

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON MONDAY, 10<sup>TH</sup> JULY 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 of the Parish Council held on 12<sup>th</sup> June 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 June (**to follow**).
7. **Current items outstanding including the Clerk's Report**
  - i. **Potholes, etc** – to receive a list of matters reported this month.
  - ii. **Commemorative benches** – update on progress.
  - iii. **Amplification for parish council meetings** – to review use at this meeting.
  - iv. **Sign at Winn Moor Lane** – update on progress.
  - v. **Verge creep, Roundhay Park Lane** – update on progress.
  - vi. **Ego entrance** – stagnant water – to note update from LCC (**copied to cllrs**).
  - vii. **Commemorating war graves in St Paul's churchyard** – update on installing plaque.
  - viii. **Aggressive horses** – update on progress.
8. **Meeting dates** – to reconsider the default day of week for parish council meetings (All).
9. **Co-option** – to receive details of expressions of interest (**copied to cllrs**), and to consider arrangements for selecting successful candidate.
10. **Allotments** – to note that one half plot is now available, and that it has been offered to the next resident on the waiting list (Clerk).
11. **Business continuity plan** – to conduct annual review (**copied to cllrs**).
12. **Lord Mayor's visit** – to note any issues arising from the visit on 4<sup>th</sup> July.
13. **D-Day 80 Commemoration** – to note national guidance on commemoration events on 6<sup>th</sup> June 2024 (**copied to cllrs**), and to consider whether to participate.

14. **Connectivity** - to consider how best to support older and vulnerable residents with mobile phone and broadband issues
15. **Climate Change** – to note availability of YLCA training and any new issues (Clerk).
16. **East Leeds Orbital Road** – to consider any new issues (All).
17. **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).
18. **Highways**
  - i. **20 mph limit consultation** – to note update indicating that installation of signage is scheduled to commence later this month.
  - ii. **Street lighting** – to note LCC’s schedule for installing LED street lights in the village.
  - iii. **Coal Road** – to receive update from ward councillor.
19. **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.
  - ii. **Committee membership** – to consider expanding the membership of the committee.
20. **Finance**
  - i. **Exercise of public rights** – to note that the period for exercise of public rights for the inspection of the 2022/23 accounts began on 23<sup>rd</sup> June and will end on 3<sup>rd</sup> August.
  - ii. **Annual Governance and Accountability Return (AGAR) 2022/23** – to confirm that the Return has been emailed to the external auditors for independent examination (Clerk).
21. **Village Maintenance**
  - i. **Work completed** – to receive a summary of work completed by contractor during June. (Clerk).
  - ii. **Additional contractor** – to consider offer by potential contractor (**copied to cllrs**).
22. **Risk Assessment** – to receive report from July check (DS).
23. **Parish Council surgeries** – to receive a verbal report on 1<sup>st</sup> July surgery and to agree attendance for August and September.
24. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
25. **Recreation Centre** – update on progress (DF).
26. **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.*
27. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.

28. **Items for next agenda**
29. **Future Meetings** – to confirm dates:  
**Finance Committee** – Monday, 24<sup>th</sup> July at 7:00pm  
**Planning Committee** – Monday, 14<sup>th</sup> August at 6:30pm  
**Council Meeting** – Monday, 14<sup>th</sup> August at 7:00pm
30. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
31. **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:** 3<sup>rd</sup> July 2023

M. S. Woods, Clerk to the Parish Council  
Tel: 0775 1718483  
Email: [clerk@shadwell-parish-council.org](mailto:clerk@shadwell-parish-council.org)