

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 11TH JUNE 2024 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 Annual Meeting of the Parish Council held on 7th May 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 any incidents for May (**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. **Allotments** – to note that plot 2B has been vacated and is to be offered to the next resident on the waiting list.
 - 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. **Digital training sessions for older people** – update on progress.
 - vii. **Speed Indicator Devices** – to review data and consider revising placement.
8. **Recreation Centre** – update on progress (DP/DF/Clerk and working party members)
9. **“Just one thing” initiative** – to consider how best to publicise.
10. **Social Media** – to consider how to make better use of social media channels.
11. **Four-year plan** – update on progress (DP/DT).
12. **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).

13. **Highways**
 - i. **Meeting** – to confirm attendance at meeting with Highways on 14th June, and to review list of issues to raise (**copied to cllrs**).
 - ii. **Coal Road** – awaiting inspection by LCC Highways
 - iii. **Church Farm Garth** – awaiting action by LCC Highways.
 - iv. **Bollards on Winn Moor Lane** – awaiting action by LCC Highways.
 - v. **Moor Allerton Golf Club** – to receive any update on progress with resolving issues with construction traffic.
 - vi. **Parking Charges Roundhay Park** – to note responses by Leeds City Council and ward councillor (**copied to cllrs**).
 - vii. **Parking on pavements** – to consider concerns raised by resident (**copied to cllrs**).
 - viii. **Highways forward works** – to note programme (**copied to cllrs**) and consider response.

14. **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.

15. **Finance**
 - i. **Public Paths Partnership Grant** – to confirm grant of £385 has been received from LCC (Clerk).
 - ii. **Annual Governance and Accountability Return (AGAR) 2023/24 (copied to cllrs)** – to confirm by resolution that the Parish Council has considered the items listed in section 1 of the return and that there is a sound system of internal control in place, including appropriate arrangements for the preparation of accounting statements. Section 1 to be signed by the Chairman and countersigned by the Clerk.
 - iii. **Annual Accounting Statements (Section 2 of the AGAR)** – to approve the Annual Accounting Statements for 2023/24. Section 2 to be signed by the Chairman once approved and to be countersigned by the Clerk in his capacity as Responsible Financial Officer.
 - iv. **Changes to signatories on bank and building society accounts** – update on progress.
 - v. **Grant support** – to consider applications/options for the following organisations:
 - a. Shadwell Library
 - b. Recreational Centre
 - c. Scouts and Guides
 - d. Yorkshire Countrywomen’s Association – (**copied to cllrs**)
 - e. Shadwell News

16. **Footpaths**
 - i. **Path 102** – to consider revised quotation by contractor.

17. **Village Maintenance**
 - i. **Work completed** – to receive a summary of work completed by contractor during May. (Clerk).
 - ii. **Matters raised at previous meetings** – NT to report on progress (**summary copied to cllrs**).
 - iii. **Verge at Charville Gardens** – update on progress (Clerk)

18. **Risk Assessment** – to receive report from June check (DS).

19. **Parish Council surgeries**
 - i. **Report and attendance** - to receive a verbal report on 1st June surgery and to confirm arrangements for July and August.

20. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
21. **Correspondence received** (to follow – if any).
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, 16th July at 6:30pm
Full Council – Tuesday, 16th July at 7:00pm
Finance Committee – Tuesday, 23rd July 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 June 2024

M. S. Woods, Clerk to the Parish Council
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