

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON MONDAY, 13<sup>TH</sup> NOVEMBER 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 9<sup>th</sup> October 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 October (**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. **Sign at Winn Moor Lane** – to confirm delay has been raised again with Highways.
  - iii. **Connectivity drop-in sessions** – to confirm that adverts to gauge interest have been reissued and will be included on winter newsletter.
  - iv. **CCTV Cameras** – to confirm that placement has been queried with Highways and to note any response.
  - v. **Whole council training** – YLCA still to finalise dates for April 2024 sessions.
  - vi. **Conservation area leaflets** – to confirm that leaflets for distribution with newsletter have been collected from Leeds Civic Trust (Clerk).
  - vii. **Advertising board** – to confirm that A-board has been ordered.
  - viii. **Defibrillator battery** – to confirm that a new battery has been ordered.
8. **Parish Council vacancy** – to receive update on applicants, and to agree date(s) for interview(s).
9. **Parish Council meetings**
  - i. **2023/24** - to confirm that the meeting dates for January to March 24 have been changed from Mondays to Tuesdays, and that the Library is available for those dates.
  - ii. **2024/25** – to agree dates for meetings for the next municipal year (**draft schedule copied to cllrs**).
10. **Policies and procedures**
  - i. **Equal Opportunities Policy** – to reconsider in the light of comments received at last meeting (**copied to cllrs**).
  - ii. **Financial Regulations** – to undertake annual review (**copied to cllrs**).
  - iii. **Councillor – Officer Protocol** – to undertake annual review (**copied to cllrs**).

11. **Annual Return: Assertions 4 to 6** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
12. **Defibrillator** – to consider options for securing a defibrillator for the eastern side of the village.
13. **Christmas celebrations**
  - i. **Lights and switch-on event** – to receive update on progress and make any final decisions prior to event (NT2/DF/VV/DS).
  - ii. **Plant bowls/meal** – update on progress (DP/DS).
14. **Newsletter** – to confirm that newsletter has been sent to printers and to finalise arrangements for distribution.
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** – to confirm that Highways have indicated that signage should be in place before Christmas (Clerk).
  - ii. **Colliers Lane** – to confirm that Clerk has raised issue with Highways for a third time (Clerk).
  - iii. **Coal Road** – to confirm that ward councillor has asked Chief Officer to arrange resurfacing as a matter of priority (Clerk).
  - iv. **Reflective bollards** – to confirm that issue has been raised again with relevant LCC officer (Clerk).
  - v. **Parking issues near Shadwell Primary School** – update on progress (Clerk).
  - vi. **Manor Court** – update on progress (Clerk/NT).
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. **Finance Committee 23<sup>rd</sup> October** – to note the draft minutes of the committee meeting (**copied to cllrs**) and to consider any matters arising (DP).
19. **Footpaths**
  - i. **Path 102** – update on progress with repairs to gate at Ring Road entrance (NT).
  - ii. **Ginnel** – update on progress (NT).
  - iii. **Annual round of footpaths** – update on progress (Clerk).
20. **Village Maintenance**
  - i. **Work completed** – to receive a summary of work completed by contractor during October. (Clerk).
  - ii. **Matters raised at previous meetings** – NT to report on progress (**summary copied to cllrs**).
21. **Risk Assessment** – to receive report from November check (DS).

22. **Parish Council surgeries**
  - i. **Report and attendance** - to receive a verbal report on 4<sup>th</sup> November surgery and to confirm attendance for December and January.
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 (NT2/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 for next month’s meetings:  
**Planning Committee** – Monday, 11<sup>th</sup> December at 6:30pm  
**Council Meeting** – Monday, 11<sup>th</sup> December at 7:00pm
30. **Clerk’s salary** – to note the settlement of the NJC pay claim for 2023/24, and to agree to implement the new salary scales in accordance with Section 1.2 of the Clerk’s contract with effect from 1<sup>st</sup> April 2023.
31. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
32. **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:** 6<sup>th</sup> November 2023

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