

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 10TH MARCH 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 10th February 2026 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 note that no crimes were reported for February, and to consider 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. **Dan Quarry** – to receive update on ownership from LCC (if available).
 - iii. **Battery** – to confirm that a battery for the PA system has been received and installed.
 - iv. **Four Year Plan** – to confirm that plan has been updated as agreed and has been republished on the website.
 - v. **Website** – to note that the Clerk has completed a full review of website.
 - vi. **Newsletter** – to note the revised delivery list (circulated by email) and to confirm that spring newsletters have been delivered to residents.
 - vii. **MICE Grant** – to confirm that the Clerk has applied for a grant towards 2026 Christmas lights.
8. **Policies and Procedures**
 - i. **Standing Orders** – update on annual review (DP & DT).
 - ii. **Financial Regulations** – to review following update to NALC Model Regulations (**copied to cllrs**).
 - iii. **Rules for the effective management of recordings (Appendix A to Standing Orders)** – to undertake annual review (**copied to cllrs**).
 - iv. **Vexatious Complaints Procedure** - to undertake annual review (**copied to cllrs**).
 - v. **Publication Scheme** - to undertake annual review (**copied to cllrs**).
9. **Asset Register** – to make arrangements for annual review (NT & Clerk).
10. **Memorials** – to consider updated policy (**copied to cllrs**) and to consider positioning of memorial tree and new applications received (**copied to cllrs**).

11. **Assertion 10** – to confirm the actions taken to ensure the Parish Council meets the requirements set out in the new AGAR assertion (**copied to cllrs**).
12. **Recreation Centre** – to receive an update on progress and to make any required decisions to take the project forward.
13. **Annual Parish Meeting 7th April** – to agree agenda (**copied to cllrs**) and speaker(s) and to finalise arrangements for meeting (All).
14. **Leeds 400** – to consider organising a village event to mark the 400th anniversary of Leeds receiving a royal charter (All)
15. **External meetings**
 - i. **Forthcoming meetings** – to note dates for any forthcoming meetings and to agree attendance (All).
 - ii. **Meetings and training attended** – to receive reports on external meetings/training attended including the Outer North-East Forum meeting 26th February, the YLCA Leeds Branch meeting 26th February and YLCA procurement training 24th February (DP & Clerk).
16. **Highways**
 - i. **Projects** – to note any progress with outstanding LCC projects, and to consider any issues reported over the last month.
 - ii. **Parking** – to note email from LCC Senior Traffic Engineer (**copied to cllrs**) and to consider other issues raised by residents.
17. **Planning**
 - i. **Planning Committee** – to note any issues, to endorse any recommendations made and to consider planning applications where necessary.
18. **Finance**
 - i. **Precept** – to confirm that the Parish Council precept 2026/27 was agreed by LCC on 25th February and that precepts are due to be paid on 1st April.
 - ii. **VAT** – Clerk to confirm that annual VAT claim has been submitted.
19. **Village Maintenance**
 - i. **Village contractor** – to receive a summary of work completed by contractor during February and to record the Parish Council's thanks to the retiring contractor for his years of service.
 - ii. **Replacement** – update on recruitment of replacement contractor (NT & Clerk).
20. **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.
21. **Risk Assessment** – to receive report from March check (DS).
22. **Parish Council surgeries** - to consider any issues arising from surgery on 7th March (DF), and to confirm dates and attendance for next two surgeries: 4th April (DP) and 2nd May.
23. **Reports from Council Representatives on Village Committees and Forums** – NT to report on SIB activities.
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:
 - Annual Parish Meeting** – Tuesday, 7th April at 7:00pm
 - Planning Committee** – Tuesday, 14th April at 6:30pm
 - Full Council** – Tuesday, 14th April at 7:00pm
30. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs 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: 4th March 2026

M. S. Woods

M. S. Woods, Clerk to the Parish Council
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