

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON TUESDAY, 9<sup>TH</sup> DECEMBER 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 meetings of the Parish Council held on 11<sup>th</sup> November 2025 to be approved and signed by the Chairman. The previously approved minutes of the meeting held on 4<sup>th</sup> November to be 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. **Councillor vacancy** – to receive a report on application(s) received and to consider co-option, if appropriate.
7. **Crime**
  - i. **Police report** - to receive the report for November (**copied to cllrs**), and to consider any ongoing community concerns.
  - ii. **PACT** – to confirm attendance at the meeting planned for 18<sup>th</sup> December.
8. **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. **Gazebos** – to confirm that new gazebo has been delivered and is now available for community use.
  - iii. **Trees next to Library** – to confirm that contractor has been asked to go ahead once Christmas lights have been taken down.
  - iv. **Newsletter** – to consider gifts to volunteers who deliver newsletters.
  - vi. **Fencing maintenance** – to confirm that letters have been sent as appropriate.
  - vi. **Dan Quarry** – to receive update on ownership from LCC (if available).
9. **Policies and Procedures**
  - i. **GDPR - General Privacy Notice** – to undertake annual review (**copied to cllrs**).
  - ii. **GDPR - Staff and Councillor Privacy Notice** – to undertake annual review (**copied to cllrs**).
10. **Annual Return: Assertions 1 to 5** – to confirm that the actions are undertaken as stated (**copied to cllrs**).

11. **Recreation Centre**
  - i. **Planning issues** – to receive an update on progress with planning application (DP).
  - ii. **Redevelopment fund** – to note closure of trustees' bank account, confirm receipt of remaining monies and to note current total in fund.
  - iii. **Next steps** – to consider further actions to take the project forward.
12. **Christmas 2025**
  - i. **Switch-on event** - to review switch-on event on 21<sup>st</sup> November.
  - ii. **Village school choir** – to confirm that an email has been sent to the Headteacher to thank the choir for their delightful performance.
  - iii. **Father Christmas** – to agree a gift for his contribution at the event.
  - iv. **Battery** – to consider the purchase of a replacement battery for the portable PA system.
  - v. **Festive bowls** – to receive an update on progress and finalise arrangements for distribution.
13. **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).
14. **Highways**
  - i. **Meeting with LCC and other Harewood Parishes** – to receive a report of the meeting on 1<sup>st</sup> December (Clerk) and to consider any issues arising.
15. **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.
16. **Finance**
  - i. **Council taxes** – to confirm that town or parish council precepts will not be subject to referendum restrictions for 2026/27 (Clerk).
  - ii. **Grant requests** – to consider a grant application from the Village School (**request copied to cllrs**)
17. **Village Maintenance**
  - i. **Village contractor** – to receive a summary of work completed by contractor during November (Clerk).
18. **Footpaths**
  - i. **Parish Paths Partnership Scheme** – update on first survey (DP/DT).
  - ii. **Hobberley Lane stile** – still on hold pending survey and approach to PROW team for funding.
  - iii. **Crofton Terrace ginnel** – to receive update on options for signage.
19. **Training** – to consider opportunities for procurement and other training (**copied to cllrs**).
20. **Risk Assessment** – to receive report from December check (DS).
21. **Parish Council surgeries** - to consider any issues arising from surgery on 6<sup>th</sup> December, and to confirm dates and attendance for next two surgeries: 3<sup>rd</sup> January (MS) and 7<sup>th</sup> February.
22. **Reports from Council Representatives on Village Committees and Forums**

23. **Correspondence received**
- i. **Memorial tree** – to consider request (**copied to cllrs**).
  - ii. **Plaque for bench on Colliers Lane** – to consider request (**copied to cllrs**).
24. **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.*
25. **Councillors’ queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
26. **Social media** – to note items posted since the last meeting, agree key issues to highlight this month and to agree authorship.
27. **Items for next agenda**
28. **Future Meetings** – to confirm dates for next month’s meetings:  
**Planning Committee** – Tuesday, 13<sup>th</sup> January at 6:30pm  
**Full Council** – Tuesday, 13<sup>th</sup> January at 7:00pm
29. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
30. **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:** 3<sup>rd</sup> December 2025

*M. S. Woods*

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