

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 12TH DECEMBER 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 14th November 2022 to be approved and signed by the Chairman (**copied to cllrs**), and the amended minutes of the meeting of the 10th October to be signed by the Chairman.
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 November (**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 is now in place (NT).
 - iii. **Commemorative bench** – to confirm that donation has been received and order has been placed.
 - iv. **Village noticeboard** – update on progress.
 - v. **Stiles at Winn Moor Lane, Ash Hill Lane and Brandon Lane** – update on progress.
 - vi. **Trees overhanging Cricketers View** – update on progress.
 - vii. **Hedges at Spencer House** – update on progress.
 - viii. **Amplification for parish council meetings** – to note advice from potential supplier and to consider options.
 - ix. **Parish Council Surgery 5th November** – to confirm that feedback has been given to residents on issues raised.
 - x. **Coronation Grants** - to note latest information on availability.
 - xi. **Gazebo weights** – to note options and to consider purchase.
 - xii. **Boundary walls** – to note policy as set out in the Neighbourhood Plan (extract copied to cllrs).
8. **Schedule of meetings 2023/24** – to consider draft schedule (**copied to cllrs**).
9. **Policies and Procedures**
 - i. **Vexatious Complaints** – to undertake annual review (**copied to cllrs**).
 - ii. **Risk Assessment and Management** - to undertake annual review (**copied to cllrs**).
 - iii. **Grievance and Disciplinary** - to undertake annual review (**copied to cllrs**).

10. **Annual Return: Assertions 7 and 8** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
11. **Climate Change** – to note any new issues or initiatives (NT2 & Clerk).
12. **Social media** – update on progress (Clerk).
13. **Christmas activities**
 - i. **Switch-on event 24th November** – to review event and to consider any issues arising (All).
 - ii. **Festive plant bowls to residents aged 80 and above** – update on progress (DP & DS).
14. **East Leeds Orbital Road**
 - i. **Review** – to consider any new traffic issues and note any incidents of flooding at Ego entrance.
 - ii. **Pigeon House, Redhall** – to note email from resident (**copied to cllrs**), and to confirm that issue has been followed up with ELOR Team (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. **20 mph limit consultation** – to confirm that response was submitted as agreed at November meeting and to note any further developments.
 - ii. **Parking issues on Church Farm Garth** – to consider concerns raised by resident.
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. **External Audit** – to note that PKF Littlejohn LLP have been reappointed as parish council auditors for West Yorkshire for 2022-23 to 2026-27.
 - ii. **Community Infrastructure Levy** – to note that CIL receipts for the new houses in the grounds of Spencer House have apparently been allocated to Harewood Parish Council in error.
19. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed by contractor during November (Clerk).
 - ii. **Trees adjacent to allotments** – update on progress (NT).
 - iii. **Additional hours** – to note outcome of discussions with contractor (NT).
 - iv. **Storage hut sign** – to confirm that sign is now in place (NT).
20. **Risk Assessment** – to receive report from December check (DS).
21. **Parish Council surgeries** – to receive a verbal report on 3rd December surgery (GW) and to agree attendance for January and February.

22. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
23. **Correspondence**
 - i. **Barnaby Cottages** – to note email from resident (**copied to cllrs**) and to confirm that advice has been sought from the Parks and Countryside Service.
 - ii. **Sycamore Tree off Main Street** – to note concerns raised by resident (**copied to cllrs**).
24. **Commonwealth War Graves** – update on progress (Clerk).
25. **Local Centres Programme** – update on progress (DP 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, 9th January at 7:00pm
Planning Committee – Monday, 16th January at 6:30pm
Council Meeting – Monday, 16th January 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: 5th December 2022

M. S. Woods, Clerk to the Council
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