

**OFFICIAL NOTICE OF A  
MEETING OF SHADWELL PARISH COUNCIL  
ON TUESDAY, 13<sup>TH</sup> JANUARY 2026 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 9<sup>th</sup> December 2025 to be approved and signed by the Chairman.
- 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 receive the report for December (**to follow**), and to consider any ongoing community concerns.
  - ii. **PACT** – to note crime statistics for Harewood ward circulated at 18<sup>th</sup> December meeting (**copied to clrs**).
- 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. **Gazebos** – to consider draft agreement form and draft conditions for lending gazebos (**copied to clrs**)
  - iii. **Trees next to Library** – to confirm that contractor has been asked to trim back trees now that Christmas lights have been taken down.
  - iv. **Dan Quarry** – to receive update on ownership from LCC (if available).
  - v. **Battery** – to confirm that a battery for the PA system has been ordered.
  - vi. **Plaque on memorial bench** – to consider further representations received.
  - vii. **Memorial tree** – update on progress.
- 8. Committee membership** – to review committee membership following recent co-option of Cllr Fuszard.
- 9. Policies and Procedures**
  - i. **Risk Assessment and Management Policy** – to undertake annual review (**copied to clrs**).
  - ii. **Disciplinary Procedure** – to undertake annual review (**copied to clrs**).
  - iii. **Grievance Procedure** – to undertake annual review (**copied to clrs**).
  - iv. **Draft IT Policy** – to consider adoption (**copied to clrs**).
- 10. Annual Return** – to confirm that AGAR assertions 6 to 9 are undertaken as stated (**copied to clrs**), and to receive an update on Assertion 10.

11. **Four-year plan** – to consider progress against plan (**copied to clrs**) and to reflect on parish council performance more generally over the last 12 months.
12. **Recreation Centre** – to receive an update on progress and to make any required decisions to take the project forward.
13. **Christmas 2025**
  - i. **Lights on Library** - to note that the lights have been taken down and to confirm arrangements for storage.
  - ii. **Festive bowls** – to confirm that the bowls were distributed before Christmas and to consider any feedback received and any issues arising.
14. **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).
15. **Highways**
  - i. **Projects** – to note any progress with outstanding LCC projects, and to consider any issues reported over the last month.
16. **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.
17. **Finance**
  - i. **Q3 Budget and Accounts**– to review (**copied to clrs**)
  - ii. **Bank Reconciliation as at end November 2025** – to confirm the reconciliation to the current account (**copied to clrs**). Chairman to initial original.
  - iii **Budget 2026/27 and Precept** – to note the council tax base for 2026/27 and agree the budget and precept for the forthcoming year (**relevant documents copied to clrs**). Chairman and Clerk to sign the precept return. Clerk to forward to LCC.
18. **Village Maintenance**
  - i. **Village contractor** – to receive a summary of work completed by contractor during December (Clerk).
  - ii. **Replacement** – update on recruitment of replacement contractor (Clerk).
19. **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.
20. **Training** – to confirm procurement training has been booked for Chairman and Clerk on 24<sup>th</sup> February.
21. **Risk Assessment** – to receive report from January check (DS).
22. **Parish Council surgeries** - to consider any issues arising from surgery on 3<sup>rd</sup> January (MS), and to confirm dates and attendance for next two surgeries: 7<sup>th</sup> February (DT) and 7<sup>th</sup> March.

23. **Reports from Council Representatives on Village Committees and Forums** – if any.
24. **Correspondence received** – to follow, if any.
25. **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.*
26. **Councillors' queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
27. **Social media** – to note items posted since the last meeting, agree key issues to highlight this month and to agree authorship.
28. **Items for next agenda**
29. **Future Meetings** – to confirm dates for next month's meetings:  
**Planning Committee** – Tuesday, 10<sup>th</sup> February at 6:30pm  
**Full Council** – Tuesday, 10<sup>th</sup> February at 7:00pm
30. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to clrs at the meeting**).
31. **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:** 7<sup>th</sup> January 2026

*M. S. Woods*

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