

**OFFICIAL NOTICE OF THE
ANNUAL MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 5TH MAY 2026 AT 7.00PM
in Shadwell Library, Main Street**

AGENDA

1. **To elect a Chairman of the Council**
2. **To receive the Chairman's declaration of acceptance of office**
3. **Chairman to open the meeting**
4. **To receive any amendments to general declarations of pecuniary and other interests**
5. **To receive any apologies and approve reasons for absence**
6. **To elect a Vice-Chairman**
7. **Committees and working groups** - to appoint to committees and working groups and agree a chairman for each committee and working group:
 - i. Finance Committee
 - ii. Planning Committee
 - iii. Personnel Committee
 - iv. Recreation Centre Working Group
 - v. 4-Year Plan Working Group
 - vi. Newsletter Working Group
8. **To appoint representatives to outside bodies including:**
 - i. Town & Parish Council NE Forum
 - ii. Police and Communities Together (PACT)
 - iii. Leeds Festival Working Group
 - iv. YLCA Leeds Branch
 - v. Library Steering Group
9. **Minutes** – the minutes of the meetings of the Parish Council held on 10th March 2026 and 14th April 2026 to be approved and signed by the Chairman.
10. **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.
11. **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.*
12. **Report by SIB Chairman** – if available.
13. **Crime**
 - i. **Police report** - to receive the report for April (**to follow**), and to consider any ongoing community concerns.
 - ii. **PACT** – to receive a verbal report on the PACT meeting on 23rd April, note the April crime

statistics for Harewood ward (**copied to cllrs**), and to agree attendance at next meeting, if date known.

14. **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 confirmation of ownership from LCC (if available).
 - iii. **Grant towards Christmas Lights** – update on progress.
 - iv. **Memorials** – update on progress.
 - v. **Gazebos** – to consider request by Alwoodley Parish Council.
 - vi. **Training** – to note YLCA training opportunities.

15. **Policies and Procedures**
 - i. **Standing Orders** – to consider updated version following review by DP & DT (**to follow**).

16. **Allotments** – to note that letters have been sent regarding upkeep of two plots, and to review waiting list.

17. **Website accessibility** – to consider report by contractor (**copied to cllrs**).

18. **Newsletter** – update on progress (DP & Clerk)

19. **Recreation Centre** – to receive an update on progress and to make any required decisions to take the project forward.

20. **External meetings**
 - i. **Forthcoming meetings** – to note dates for any forthcoming meetings and to agree attendance (All).
 - ii. **Meetings and training attended** – to receive feedback on any meetings attended not considered elsewhere on this agenda.

21. **Highways**
 - i. **Projects** – to note any progress with outstanding LCC projects, and to consider any issues reported over the last month.
 - ii. **Signage** – to confirm that LCC have been requested to install a replacement “sharp bend” warning sign and to repaint of the “slow” marking on the road surface. Also, an unofficial sign on Coal Road has been reported (Clerk).
 - iii. **White lines** – to note that white lines have been renewed at Carr Lane junction and to consider any other road markings that need reewing.
 - iv. **Speeding vehicles** - to confirm that concerns regarding vehicles on Bay Horse Lane have been reported to LCC (Clerk).
 - v. **Inconsiderate parking** – to consider any current parking issues.

22. **Planning**
 - i. **Planning Committee** – to note any issues, to endorse any recommendations made and to consider planning applications where necessary.

23. **Finance**
 - i. **Finance Committee meeting, 14th April** – to receive a report of the meeting (**DP – minutes copied to cllrs**) and to consider any issues arising.
 - ii. **Internal Audit** – to consider auditor's report on 2025-26 accounts and controls (if available).

24. **Village Maintenance**
 - i. **Replacement contractor** – to report any progress on recruitment (DP & Clerk).

- ii. **Wild garlic** – to consider response to Incredible Edible.
25. **Footpaths**
 - i. **Parish Paths Partnership Scheme** – update on surveys (DP/DT).
 - ii. **Fencing** – to consider email regarding Path 102, and LCC guidance on electric fences alongside footpaths (**both copied to cllrs**).
 26. **Risk Assessment** – to receive report from May check (DS).
 27. **Parish Council surgeries** - to consider any issues arising from surgery on 2nd May (PG), and to confirm dates and attendance for next two surgeries: 6th June (NT2) and 4th July.
 28. **Reports from Council Representatives on Village Committees and Forums**
 29. **Correspondence received** – to follow, if any.
 30. **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.*
 31. **Councillors' queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
 32. **Social media** – to review new arrangements for providing copy to contractor and to agree key issues to highlight this month (including authorship).
 33. **Items for next agenda**
 34. **Future Meetings** – to confirm dates for next month's meetings:
 - Planning Committee** – Tuesday, 8th June at 6:30pm
 - Annual Meeting of Council and Full Council** – Tuesday, 8th June at 7:00pm
 35. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
 36. **Personnel issues** – to consider any proposals put forward by the Personnel Committee.
 37. **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: 28th April 2026

M. S. Woods

M. S. Woods, Clerk to the Parish Council
 Tel: 0775 1718483
 Email: clerk@shadwell-parish-council.org