

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON MONDAY, 11<sup>TH</sup> SEPTEMBER 2023 AT 7.00PM  
in Shadwell Library, Main Street**

## **AGENDA**

1. **Chairman to open the meeting and welcome Cllr Vidya Venkatesh to the Parish Council**
2. **Cllr Geoffrey Wilson** – Chairman to lead a minute’s silence in memory of Cllr Wilson.
3. **To receive any apologies and approve reasons for absence.**
4. **Minutes** – the minutes of the meetings of the Parish Council held on 14<sup>th</sup> and 25<sup>th</sup> August 2023 to be approved and signed by the Chairman (**copied to cllrs**).
5. **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.
6. **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.*
7. **Crime**
  - i. **Police report** - to note the report of incidents for August (**to follow**).
8. **Current items outstanding including the Clerk’s Report**
  - i. **Potholes, etc** – to receive a list of matters reported this month.
  - ii. **Second commemorative bench** – update on progress.
  - iii. **Sign at Winn Moor Lane** – update on progress.
  - iv. **Aggressive horses** – to confirm that LCC have written to the owners.
  - v. **Connectivity drop-in sessions** – to confirm that advert to gauge interest has been circulated and to consider how best to proceed in the light of feedback received.
  - vi. **Leeds Local Plan Update 2040** – update on progress with arranging presentation from potential developer.
  - vii. **Overgrown hedges on Main Street** – to confirm that Clerk has written to residents and has contacted developer at Spencer House.
  - viii. **CCTV Cameras** – to confirm that placement has been queries with Highways and to note any response.
  - ix. **Edible Initiative** – to confirm that Shadwell Shows have been invited to the October meeting to discuss initiative.
  - x. **Defibrillator** – to confirm that reservations about siting in ginnel have been raised with Tennis Club
9. **Parish councillors**
  - i. **Vacancy** – to note that the vacancy is currently advertised on LCC’s website, and to confirm closing date. If no election is requested, the vacancy will be advertised locally and may be filled by co-option.
10. **Meeting dates** – to reconsider the default day of week for parish council meetings (All).

11. **Committee membership** – to review membership of committees following the recent co-option of Cllrs Gruen and Venkatesh.
12. **Standing Orders (including appendices)** – update on progress with review (DP/DT).
13. **Complaints Procedure** – to undertake annual review (**copied to cllrs**).
14. **Whole council training** – to consider taking up offer by YLCA for bespoke training (**copied to cllrs**).
15. **Leeds Festival** – to consider any issues arising from this year’s Festival (DP).
16. **Christmas lights and switch-on event** – to receive update on progress (NT2/DF).
17. **Climate Change** – to note any new issues and availability of training (Clerk).
18. **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).
19. **Highways**
  - i. **20 mph signage** – update on progress.
  - ii. **Colliers Lane** – update on progress following request for resurfacing (Clerk).
  - iii. **Coal Road** – to receive update from ward councillor.
  - iv. **Reflective bollards** – to confirm that Clerk has written to Chief Highway’s Officer to request that bollards be removed or re-sited.
20. **Planning**
  - i. **Plans received** - to consider the following planning applications:
    - a. **23/04333/FU – 28 Strickland Avenue** – replacement of garage door to front and rear door.
    - b. **23/04993/FU -17 Gateland Lane** – dormer window to rear and rooflights to front.
  - ii. **Planning portal** – to confirm that Clerk has written to Chief Planning Officer to request that residents’ comments/objections are made available to parish councils.
  - iii. **22/02602/FU – Brandon Golf Course** – to note updated plans and to consider further representations.
21. **Finance**
  - i. **External audit** – to note outcome of audit, if available (Clerk).
  - ii. **Grant request** – to consider a grant request from Shadwell Methodist Church (**copied to cllrs**).
22. **Footpaths**
  - i. **Path 102** – to confirm that vandalism to fence and gate at Ring Road entrance has been publicised on social media and that contractor has been asked to carry out repairs.
  - ii. **Ginnel** – to consider concerns raised by resident regarding ginnel between Crofton Rise and Strickland Avenue.
  - iii. **Annual round of footpaths** – to confirm that contractor has been asked to cut back undergrowth where needed.

23. **Village Maintenance**
  - i. **Work completed** – to receive a summary of work completed by contractor during August. (Clerk).
  - ii. **Placement of commemorative bench** – update on progress.
  - iii. **Equipment** - to consider purchase of extra lawn mower and strimmer for use by SIB volunteers.
24. **Risk Assessment** – to receive report from September check (DS).
25. **Parish Council surgeries** – to receive a verbal report on 2<sup>nd</sup> September surgery and to confirm attendance for October and November.
26. **Reports from Council Representatives on Village Committees and Forums**
  - i. **Shadwell Library Committee** – DT.
  - ii. **Shadwell in Bloom** – NT.
27. **Correspondence received** (to follow)
28. **Recreation Centre** – update on progress (NT2 & DF).
29. **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.*
30. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
31. **Items for next agenda**
32. **Future Meetings** – to confirm dates (subject to decisions made at agenda item 10)  
**Planning Committee** – Monday, 9<sup>th</sup> October at 6:30pm  
**Council Meeting** – Monday, 9<sup>th</sup> October at 7:00pm
33. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
34. **Appraisal** – to receive a report on Clerk’s recent appraisal (DP) and to consider recommendations.
35. **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:** 31<sup>st</sup> August 2023

M. S. Woods, Clerk to the Parish Council  
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