

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 16TH JANUARY 2023 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 12th December 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 December (**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. **Village noticeboard** – update on progress.
 - iii. **Stiles at Winn Moor Lane, Ash Hill Lane and Brandon Lane** – update on progress.
 - iv. **Trees overhanging Cricketers View** – update on progress.
 - v. **Hedges at Spencer House** – update on progress.
 - vi. **Amplification for parish council meetings** – update on progress.
 - vii. **Gazebo weights** – to confirm that order had been placed.
 - viii. **Barnaby Cottages** – to note any response from the Parks and Countryside Service.
 - ix. **Sycamore Tree off Main Street** – to confirm that Clerk has written to LCC to oppose possible revocation of tree preservation order.
8. **Schedule of meetings 2023/24** – to consider updated draft schedule (**copied to cllrs**).
9. **Policies and Procedures**
 - i. **Vexatious Complaints** – to undertake annual review (**copied to cllrs**).
 - ii. **Archiving** – to undertake annual review (**copied to cllrs**).
 - iii. **Document Retention** - to undertake annual review (**copied to cllrs**).
10. **Climate Change** – to note any new issues or initiatives (NT2 & Clerk).
11. **Social media** – to consider offer by resident (All).
12. **Christmas activities**
 - i. **Removal of decorations** – to note progress with removing trees, taking down decorations and arranging storage.

- ii. **Festive plant bowls to residents aged 80 and above** – to review arrangements and to note any feedback received (DS & DP).
- 13. **Coronation celebrations** – to consider options for Coronation bank holiday weekend.
- 14. **East Leeds Orbital Road** – to consider any new issues.
- 15. **External meetings**
 - i. **Forthcoming meetings** – to note dates for forthcoming meetings 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 note any further progress.
 - 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. **Finance Committee** – to receive a verbal report of the meeting held on 9th January, including an update on the Q3 budget position and recommendations regarding the 2023/24 budget.
 - ii. **Budget 2023/24 and Precept** – to note the council tax base for 2023/24 and agree the budget and precept for the forthcoming year (**relevant documents copied to cllrs**). Chairman and Clerk to sign the precept return. Clerk to forward to LCC.
Action: Clerk.
- 19. **Village Maintenance**
 - i. **Work completed** – to receive summary of work completed by contractor during December (Clerk).
 - ii. **Trees adjacent to allotments** – update on progress (NT).
- 20. **Risk Assessment** – to receive report from January check (DS).
- 21. **Parish Council surgeries** – to receive a verbal report on 7th January surgery (GW) and to agree attendance for February and March.
- 22. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
- 23. **Correspondence**
- 24. **Commonwealth War Graves** – update on progress (Clerk).
- 25. **Local Centres Programme** – update on progress (ES & 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 matter requiring a decision to be considered at a future meeting.
29. **Items for next agenda**
30. **Future Meetings** – to confirm dates:
Planning Committee – Monday, 13th February at 6:30pm
Council Meeting – Monday, 13th February 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: 9th January 2023

M. S. Woods, Clerk to the Council
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