

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 13TH MARCH 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 13th February 2023 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 February (**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. **Commemorative benches** – update on progress.
 - iv. **Stiles at Winn Moor Lane, Ash Hill Lane, Hobberley Lane and Brandon Lane** – update on progress.
 - v. **Trees overhanging Cricketers View** – update on progress.
 - vi. **Hedges at Spencer House** – to confirm that LCC have been asked to take action.
 - vii. **Amplification for parish council meetings** – update on progress.
 - viii. **Defibrillator** – update on arrangement following change of ownership of Post Office.
 - ix. **Sign at Winn Moor Lane** – to confirm that LCC City Signs have agreed to prepare and install a new sign.
 - x. **Verge creep, Roundhay Park Lane** – to confirm that LCC intend to use a “Community Payback” session to cut back vegetation overlapping the pavement.
8. **Annual Parish Meeting, 3rd April**
 - i. **Agenda** – to consider draft agenda (**to follow**).
 - ii. **Invitations** – to confirm that invitations have been sent to speakers and local organisations and to note responses (Clerk).
 - iii. **Refreshments** - to finalise arrangements for meeting (All).
9. **Parish Council Elections** – to note arrangements for candidates, etc. (DP).
10. **Polices and procedures**
 - i. **Code of Members’ Standards** – to undertake annual review (**copied to cllrs**).
 - ii. **Publication Scheme** – to undertake annual review (**copied to cllrs**).

- iii. **Social Media policy** – to undertake annual review (**copied to cllrs**).
- 11. **Climate Change** – to note any new issues or initiatives (NT2 & Clerk).
- 12. **Social media** – update on progress (ES & Clerk).
- 13. **Coronation celebrations** – to receive verbal report on progress by working party (DP/DF) and agree expenditure on decorative items and supplies.
- 14. **Spring newsletter** – to confirm that newsletter has been passed to the printer (Clerk)
- 15. **East Leeds Orbital Road**
 - i. **Traffic lights at Wetherby Road junction** – to note feedback from ELOR Team (**copied to cllrs**).
 - ii. **New issues** - to consider any new issues.
- 16. **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).
- 17. **Highways**
 - i. **20 mph limit consultation** – to note any further progress.
 - ii. **Parking issues on Church Farm Garth** – to confirm that LCC Parking Enforcement Team has agreed to do spot checks at school drop off and collection times (Clerk).
 - iii. **Park Lane/A6120 junction** – to confirm that LCC has been asked to adjust timings of traffic lights (Clerk).
- 18. **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.
- 19. **Finance**
 - i. **Annual review of internal control arrangements** – to confirm date for review (NT2, DF and Clerk).
 - ii. **Grant requests** – to consider any new requests received.
- 20. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during February, including work to clean and refurbish benches (Clerk).
- 21. **Risk Assessment** – to receive report from March check (DS).
- 22. **Parish Council surgeries** – to receive a verbal report on 4th March surgery (GW) and to agree attendance for April and May.
- 23. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.

24. **Leeds Local Plan 2040** – to note current consultation (**email copied to cllrs**) and to consider response.
25. **Training** – to consider YLCA’s offer of whole council training (DP).
26. **Commonwealth War Graves** – update on progress (Clerk).
27. **Recreational Centre** – update on progress (NT2).
28. **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.*
29. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
30. **Items for next agenda**
31. **Future Meetings** – to confirm dates:
Annual Parish Meeting – Monday, 3rd April at 7:00pm
Planning Committee – Monday, 17th April at 6:30pm
Council Meeting – Monday, 17th April at 7:00pm
32. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
33. **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.

Date: 6th March 2023

M. S. Woods, Clerk to the Council
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