

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 2ND SEPTEMBER 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 12th August 2025 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 August (**to follow**) and any ongoing community concerns.
7. **Current items outstanding including the Clerk's Report**
 - i. **Potholes, etc.** – to receive a list of any potholes or other road defects reported this month.
 - ii. **Councillor vacancy** – to confirm that vacancy has been formally advertised in accordance with legislation. If no poll is requested the vacancy will be filled by co-option.
 - iii. **Allotments** – update on new lettings.
 - iv. **Dan Quarry** – update on removal of fallen tree(s) by LCC.
 - v. **Cricketers View** – update on clearing bushes and trees that are encroaching onto the highway.
 - vi. **Newsletter** – to confirm that summer newsletter has been distributed.
8. **Policies and Procedures**
 - i. **Complaints Procedure** – to undertake annual review (**copied to cllrs**).
9. **Recreation Centre**
 - i. **Transfer** – to receive an update on progress (DP) and to consider any outstanding issues.
 - ii. **Planning issues** – update on progress with planning application (DP).
10. **Leeds Local Plan consultation** – to receive an update on response (Clerk) and to consider any other issues.
11. **Christmas 2025** – to receive an update on progress in planning switch-on event (DP & DF) and to consider any matters arising.

12. **External meetings**
 - i. **Forthcoming meetings** – to note dates for any forthcoming meetings and to agree attendance (All).
 - ii. **Meetings attended** – to receive reports on any external meetings attended not covered elsewhere on this agenda (All).
13. **Highways**
 - i. **Church Farm Garth** – update on bollards and installation of double yellow lines (if available).
 - ii. **Carr Lane junction** – to receive feedback from ward councillor (if available).
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. **Annual Governance and Accountability Return (AGAR) 2024/25** – update on progress of independent examination by external auditors (if available).
 - ii. **Grants** – to consider any grant requests received (**to follow**).
16. **Village Maintenance**
 - i. **Village contractor** – to receive a summary of work completed by contractor during August (Clerk).
 - ii. **New noticeboard** – update on progress (Clerk).
 - iii. **Overgrown pavements** – to note overgrown hedges on Roundhay Park Lane and near 1 Main Street and to agree appropriate action(s).
17. **Footpaths**
 - i. **Parish Paths Partnership Scheme** – to note LCC’s proposals regarding PROW surveys (**copied to cllrs**) and to consider options and timescales.
 - ii. **Hobberley Lane** – to note missing stile and to agree remedial action.
18. **Risk Assessment** – to receive report from September check (DS).
19. **Parish Council surgeries** - to confirm dates and attendance for next two surgeries: 6th September - DT, 4th October – DP.
20. **Reports from Council Representatives on Village Committees and Forums**
 - i. **Shadwell in Bloom** – if available.
21. **Correspondence received** (to follow).
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 note items posted since the last meeting, agree key issues to highlight this month and to agree authorship.

25. **Items for next agenda**
26. **Future Meetings** – to confirm dates for next month’s meetings:
Planning Committee – Tuesday, 14th October at 6:30pm
Full Council – Tuesday, 14th October at 7:00pm
Finance Committee – Tuesday, 14th October at 8:30pm (or at the conclusion of Full Council, if later)
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: 27th August 2025

M. S. Woods

M. S. Woods, Clerk to the Parish Council
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