

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 14TH JANUARY 2025 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 meeting of the Parish Council held on 10th December 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 any incidents in December (**copied to cllrs**).
 - ii. **Community concerns** – to note any response to letter to Inspector Armstead regarding to policing of the Shadwell Parks and to consider outcome of Clerk's discussions with PCSO.
7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc.** – to receive a list of any potholes of other defects reported this month.
 - ii. **Replacement Waste bins** - update on progress.
 - iii. **Speed Indicator Devices** – update on data retrieval.
 - iv. **Allotments** – update on new tenancy arrangements for plots 6A and 6B.
 - v. **Vacancy** – update on arrangements for co-option following the resignation of Cllr Cass.
 - vi. **Hedge opposite fish and chip shop** – update on progress.
 - vii. **Parking issues at bus terminus** – to consider response to further suggestions by resident (**copied to cllrs**).
8. **Recreation Centre** – update on progress (working party members).
9. **Policies and Procedures**
 - i. **Standing Orders** – update on annual review (DP & DT).
 - ii. **Risk Assessment and Management Policy** – to undertake annual review (**copied to cllrs**).
 - iii. **Disciplinary Procedure** – to undertake annual review (**copied to cllrs**).
 - iv. **Grievance Procedure** – to undertake annual review (**copied to cllrs**).
 - v. **Vexatious Complaints Procedure** - to undertake annual review (**copied to cllrs**).
10. **Christmas event and activities**
 - i. **Christmas trees and motifs** – to review numbers and positioning.
 - ii. **Festive bowls** – to review distribution, and to consider alternatives for 2025 including hosting a meal for older people.
 - iii. **Storage** - to confirm arrangements for storage of festive lights, etc.

- iv. **Christmas 2025** - to set date for consideration of activities for next Christmas.
- 11. **VE Day and VJ Day** – to consider participation in 80th anniversary events (deferred from last meeting).
- 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 with Harewood parishes 16th December** – to receive a verbal report of the meeting (Clerk).
- 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. **Q3 Budget and Accounts**– to review (**copied to cllrs**)
 - ii. **Bank Reconciliation as at end November 2024** – to confirm the reconciliation to the current account (**copied to cllrs**). Chairman to initial original.
 - iii **Budget 2025/26 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.
- 16. **Footpaths**
 - i. **Path 102** – to confirm that installation of the new fence and gate at the Ring Road entrance has been completed. (Clerk).
- 17. **Village Maintenance**
 - i. **Village contractor** – to receive a summary of work completed by contractor during December (Clerk).
 - ii. **Matters raised at previous meetings** – update on progress.
- 18. **Risk Assessment** – to receive report from January check (DS).
- 19. **Parish Council surgeries**
 - i. **Report and attendance** - to confirm arrangements for February and March.
- 20. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell Library Committee** – DT.
 - ii. **Shadwell in Bloom** – NT.
- 21. **Correspondence received**
 - i. **School Ofsted Inspection and School/Community Forum** – to note email from headteacher (**copied to cllrs**) and to agree response.

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. **Social media** – to agree key issues to highlight this month.
25. **Items for next agenda**
26. **Future Meetings** – to confirm dates for next month’s meetings.
Planning Committee – Tuesday, 11th February at 6:30pm
Full Council – Tuesday, 11th February at 7:00pm
27. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
28. **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 2025

M. S. Woods, Clerk to the Parish Council
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