

**OFFICIAL NOTICE OF THE
ANNUAL MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 7TH MAY 2024 AT 7.00PM
in Shadwell Library, Main Street**

AGENDA

1. **To elect a Chairman of the Council**
2. **To receive the Chairman's declaration of acceptance of office**
3. **Chairman to open the meeting**
4. **To receive any amendments to general declarations of pecuniary and other interests**
5. **To receive any apologies and approve reasons for absence**
6. **To elect a Vice-Chairman**
7. **Committees and working groups** - to appoint to committees and working groups and agree a chairman for each committee and working group:
 - i. Finance Committee
 - ii. Planning Committee
 - iii. Personnel Committee
 - iv. 4-Year Plan Working Group
 - v. Newsletter Working Group
8. **To appoint Representatives to Outside Bodies:**
 - i. Town & Parish Council NE Forum
 - ii. Police and Communities Together (PACT)
 - iii. Leeds Festival Working Group
 - iv. YLCA Leeds Branch
 - v. ELOR Forum
 - vi. Library Steering Group
9. **To receive any apologies and approve reasons for absence**
10. **Minutes** – the minutes of the meetings of the Parish Council held on 9th April 2024 to be approved and signed by the Chairman (**copied to cllrs**).
11. **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 in relation to this meeting. 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.
12. **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.*
13. **Crime**
 - i. **Police report** - to note the report of any incidents for April (**to follow**).

14. **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. **Allotments** – update on progress with contracts and split of plot 5.
 - iv. **Christmas lights** – to confirm arrangements for visit to LCC depot.
 - v. **Dog waste bin** – update on placement (DS), and to review need for additional provision.
 - vi. **Access to Holywell Lane** – to confirm reply sent to resident regarding parking at junction with Main Street, and consider concerns raised about lorries accessing Spencer House development.
 - vii. **Elections** – to note outcome of elections to Leeds City Council held on 2nd May.
15. **Whole Council Training, 17th April** – to receive feedback on session and to consider any further training requirements.
16. **Digital Sessions for Older People** – to review sessions to date and to agree arrangements to facilitate sessions on 13th and 20th May.
17. **Recreation Centre** – update on progress (DP/DF and working party members)
18. **Four-year plan** – update on progress (DP/DT).
19. **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).
20. **Highways**
 - i. **Coal Road** – awaiting inspection by LCC Highways
 - ii. **Church Farm Garth** – awaiting action by LCC Highways.
 - iii. **Bollards on Winn Moor Lane** – awaiting action by LCC Highways.
 - iv. **Moor Allerton Golf Club** – to receive any update on progress with resolving issues with construction traffic.
 - v. **Parking Charges** – to note concerns raised with ward councillors (NT) (**copied to cllrs**).
21. **Planning**
 - i. **Planning Committee** - to receive updates from the meeting held earlier this evening. To note any issues, to endorse any recommendations made and to consider planning applications where necessary.
22. **Finance**
 - i. **Finance Committee meeting, 23rd April** – to receive a report of the meeting (**DP – minutes copied to cllrs**) and to consider any issues arising.
 - ii. **Internal Audit** – to consider auditor's report (if available).
 - iii. **Changes to signatories on bank and building society accounts** – update on progress.
 - iv. **Grant requests**
 - a) Shadwell Shows (**email copied to cllrs**)
 - b) Incredible Edible (**email copied to cllrs**)
23. **Footpaths**
 - i. **Path 102** – to consider revised proposals by contractor.

24. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during April. (Clerk).
 - ii. **Incredible Edible** – to consider any further issues arising from the proposal to site a vegetable bed in the park area on Holywell Lane.
 - iii. **Matters raised at previous meetings** – NT to report on progress (**summary copied to cllrs**).
25. **Risk Assessment** – to receive report from May check (DS).
26. **Parish Council surgeries**
 - i. **Report and attendance** - to receive a verbal report on 4th May surgery and to confirm arrangements for June and July.
27. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
28. **Correspondence received** (to follow – if any).
29. **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.*
30. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
31. **Items for next agenda**
32. **Future Meetings** – to confirm dates for next month’s meetings:
Planning Committee – Tuesday, 11th June at 6:30pm
Full Council – Tuesday, 11th June at 7:00pm
33. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
34. **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: 30th April 2024

M. S. Woods, Clerk to the Parish Council
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