

**OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 13TH OCTOBER 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 15th September 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 September (**copied to cllrs**), and to consider any ongoing community concerns.
 - ii. **PACT** – to receive a verbal report of the meeting held on 8th October (MS) and to agree attendance at next 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 note concerns raised by resident.
 - iv. **Replacement tree Main Street** – to confirm that a letter has been sent to property.
8. **Policies and Procedures**
 - i. **Code of Conduct** – to undertake annual review (**copied to cllrs**).
9. **Recreation Centre**
 - i. **Working party** – to receive a verbal report on working party meetings (DP) and to consider any decisions required to move the project forward.
10. **Newsletter**
 - i. **Electronic distribution** – to consider suggestion to introduce an opt-in for digital distribution (NT2).
11. **Christmas**
 - i. **Switch-on event Friday, 20th November** - to consider arrangements for the evening.
 - ii. **Lamppost motifs** – to confirm that quotation has been received and accepted (Clerk).
 - iii. **Festive bowls** – to note prices and to consider arrangements for collection and distribution.

- 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 from Mayoral Reception (DS), NE Leeds Parish Conference (PG & Clerk) and any other meetings or training attended not considered elsewhere on this agenda.
- 13. **Highways**
 - i. **Shadwell School parking issues** – to note evidence gathering by LCC and to consider making representations regarding potential delay to traffic regulation order (**copied to cllrs**).
 - ii. **Winn Moor Lane warning sign** - to note any progress with installing sign.
- 14. **Planning**
 - i. **Planning Committee** – to note any issues, to endorse any recommendations made and to consider planning applications where necessary.
 - ii. **Neighbourhood Planning and Leeds Local Plan** – to note offer from LCC Team Leader to meet with the Parish Council and to agree possible date(s) for an extraordinary meeting.
- 15. **Finance**
 - i. **Grants** – to consider request received from Cinema Club (**copied to cllrs**).
- 16. **Village Maintenance**
 - i. **Contractor** – to note work completed during September and to consider priorities for future months.
 - ii. **Maintenance** – to consider any other new or outstanding issues.
 - iii. **Rock salt** – to confirm that supplies have been ordered.
 - iv. **Snow clearing** – note that contractor has agreed to provide service again this year, if and when required.
- 17. **Footpaths**
 - i. **Ginnel to the west of churchyard** – to confirm that overhanging branches have been reported to LCC (Clerk).
 - ii. **Footpath from Strickland Avenue to Crofton Rise** – to consider concerns raised by resident (**copied to cllrs**)
 - iii. **Way markers for footpaths** – to confirm that roundels have been ordered (Clerk).
- 18. **Risk Assessment** – to receive report from October check (DS).
- 19. **Parish Council surgeries** - to consider any issues arising from surgery on 3rd October (DT), and to confirm dates and attendance for the next two surgeries: 7th November (DP) and 5th December.
- 20. **Reports from Council Representatives on Village Committees and Forums** – if any.
- 21. **Correspondence received** (if any)
- 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, 10th November at 6:30pm.
 Full Council – Tuesday, 10th November 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: 7th October 2026

M. S. Woods

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