

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON MONDAY, 11TH DECEMBER 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 13th November 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 December (**to follow**).
7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc** – to receive a list of matters reported this month and to confirm that a letter has been sent to LCC Chief Officer and Executive member raising general concerns about road surfaces and redressing.
 - ii. **Sign at Winn Moor Lane** – update on progress.
 - iii. **Connectivity drop-in sessions** – update on residents showing interest following advert in winter newsletter.
 - iv. **Whole council training** – to confirm evening session booked for 17th April.
 - v. **Advertising board** – to confirm that A-board has now been delivered.
 - vi. **Defibrillators** – to confirm that a new battery has been ordered and that a letter has been sent to St Paul's Shadwell Village Hall to ask the committee to consider siting a defibrillator there.
8. **Parish Council vacancy** – to receive update on progress (DP).
9. **Parish Council meetings**
 - i. **2024/25** – to note amended date for May meeting, and to confirm that dates have been booked with Shadwell Library (Clerk).
10. **Policies and procedures**
 - i. **Financial Regulations** – update on annual review (DP/DT).
 - ii. **Risk Assessment and Management Policy** – to undertake annual review (**copied to cllrs**).
 - iii. **GDPR – General Privacy Notice** – to undertake annual review (**copied to cllrs**).
 - iv. **GDPR – Staff and Councillor Privacy Notice** – to undertake annual review (**copied to cllrs**).

11. **Annual Return: Assertions 7 and 8** – to confirm that the actions are undertaken as stated (**copied to cllrs**).
12. **Christmas celebrations**
 - i. **Lights and switch-on event** – to review event on 1st December and to consider any lessons learnt (All)
 - ii. **Plant bowls** – update on progress (DP/DS).
13. **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).
14. **Highways**
 - i. **20 mph signage** – update on progress (Clerk).
 - ii. **Colliers Lane** – update on progress (Clerk).
 - iii. **Coal Road** – to receive details of November inspection, if available (Clerk).
 - iv. **Reflective bollards** – update on progress (Clerk).
 - v. **Parking issues near Shadwell Primary School** – update on progress since cones made available (Clerk)
 - vi. **Manor Court** – update on progress (Clerk/NT).
 - vii. **Parking bays outside shops** – to note that flyers have been prepared and distributed reminding drivers that parking in bays outside the Post Office is restricted to 20 minutes (Clerk/DT).
15. **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. **Planning Portal** – to note letter sent to Chief Planning Officer and his reply (**copied to cllrs**) and to consider response.
 - iii. **Interim committee meetings** – to consider arrangements for interim meetings in order to ensure that comments and objections can be submitted within LCC's new timescales.
16. **Finance**
 - i. **Grants** – to consider any requests received.
 - ii. **CIL receipts** – to note total received in November.
17. **Footpaths**
 - i. **Path 102** – update on progress with repairs to gate at Ring Road entrance (NT).
 - ii. **Annual round of footpaths** – update on progress (Clerk).
18. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during November. (Clerk).
 - ii. **Commemorative benches** – to confirm that both benches are now in place and to note email of appreciation by donor (**copied to cllrs**).
 - iii. **Matters raised at previous meetings** – NT to report on progress (**summary copied to cllrs**).
19. **Risk Assessment** – to receive report from December check (DS).

20. **Parish Council surgeries**
 - i. **Report and attendance** - to receive a verbal report on 2nd December surgery and to confirm attendance for January and February.
21. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
22. **Correspondence received** (to follow).
23. **Recreation Centre** – update on progress (NT2/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 for next month’s meetings:
Finance Committee – Tuesday, 9th January at 7:00pm
Planning Committee – Tuesday, 16th January at 6:30pm
Council Meeting – Tuesday, 16th January 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: 4th December 2023

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