

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 9TH OCTOBER 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 meetings of the Parish Council held on 11th September 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 September (**to follow**).
 - ii. **Break-in at shed** – to note the incident on 25/26 September and to consider extra security measures.
7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month.
 - ii. **Second commemorative bench** – to confirm date for delivery of bench and to finalise placement.
 - iii. **Sign at Winn Moor Lane** – update on progress.
 - iv. **Connectivity drop-in sessions** – to confirm that adverts to gauge interest have been reissued.
 - v. **Overgrown hedges on Main Street** – to confirm that hedges causing problems have now been cut back.
 - vi. **CCTV Cameras** – to confirm that placement has been queried with Highways and to note any response.
 - vii. **Whole council training** - update on available dates.
 - viii. **Remembrance Day** – to confirm that wreath is in storage (DP) and to agree attendance at wreath-laying ceremony on 11th November (All).
8. **Parish Council vacancy** – to note that the period to request an election will close on 3rd October, to note any interest to date and to consider further advertising to attract candidates for co-option.
9. **Meeting dates** – to reconsider the default day of week for parish council meetings (All).
10. **Standing Orders (including appendices)** – update on progress with review (DP/DT).

11. **Policies and procedures**
 - i. **Code of Conduct** – to undertake annual review (**copied to cllrs**).
 - ii. **Equal Opportunities Policy** – to undertake annual review (**copied to cllrs**)
12. **Annual Return: Assertions 1 to 3** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
13. **Christmas celebrations**
 - i. **Lights and switch-on event** – to receive update on progress and costings (DF/VV/DS).
 - ii. **Plant bowls/meal** – to consider options (all).
14. **Newsletter** – to consider timing and content for autumn newsletter (All)
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 signage** – update on progress.
 - ii. **Colliers Lane** – update on progress following request for resurfacing (Clerk).
 - iii. **Coal Road** – to receive update from ward councillor, if available.
 - iv. **Reflective bollards** – update on request for bollards be removed or re-sited (Clerk).
 - v. **Parking issues near Shadwell Primary School** – update from site visit 25th September (if available).
 - vi. **Manor Court** – to consider how to encourage removal of rubble on verges at junction with Main Street.
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.
 - ii. **Civic Trust conservation areas brochure** – to consider proposal to distribute brochure to residents in Shadwell's conservation areas (copied to c`llrs).
18. **Finance**
 - i. **Independent examination of the 2022/23 Annual Return** – to note that the independent examination has now been completed. The examiners noted a clerical error in box 10 of the prior year comparative column but did not find any matters of concern. Clerk to confirm that the audited Annual Return and Certificate have been published on the website and displayed on the noticeboard within statutory timescales (Clerk).
 - ii. **Grant requests** – to consider any new grant requests received.
19. **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 confirm that contractor has been asked to cut back weeds, and that resident has been informed (Clerk).
 - iii. **Annual round of footpaths** – update on progress.

20. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during September. (Clerk).
 - ii. **Matters raised at previous meeting** – NT to report on progress (**summary copied to cllrs**).
 - iii. **Equipment** – update on purchase of extra lawn mower and strimmer for use by SIB volunteers (NT).
 - iv. **Rock salt** – to consider whether new stocks are required for this winter (NT).
21. **Risk Assessment** – to receive report from October check (DS).
22. **Parish Council surgeries**
 - i. **Report and attendance** - to receive a verbal report on 7th October surgery and to confirm attendance for November and December.
 - ii. **Advertising surgeries** – to consider how best to advertise surgery sessions and whether to purchase an A-board for use outside venue.
23. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
24. **Correspondence received** (to follow)
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 (subject to decisions made at agenda item 9)
 - Finance Committee** – Monday, 23rd October at 7:00pm
 - Planning Committee** – Monday, 13th November at 6:30pm
 - Council Meeting** – Monday, 13th November 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: 2nd October 2023

M. S. Woods, Clerk to the Parish Council
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