

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 7TH JULY 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 9th June 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 in June, but to consider any new or ongoing community concerns.
 - ii. **PACT** – to consider issues to raise at the 16th July meeting (DF to attend).
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 confirmation of ownership from LCC (if available).
 - iii. **Grant towards Christmas Lights** – update on progress.
 - iv. **Memorials** – update on progress.
 - v. **Training** – to note YLCA training opportunities.
 - vi. **Website accessibility** – to confirm that report recommendations have been implemented.
 - vii. **Allotment composting facilities** – to consider scope for improvements.
8. **Policies and Procedures**
 - i. **Standing Orders** – to confirm updated version has been finalised and posted on website.
 - ii. **Business Continuity Plan** – to undertake annual review (**copied to cllrs**).
9. **Leeds Local Plan** – to receive a report on recent forum meeting (DP), and to consider response to latest scoping consultation (**copied to cllrs**).
10. **Recreation Centre** – to receive an update on progress and to make any required decisions to take the project forward.
11. **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.
12. **Highways**
 - i. **Projects** – to note any progress with outstanding LCC projects, and to consider any issues reported over the last month.
 - ii. **Local Roads Planned Highway Maintenance Programme 2027/28 to 2032/33** – to note proposals and to consider response (**copied to cllrs**)
 13. **Planning**
 - i. **Planning Committee** – to note any issues, to endorse any recommendations made and to consider planning applications where necessary.
 14. **Finance**
 - i. **Annual Governance and Accountability Return (AGAR) 2025/26** – to confirm that the AGAR and accompanying documents were submitted to the external auditors before the statutory deadline and that receipt has been confirmed (Clerk).
 - ii. **Notice of Public Rights** – to confirm that the unaudited accounts have been published on the website and displayed on the noticeboard. The period for the exercise of public rights began on 26 June 2026 and will end on 6 August 2026 (Clerk).
 - iii. **Grant support** – to consider request for financial support for Wildflower Booklets for Shadwell Library (**copied to cllrs**).
 15. **Village Maintenance**
 - i. **Replacement contractor** – to review trial period and to consider next steps, including contractual arrangements if appropriate (DP & Clerk).
 - ii. **Trees adjacent to Library** – update on condition (DP).
 - iii. **Maintenance** – to consider any other outstanding issues
 16. **Footpaths**
 - i. **Parish Paths Partnership Scheme** – update on surveys (DP/DT).
 - ii. **Signage** – to confirm new signs are now in place.
 17. **Neighbourhood Plan webpage** – to consider continued funding (**copied to cllrs**)
 18. **Risk Assessment** – to receive report from July check (DS).
 19. **Parish Council surgeries** - to consider any issues arising from surgery on 4th July (DF), and to confirm dates and attendance for the next two surgeries: 1st August (DS) and 5th September.
 20. **Reports from Council Representatives on Village Committees and Forums** – if any.
 21. **Correspondence received**
 - i. **Replacement Tree, Main Street** – to consider request for follow up from resident (**copied to cllrs**).
 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 and publicity** – to agree key issues to highlight this month (including authorship).
25. **Items for next agenda**
26. **Future Meetings** – to confirm dates for next month’s meetings:
 Planning Committee – Tuesday, 11th August at 6:30pm
 Full Council – Tuesday, 11th August at 7:00pm
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: 1st July 2026

M. S. Woods

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