

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 14TH NOVEMBER 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 10th October 2022 to be approved and signed by the Chairman (**copied to cllrs**).
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 October (**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** – to confirm that sign has been collected and will be installed shortly (Clerk & NT).
 - iii. **Commemorative bench** – update on progress.
 - iv. **Village noticeboard** – update on progress.
 - v. **Ludolf Drive** – to confirm that damaged sign has been reported to LCC
 - vi. **Stile of Winn Moor Lane** – to confirm that contractor has agreed to repair asap.
 - vii. **Trees overhanging Cricketers View** – update on progress.
 - viii. **Hedges at Spencer House** – update on progress.
 - ix. **Hearing loop for parish council meetings** – update on options and indicative costs.
8. **Policies and Procedures**
 - i. **GDPR – General Privacy Notice** – to undertake annual review (**copied to cllrs**).
 - ii. **GDPR – Staff and Councillor Privacy Notice** - to undertake annual review (**copied to cllrs**).
9. **Civility and Respect Project** – to note the new model Councillor-Officer Protocol issued by NALC and to consider whether to adopt (**copied to cllrs**).
10. **Annual Return: Assertions 4 to 6** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
11. **Meeting with Harewood councillors** – to receive a verbal report on the meeting held on 24th October (DP).

12. **Climate Change** – update on progress (NT2 & Clerk).
13. **Social media** – update on progress (Clerk).
14. **Autumn newsletter** – update on progress (DP & Clerk)
15. **Christmas activities**
 - i. **Lights and switch-on event** – update on progress with planning event (DF).
 - ii. **Plant bowls** – update on arrangements for distribution (DP & DS)
16. **East Leeds Orbital Road**
 - i. **Liaison meeting** – to receive a verbal report of the Zoom meeting held on 13th October (Clerk).
 - ii. **Review** – to consider any new issues arising from opening, including any incidents of flooding at Ego entrance.
17. **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).
18. **Highways**
 - i. **20 mph limit consultation** – to note the views expressed by residents through social media and the response submitted on behalf of the Parish Council (**to follow**).
 - ii. **Entrance to Roundhay Gorge from Park Lane** – to note latest response from LCC (**copied to cllrs**).
 - iii. **Parking issues on Church Farm Garth** – to note email from concerned resident (**copied to cllrs**) and to consider further representations to LCC.
19. **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.
20. **Finance**
 - i. **Finance Committee meeting 24th October 2022** – to receive a verbal report on the meeting, and to endorse recommendations for grants to the following organisations:
 - a. **Friends of Shadwell School** –£250 towards cost of annual firework display.
 - b. **Shadwell Baby and Toddler Group** –£250 towards cost of new equipment.
 - c. **Shadwell News** –£250 towards cost of preparing and printing.
21. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed by contractor during October (Clerk).
 - ii. **Trees adjacent to allotments** – to consider action to limit impact upon allotments.
 - iii. **Additional hours** – to note outcome of discussions with contractor (NT)
 - iv. **Storage hut sign** – to confirm that sign has now been collected and will be installed shortly (Clerk and NT).
 - v. **Stiles** – to note report of problems with stiles at the bridleway on Ash Hill Lane leading into the field, and at Brandon Lane opposite Riverside Nurseries and to consider remedial action.
22. **Risk Assessment** – to receive report from November check (DS).

23. **Parish Council surgeries** – to receive a verbal report on 5th November surgery (GW) and to agree attendance for December and January.
24. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – to include an update on the use of the library as the Anchor for Harewood during Leeds 23 Year of Culture - DT.
 - ii. **Shadwell in Bloom** – NT.
25. **Correspondence**
26. **Commonwealth War Graves** – update on progress (Clerk).
27. **Local Centres Programme** – update on progress (ES and Clerk).
28. **Recreation Centre** – update on progress (NT2/GW).
29. **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.*
30. **Clerk’s remuneration** – to note that the Local Government Award for 2022/23 has been formally agreed, and to consider increasing the Clerk’s remuneration in-line with the new pay scales as recommended by NALC.
31. **Councillors’ queries** – items that councillors wish to raise. Any decisions to be taken at a future meeting.
32. **Items for next agenda**
33. **Future Meetings** – to confirm dates:
Planning Committee – Monday, 12th December at 6:30pm
Council Meeting – Monday, 12th December at 7:00pm
Finance Committee – Monday, 9th January at 7:00pm
34. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
35. **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: 7th November 2022

M. S. Woods, Clerk to the Council
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