

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 12TH JUNE 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 Annual Meeting of the Parish Council held on 9th May 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 May (**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. **New village noticeboard** – to confirm that availability has been advertised on social media
 - iii. **Commemorative bench for former resident** – update on progress.
 - iv. **Amplification for parish council meetings** – to review use at this meeting.
 - v. **Hedges on Main Street** – to confirm that hedges have now been cut back by contractor.
 - vi. **Sign at Winn Moor Lane** – update on progress.
 - vii. **Verge creep, Roundhay Park Lane** – update on progress.
 - viii. **Ego entrance** – stagnant water - update on progress.
 - ix. **Commemorating war graves in St Paul's churchyard** – update on installing plaque.
 - x. **Aggressive horses** – to note concerns raised by resident (**copied to cllrs**) and to consider possible actions.
 - xi. **Allotments** – to confirm that 2023/24 requests for payment have been sent out.
8. **Register of Interests** – to receive confirmation regarding 2023 Registers of Interest and to note any updates required (Clerk).
9. **Meeting dates** – to reconsider the default day of week for parish council meetings (All).
10. **Co-option** – to receive an update on progress and details of any expressions of interest to date (Clerk).
11. **Social media** – update on progress. (Clerk)
12. **Lord Mayor's visit, 4th July** – to receive an update on planned events and to consider any funding issues (DT).

13. **Climate Change** – to note availability of YCLA training and any new issues (Clerk).
14. **East Leeds Orbital Road**
 - i. **Traffic lights at Wetherby Road junction** – to note any response from ELOR team, or any changes to traffic flows.
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 (Clerk).
 - ii. **Colliers Lane road surface** – update on progress (Clerk).
 - iii. **Coal Road** – to note any feedback from ward councillors or Highways (Clerk)
17. **Planning**
 - i. **Planning Committee** - to receive an update from this evening's planning committee meeting, to note any issues, to endorse any recommendations made and to consider planning applications where necessary.
18. **Finance**
 - i. **Annual review of internal control arrangements** – to note outcome of recent review (**copied to cllrs**) (Clerk/DF).
 - ii. **Public Paths Partnership Grant** – to confirm grant of £385 has been received from LCC (Clerk).
 - iii. **Annual Governance and Accountability Return (AGAR) 2022/23 (copied to cllrs)** – to confirm by resolution that the Parish Council has considered the items listed in section 1 of the return and that there is a sound system of internal control in place, including appropriate arrangements for the preparation of accounting statements. Section 1 to be signed by the Chairman and countersigned by the Clerk.
 - iv. **Annual Accounting Statements (Section 2 of the AGAR)** – to approve the Annual Accounting Statements for 2022/23. Section 2 to be signed by the Chairman once approved and to be countersigned by the Clerk in his capacity as Responsible Financial Officer.
 - v. **Grant support** – to consider options for the following organisations:
 - a. Shadwell Library
 - b. Recreational Centre
 - c. Scouts and Guides
 - d. Shadwell Cricket Club
 - e. Shadwell Tennis Club
19. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during May. (Clerk).
 - ii. **Commemorative bench** – to consider a new request (**copied to cllrs**).
 - iii. **Additional contractor** – update on progress (Clerk)
20. **Risk Assessment** – to receive report from June check (DS).
21. **Parish Council surgeries** – to receive a verbal report on 3rd June surgery (GW) and to agree attendance for July and August.

22. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
23. **Recreation Centre** – update on progress (DF).
24. **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.*
25. **Councillors' queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
26. **Items for next agenda**
27. **Future Meetings** – to confirm dates:
Planning Committee – Monday, 10th July at 6:30pm
Council Meeting – Monday, 10th July at 7:00pm
Finance Committee – Monday, 24th July at 7:00pm
28. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
29. **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: 5th June 2023

M. S. Woods, Clerk to the Parish Council
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