

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 11TH AUGUST 2026 AT 7.00PM
in Shadwell Methodist Church, 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 7th July 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 July, but to consider any new or ongoing community concerns.
 - ii. **PACT** – to receive a report from the 16th July meeting (DF) and to note that the August meeting has been cancelled.
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 note response from LCC (**copied to cllrs**) and to consider next steps.
 - iii. **Grant towards Christmas Lights** – update on progress.
 - iv. **Memorial benches** – update on progress.
 - v. **Training** – to receive feedback from JF on on-line YLCA "Flying Start" sessions, and to note that MS is booked on similar sessions at the beginning of September.
 - vi. **Replacement tree Main Street** – to note that request considered at last meeting has been passed to LCC.
8. **Policies and Procedures**
 - i. **Standing Orders** – to confirm updated version has been finalised and posted on website.
9. **Leeds Local Plan** – to confirm that agreed response was submitted on 31st July (Clerk).
10. **Recreation Centre** – to receive an update on progress (DP) and to make any required decisions to take the project forward.
11. **Christmas** – to consider whether to vary number of lamppost motifs and arrangements for switch-on event including date.

12. **Newsletter** - to agree timetable for next newsletter.
13. **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.
14. **Highways**
 - i. **Projects** – to note any progress with outstanding LCC projects, and to consider any new issues reported over the last month.
 - ii. **Winn Moor Lane warning sign** - to note any progress with installing sign.
 - iii. **Dead tree at bus terminus** – to consider options for removal/replacement.
15. **Planning**
 - i. **Planning Committee** – to note any issues, to endorse any recommendations made and to consider planning applications where necessary.
16. **Finance**
 - i. **Finance Committee** – to receive a report on the committee meeting held on 7th July (DP).
 - ii. **Annual Governance and Accountability Return (AGAR) 2025/26** – to note issues raised by auditors (if any) (Clerk).
 - iii. **Notice of Public Rights** – to confirm that the period for the exercise of public rights ended on 6th August 2026 (Clerk).
17. **Village Maintenance**
 - i. **Replacement contractor** – to confirm that formal letter of engagement has been sent to contractor and that risk assessment has been completed.
 - ii. **Trees adjacent to Library** – update on condition (DP).
 - iii. **Hedge between Chapel Fold and Cricketers View** – to note that LCC assert that hedge is not part of the adopted highway and that maintenance is the responsibility of the owners of the adjacent houses.
 - iv. **Maintenance** – to consider any other new or outstanding issues.
18. **Footpaths**
 - i. **Parish Paths Partnership Scheme** – update on surveys and on preparing grant request (DP & Clerk).
 - ii. **Maintenance** – to confirm work completed on Path 102, and to consider any further work needed on footpaths.
 - iii. **Waymarkers on footpaths** – to consider whether to install markers at key points.
19. **Risk Assessment** – to receive report from August check (DS).
20. **Parish Council surgeries** - to consider any issues arising from surgery on 1st August (DT), and to confirm dates and attendance for the next two surgeries: 5th September and 3rd October.
21. **Reports from Council Representatives on Village Committees and Forums** – if any.
22. **Correspondence received**
 - i. **West Yorkshire Mass Transit Spatial Development Framework** – to note consultation (copied to cllrs) and to consider whether to respond.
23. **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.

24. **Councillors' queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.
25. **Social media and publicity** – to agree key issues to highlight this month (including authorship).
26. **Items for next agenda**
27. **Future Meetings** – to confirm dates for next month's meetings:
 Planning Committee – Tuesday, 15th September at 6:30pm
 Full Council – Tuesday, 15th September at 7:00pm
28. **Cheques** - to authorise the signing of cheques for any payments required (**list of cheques for payment to be provided to cllrs at the meeting**).
29. **Clerk's expenses** – to consider options.
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: 5th August 2026

M. S. Woods

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