DS).
21. **Parish Council surgeries** – to receive a verbal report on 3<sup>rd</sup> September surgery (GW) and to agree attendance for October and November.
22. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT (**copied to cllrs**).
  - ii. **Shadwell in Bloom** – NT.
23. **Correspondence**
  - i. **Bus services** – to note letter from the Better Buses for West Yorkshire Campaign (**copied to cllrs**) and to consider whether to write to WYCA as requested using the template provided.
24. **Commonwealth War Graves** – to note that plaque requested for St Paul’s graveyard is still not in place, and to consider further representation to the PCC.

25. **Local Centres Programme** – to note the outcome of the remote meeting on 23<sup>rd</sup> September (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. **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:  
**Planning Committee** – Monday, 10<sup>th</sup> October at 6:30pm  
**Council Meeting** – Monday, 10<sup>th</sup> October at 7:00pm  
**Finance Committee** – Monday, 24<sup>th</sup> October 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 sessions. 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:** 20<sup>th</sup> September 2022

M. S. Woods, Clerk to the Council  
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