

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 16TH JANUARY AT 7.00PM
in Shadwell Library, Main Street**

AGENDA

1. **Chairman to open the meeting and welcome Cllr Peter Cass to the Parish Council.**
2. **To receive any apologies and approve reasons for absence.**
3. **Minutes** – the minutes of the meetings of the Parish Council held on 11th December 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 (**copied to cllrs**).
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 concerns about road surfaces and redressing.
 - ii. **Sign at Winn Moor Lane** – update on progress.
 - iii. **Connectivity drop-in sessions** – update on progress with identifying possible trainer.
8. **Policies and procedures**
 - i. **Financial Regulations** – update on annual review (DP/DT).
 - ii. **Disciplinary Procedure** – to undertake annual review (**copied to cllrs**).
 - iii. **Grievance Procedure** – to undertake annual review (**copied to cllrs**).
 - iv. **Vexatious Complaints Procedure** – to undertake annual review (**copied to cllrs**).
9. **Committee membership** – to review membership of committees following the recent co-option of Cllr Cass.
10. **Christmas activities**
 - i. **Removal of decorations** – to note progress with removing trees, taking down decorations and arranging storage.
 - ii. **Festive plant bowls to residents aged 80 and above** – to review arrangements and to note any feedback received (DS & DP).
11. **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).
12. **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. **Double yellow lines, Main Street** – to consider request from resident (copied to cllrs).
 - vi. **Manor Court** – update on progress (Clerk/NT).
 13. **Planning**
 - i. **Planning Committee** - to receive an update from planning committee meetings held on 19th December and earlier this evening. To note any issues, to endorse any recommendations made and to consider planning applications where necessary.
 14. **Finance**
 - i. **Q3 Budget and Accounts**– to review (**copied to cllrs**)
 - ii. **Bank Reconciliation as at end November 2023** – to confirm the reconciliation to the current account (**copied to cllrs**). Chairman to initial original.
 - iii **Budget 2024/25 and Precept** – to note the council tax base for 2024/25 and agree the budget and precept for the forthcoming year (**relevant documents copied to cllrs**). Chairman and Clerk to sign the precept return. Clerk to forward to LCC.
Action: Clerk.
 - iv. **Signatories** – following changes to the membership of the Parish Council, to review signatories to the bank and deposit accounts.
 - v. **Grant requests** - to consider request from Shadwell Baby and Toddler Group (**copied to cllrs**).
 15. **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).
 16. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during December. (Clerk).
 - ii. **Matters raised at previous meetings** – NT to report on progress (**summary copied to cllrs**).
 - iii. **Snow clearing** – to confirm that contractor has agreed to provide snow clearing service as and when needed (Clerk).
 17. **Risk Assessment** – to receive report from January check (DS).
 18. **Parish Council surgeries**
 - i. **Report and attendance** - to receive a verbal report on 6th January surgery and to confirm attendance for February and March.
 19. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
 20. **Correspondence received** (to follow).
 21. **Recreation Centre** – update on progress (NT2/DF).

22. **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.*
23. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
24. **Items for next agenda**
25. **Future Meetings** – to confirm dates for next month’s meetings:
Planning Committee – Tuesday, 13th February at 6:30pm
Council Meeting – Tuesday, 13th February at 7:00pm
26. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
27. **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: 8th January 2024

M. S. Woods, Clerk to the Parish Council
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