

**OFFICIAL NOTICE OF THE
ANNUAL MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 9TH MAY 2023 AT 7.00PM
in Shadwell Library, Main Street**

AGENDA

1. **To elect a Chairman of the Council**
2. **To receive any amendments to declarations of pecuniary and other interests**
3. **To receive the Chairman's declaration of acceptance of office**
4. **Chairman to open the meeting**
5. **To receive and approve any apologies for absence**
6. **To elect a Vice-Chairman**
7. **Committees and working groups**
 - i. To appoint to committees and working groups and agree a chairman for each committee and working group:
 - Finance Committee
 - Planning Committee
 - Personnel Committee
 - 4-Year Plan Working Group
 - Newsletter Working Group
8. **To appoint Representatives to Outside Bodies:**
 - Town & Parish Council NE Forum
 - Police and Communities Together (PACT)
 - Leeds Festival Working Group
 - YLCA
 - ELOR Forum
 - Library Steering Group
9. **Minutes** – the minutes of the meeting held on 17th April 2023 to be approved and signed by the Chairman (**copied to cllrs**).
10. **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.
11. **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.*
12. **Crime**
 - i. **Police report** - to note the report of incidents for April (**to follow**).
13. **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** – to confirm both now in place.
 - iv. **Amplification for parish council meetings** – update on progress.
 - v. **Sign at Winn Moor Lane** – update on progress.
 - vi. **Verge creep, Roundhay Park Lane** – update on progress.
14. **Asset Register** – to consider updated register of assets following recent break-in at shed (copied to cllrs).
15. **Parish Council Elections** – to consider arrangements for co-opting a new parish councillor following the recent elections (All).
16. **Social media**
- i. **Facebook** - to confirm that contractor has now created a replacement Facebook page for the Parish Council and the old page has been decommissioned. Contractor, Clerk and ES have full admin rights (Clerk).
 - ii. **Publicising activities and events** – to consider how best to use social media to raise the profile of the Parish Council and the village more generally (All).
17. **Coronation celebrations 6th & 7th May** – to review events and consider any lessons learnt (All).
18. **Lord Mayor’s visit, 4th July** – to consider arrangements and publicity for visit and any funding issues (DT).
19. **Climate Change** – to note any new issues or initiatives (NT2 & Clerk).
20. **East Leeds Orbital Road**
- i. **Traffic lights at Wetherby Road junction** – to note any response from ELOR team, or any changes to traffic flows.
20. **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).
21. **Highways**
- i. **20 mph limit consultation** – to note any further progress (Clerk).
 - ii. **Colliers Lane road surface and traffic on village link roads** – to consider issues raised by resident (copied to cllrs).
22. **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.
23. **Finance**
- i. **Internal Audit** – to consider internal auditor’s report for 2022-23 (if available), and to make arrangement to implement any recommended actions.
 - ii. **Annual review of internal control arrangements** – to confirm date for review (NT2, DF and Clerk).
 - iii. **2022-23 Budget Outturn** - to review (copied to cllrs).

- iv **Bank Reconciliation end March 2023** – to confirm the reconciliation to the current account (copied to cllrs). Chairman to initial.
 - vii. **Grant request by Yorkshire Countrywomen’s Association** – to note clarification provided and to consider request.
24. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during April. (Clerk).
 - ii. **Hedges on Main Street** – update on progress (Clerk).
 - iii. **Burglary at shed** – to consider issues arising from recent break-in (NT).
 25. **Risk Assessment** – to receive report from May check (DS).
 26. **Parish Council surgeries** – to note that surgery scheduled for 6th May was cancelled due to clash with Coronation. To agree attendance for June and July.
 27. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
 28. **Leeds Local Plan 2040** – to consider any new issues.
 29. **Training** – update on availability of training on planning issues.
 30. **Commonwealth War Graves** – update on progress
 31. **Recreation Centre** – update on progress (NT2).
 32. **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.*
 33. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
 35. **Items for next agenda**
 36. **Future Meetings** – to confirm dates:
Planning Committee – Monday, 12th June at 6:30pm
Council Meeting – Monday, 12th June at 7:00pm
 37. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
 38. **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: 27th April 2023

M. S. Woods, Clerk to the Parish Council
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