OFFICIAL NOTICE OF A
MEETING OF SHADWELL PARISH COUNCIL
ON TUESDAY, 10TH NOVEMBER 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 13th October 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 October (**to follow**), and to consider any ongoing community concerns.
   ii. **PACT** – to confirm attendance at next PACT meeting on 19th November in Collingham Memorial Hall.

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. **New parish councillor** – update on progress.

8. **Policies and Procedures**
   i. **Councillor-Officer Protocol** – to undertake annual review (**copied to cllrs**).
   ii. **Equal Opportunities Policy** – to undertake annual review (**copied to cllrs**).

9. **Meetings 2027/28** – to consider dates for parish council meetings for the next municipal year **(draft schedule copied to cllrs).**

10. **Neighbourhood Planning and Leeds Local Plan** – to confirm arrangements for 12th November meeting with LCC Team Leader to discuss process.

11. **Recreation Centre**
   i. **Working party** – to receive a verbal report on 26th October working party meeting (DP), note consultation newsletter and to consider any decisions required to move the project forward.

12. **Newsletter**
   i. **Recreation centre newsletter** – update on printing and distribution (Clerk & DP).

ii. **Electronic distribution** – to consider suggestion to introduce an opt-in for digital distribution (NT2).

13. **Christmas**
    i. **Switch-on event Friday, 20th November** - to finalise arrangements for the evening.
    ii. **Library decorations** – to confirm that contractor is planning to put lights in place on 13th November (Clerk).
    ii. **Lamppost motifs** – to confirm that Leeds Lights have arranged to begin switching on motifs at 7:00pm to coincide with the switch-on at the Red Lion (Clerk).
    iii. **Festive bowls** – update on arrangements for collection and distribution (DP & DS).
    iv. **Christmas trees** – to confirm arrangements for putting in place (DF).

14. **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 or training attended not included elsewhere on this agenda.

15. **Highways**
    i. **Colliers Lane** – to confirm that faded road making have been reported to LCC Highways.
    ii. **Winn Moor Lane warning sign** - to note any progress with installing sign.
    iii. **Speed indicator devices** – to note latest analysis of data (**to follow**).

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

17. **Finance**
    i. **Finance committee** – to receive a verbal report of the committee meeting held on 13th October (DP).

18. **Village Maintenance**
    i. **Contractor** – to note work completed during October and to consider priorities for future months.
    ii. **Maintenance** – to consider any other new or outstanding issues.

19. **Footpaths**
    i. **Maintenance programme** - to consider developing a PROW maintenance programme in line with PPP grant.
    ii. **Ginnel to the west of churchyard** – to confirm that Clerk has written to occupier of adjacent dwelling to request that overhanging branches be cut back (Clerk).
    iii. **Footpath from Strickland Avenue to Crofton Rise** – to note further emails from resident (**copied to cllrs**) and to confirm that Clerk is seeking advice from PROW team.
    iv. **Way markers for footpaths** – update on progress (DP).
    v. **Stile on Gateland Lane** – to confirm that contractor has been asked to repair/improve stile.
    vi. **Stile on Path 111** – to note concerns raised by resident **(copied to cllrs**) and to consider appropriate action.

20. **Risk Assessment** – to receive report from November check (DS).

21. **Parish Council surgeries**
    i. **Surgery 7th November** - to consider any issues arising (DP).
    ii. **Next surgery** - to confirm date and attendance for the next surgery: 5th December (JF).

iii. **January surgery** – surgery is scheduled for 2nd January. To consider whether to rearrange or cancel.

22. **Reports from Council Representatives on Village Committees and Forums** – if any.

23. **Correspondence received** (if any)

24. **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.*

25. **Councillors' queries** – items that councillors wish to raise. Any matter requiring a decision to be considered at a future meeting.

26. **Social media and publicity** – to agree key issues to highlight this month (including authorship).

27. **Items for next agenda**

28. **Future Meetings** – to confirm dates for next month's meetings:
    Planning Committee – Tuesday, 8th December at 6:30pm.
    Full Council – Tuesday, 8th December at 7:00pm.

29. **Cheques** - to authorise the signing of cheques for any payments required **(list of cheques for payment to be provided to cllrs at the meeting)**.

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: 4th November 2026

M. S. Woods

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