

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 13TH FEBRUARY 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 16th January 2024 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 January (**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** – update on progress.
 - iii. **Connectivity drop-in sessions** – update on progress with arranging sessions.
 - iv. **Allotments** – to note that a tenant has given notice to vacate one plot, and that two half plots will be offered to the next residents on the waiting list.
 - v. **Parking issues and builders** – to note email exchange with resident (**copied to cllrs**) and to consider options.
8. **Policies and procedures**
 - i. **Financial Regulations** – update on annual review (DP/DT).
 - ii. **Archiving Policy** – to undertake annual review (**copied to cllrs**).
 - iii. **Document Retention Policy** – to undertake annual review (**copied to cllrs**).
9. **Annual Parish Meeting** – to consider arrangements and guest speaker for meeting on Tuesday, 2nd April 2024.
10. **Christmas activities**
 - i. **Festive plant bowls to residents aged 80 and above** – to consider options for Christmas 2024.
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. **Coal Road** – to receive details of November inspection, if available (Clerk).
 - ii. **Church Farm Garth** – update on progress with installing bollards.
 - iii. **Bollards on Winn Moor Lane** – update on progress.
 - iv. **Moor Allerton Golf Club** – to note concerns about construction traffic and outcome of ward councillors meeting with club officials and contractors on 8th February.
13. **Planning**
 - i. **Planning Committee** - to receive an update from planning committee meeting held earlier this evening. To note any issues, to endorse any recommendations made and to consider planning applications where necessary.
14. **Finance**
 - i. **Council tax** – to note that the Shadwell taxbase for 2024/25 has been confirmed at 969.1 band D equivalents and that the precept return has been emailed to LCC by the Clerk. Precepts are due to be formally agreed by Leeds City Council on 21st February.
 - ii. **Signatories** – update on progress.
15. **Footpaths**
 - i. **Path 102** – update on progress with quotation (Clerk).
 - ii. **Path 111** – to note concerns raised by resident (**copied to cllrs**) and to consider repairs.
16. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during January. (Clerk).
 - ii. **Hanging baskets** – to note concerns raised by resident (**copied to cllrs**) and consider options.
 - iii. **Matters raised at previous meetings** – NT to report on progress (**summary copied to cllrs**).
17. **Risk Assessment** – to receive report from February check (DS).
18. **Parish Council surgeries**
 - i. **Report and attendance** - to receive a verbal report on 3rd February surgery and to confirm attendance for March and April.
19. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
20. **Correspondence received** (other items may follow).
 - i. **Leeds Local Plan** – to note that changes to the Local Plan were agreed by Leeds City Council on 17th January 2024 (**email copied to cllrs**).
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, 12th March at 6:30pm
Full Council Meeting (inc. consideration of any grant requests) – Tuesday, 12th March 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: 5th February 2024

M. S. Woods, Clerk to the Parish Council
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