

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 15TH SEPTEMBER 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 11th August 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 receive the report for August (**copied to cllrs**), and to consider any ongoing community concerns.
 - ii. **PACT** – to confirm attendance at the 8th October meeting.
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. **Grant towards Christmas Lights** – update on progress.
 - iii. **Memorial benches** – to confirm that the two benches are now in place.
 - iv. **Training** – to receive feedback from MS on on-line YLCA "Flying Start" sessions.
 - v. **Replacement tree Main Street** – to note response from LCC (**copied to cllrs**).
 - vi. **Flag at Scout Hut** – to note that the Union Jack at Scout Hut compound has been replaced.
 - vii. **Ironman 2026** – to consider any feedback received from residents.
8. **Policies and Procedures**
 - i. **Complaints procedure** – to undertake annual review (**copied to cllrs**).
9. **Recreation Centre**
 - i. **Business rates** – to confirm that the charges raised by LCC following the transfer to the Parish Council have now been cancelled.
 - ii. **Planning permission** – to confirm that permission to demolish and rebuild the centre has now been granted subject to the conditions set out in the decision notice (**copied to cllrs**).
 - iii. **Project plan** – to consider next steps.
10. **Newsletter**
 - i. **Autumn newsletter** – to confirm that newsletter has been distributed.

- ii. **Electronic distribution** – to consider suggestion to introduce an opt-in for digital distribution (**copied to cllrs**).
11. **Christmas**
- i. **Switch-on event** – to confirm Friday, 20th November, for the switch-on event at the Red Lion, and to consider arrangements for the evening.
 - ii. **Lamppost motifs** – to consider quotation (if available), and to note response from Harewood PC regarding motifs along Shadwell Lane.
 - iii. **Festive bowls** – to consider whether to distribute festive bowls to residents aged 80 and over this year.
 - iv. **Christmas trees** – to confirm that order has been placed (DF).
12. **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.
13. **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 confirm that tree has been reported to LCC (Clerk).
14. **Planning**
- i. **Planning Committee** – to note any issues, to endorse any recommendations made and to consider planning applications where necessary.
15. **Finance**
- i. **Annual Governance and Accountability Return (AGAR) 2025/26** – to note issues raised by auditors (if any) or outcome of audit (if concluded) (Clerk).
 - ii. **Grants** – to consider requests received (if any).
16. **Village Maintenance**
- i. **Contractor** – to note work completed during August and to consider priorities for future months.
 - ii. **Trees adjacent to Library** – update on condition following recent rain (DP).
 - iii. **Maintenance** – to consider any other new or outstanding issues.
 - iv. **Rock salt** – to note current stock levels, and to considering order for 2026/27 winter season.
 - v. **Dead tree on Ash Hill Lane** – to confirm that tree has been reported to LCC.
17. **Footpaths**
- i. **Parish Paths Partnership Scheme** – to confirm that 2025/26 Report, Condition Survey and Grant Application were submitted to LCC on 27th August, and to note any response received.
 - ii. **Way markers on footpaths** – to note purchase costs and to consider whether to go ahead.
18. **Risk Assessment** – to receive report from September check (DS).
19. **Parish Council surgeries** - to consider any issues arising from surgery on 5th September (DS), and to confirm dates and attendance for the next two surgeries: 3rd October (DP) and 7th November.

20. **Reports from Council Representatives on Village Committees and Forums** – if any.
21. **Correspondence received**
- i. **Scouts and Guides** – to note invitation to AGM on 22nd September and to agree attendance.
 - ii. **MAE Care** – to note Annual Celebration on 13th October and to consider attendance.
 - iii. **Community response plan** – to note request from LCC to prepare a community response plan and to consider response.
 - iv. **YLCA** - to note the forthcoming merger of the Leeds Branch with the South Pennine Branch to create a West Yorkshire Branch, dates for future meetings are to be confirmed.
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, 13th October at 6:30pm.
Full Council – Tuesday, 13th October at 7:00pm.
Finance Committee - Tuesday, 13th October at 8:30pm (or at the conclusion of Full Council, if later).
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. **Personnel issues**
- i. **Clerk's salary** – to note the settlement of the NJC pay claim for 2026/27, and to agree to implement the new salary scales in accordance with Section 1.2 of the Clerk's contract with effect from 1st April 2026.
29. **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: 9th September 2026

M. S. Woods

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