

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 10TH OCTOBER 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 26th September 2022 to be approved and signed **(to follow)**.
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 September **(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** – update on progress with sign.
 - iii. **Harewood Parish Council** – to confirm that meeting has been arranged for 24th October.
 - iv. **Commemorative bench** – update on progress.
 - v. **Village noticeboard** – update on progress.
 - vi. **Trees overhanging Cricketers View** – update on progress.
 - vii. **Hedges at Spencer House** – update on progress.
8. **Policies and Procedures**
 - i. **Financial Regulations** – update on progress with review **(DP & DT)**.
 - ii. **Code of Conduct** – to undertake annual review **(copied to cllrs)**.
 - iii. **Equal Opportunities Policy** – to undertake annual review **(copied to cllrs)**.
9. **Annual Return: Assertions 1 to 3** – to confirm that the actions are undertaken as stated **(copied to cllrs)**.
10. **Climate Change** – update on progress (NT2 & DS).
11. **Social media** – update on progress on identifying contractor (DF).
12. **Autumn newsletter** – update on progress (DP & Clerk)
13. **Christmas activities**
 - i. **Lights and switch-on event** – update on progress (DF).

- ii. **Plant bowls** - to consider distribution to residents aged 80 and over.
14. **East Leeds Orbital Road**
- i. **Issues arising from opening** – to confirm that further representations have been made to LCC regarding issues identified at September meeting (Clerk).
 - ii. **Entrances to Ego and Colliers Lane** – to note response from ELOR project team (**copied to cllrs**)
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 delay in public consultation and, if published by meeting date, to consider response.
 - ii. **Safety issues on Ring Road** – to note latest response from LCC (**copied to cllrs**) and to consider whether to pursue further.
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** – to note that the independent examination has been completed with no matters for concern. Clerk to confirm that the audited Annual Return and Certificate have been published on the website and displayed on the noticeboard within statutory timescales (Clerk).
19. **Village Maintenance**
- i. **Work completed** – to receive summary of work completed by contractor during September (Clerk).
 - ii. **Additional hours** – to note outcome of discussions with contractor (DP/NT)
 - iii. **Storage hut sign** – update on progress (Clerk).
20. **Risk Assessment** – to receive report for October check (DS).
21. **Parish Council surgeries** – to receive a verbal report on 1st October surgery (GW) and to agree attendance for November & December.
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**
24. **Commonwealth War Graves** – to confirm that Clerk has written to PCC to urge action.
25. **Local Centres Programme** – update on progress (ES and Clerk).
26. **Recreation 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:
Finance Committee – Monday, 24th October at 7:00pm
Planning Committee – Monday, 14th November at 6:30pm
Council Meeting – Monday, 14th November 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: 3rd October 2022

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