Meeting of Sharlston Parish Council held on Monday 2 September 2019 at Sharlston Community Centre at 7.00 p.m.

504. Apologies for Absence

Present:	Councillor P Belbin	Councillor S Goodhead
	Councillor P Boyes	Councillor S Pollard
	Councillor J Cliffe MBE	Councillor E Stebbings-Allison
	Cllr J Goodfellow	
Also present:	District Councillor M Tennant-King	
	Mrs L Wisdom	
	Mrs K Palmer	
	Mr A Crossland	

Apologies for absence were received from Councillors A Devey and K Shingles and District Councillors G Isherwood and R Taylor

505. Disclosure of Personal Interest

Cllr Stebbings-Allison declared a personal interest in item 14 as one of the planning applications related to a property on her street.

506. Minutes of the Meeting held on Monday 1st July 2019

The minutes of the meeting held on Monday 1st July 2019 were accepted as a true record.

Moved Cllr. Pollard/seconded Cllr. Goodhead.

507. Progress Report

The Clerk advised that she had had to return her contract mobile phone as the company were unable to transfer the contract into her name and address (due to the Parish Council's banking still being under the previous clerk's details). She advised that she was in ongoing communication with Barclay's Bank to resolve this and would order a new phone once the bank had moved all details over to her.

Cllr Goodfellow advised that the Parish Council had previously attempted to create a wildflower area in the Village, working with Thornes Park Nursery. He suggested that, if not already considered, the Parish Council may try and work with them again on this.

Fishing Lake Signs

The Clerk advised that these had been received and placed around the village by Cllrs Pollard and Goodhead. Cllr Pollard advised that Amey had responded very quickly with regards to the lamp posts that could be used, some were unsuitable due to being hinged. It was reported that there was some confusion with existing signs – some warned of a fine of £100 and some of a £1000. The Clerk agreed to report this to the Local Authority via the online portal. It was noted that there were plans to place further signs on Grime Lane and Eastfield Road. The Clerk was also asked to request re-painting of the pavement signs on Fernside and Clifton Terrace.

VE Day Celebrations

Cllr Pollard advised that she had received all the details with regards to arranging a celebration event. She suggested that this would be better arranged by involving the community. Councillors asked who would be involved and it was noted that residents as well as local businesses and organisations could be approached. It was noted that this would have a cost impact on the Parish Council but that tickets to the event could be sold to offset this. It was

anticipated that up to 200 people might attend and that the White Horse pub, the Rugby Club or the Cricket Club could be approached to host this, given that they have the suitable facilities. It was proposed that a working group be set up and that potential options be presented to the Parish Council at a future meeting.

Moved Cllr. Boyes/seconded Cllr. Pollard

Big Lunch

Cllr Pollard advised that she was looking to launch this around November time and would work with the Luncheon Club to promote this.

Facebook / Website

Cllr Pollard advised that there were now 316 followers on the Parish Council's Facebook site. The recent issues with the travellers on the common had increased activity. The Parish Council vacancies had been successfully promoted and it was noted that there were two potential candidates present this evening at the meeting.

Cllr Goodhead reported that there was now a counter on the website to monitor how many 'hits' there were. He was now working on refreshing the photographs and would also add an information item around the actions to reduce dog fouling.

Bus Stop – Cow Lane

The Clerk advised that she had emailed on a number of occasions to try and resolve the issue of the missing bus stop on Cow Lane. She had since left a message for someone to call her and would follow this up later that week.

508. Ongoing Projects

132 Weeland Road	Cllr Goodhead confirmed he had received a response the week before. It seemed that the Local Authority were responsible for making the property secure but to date, this had not been done. Cllr Goodhead had made it clear that the Parish Council had been attempting to resolve this since February 2019. The property was now under offer. It was suggested that Cllr Goodhead forward all correspondence to the Clerk so that she could pursue this matter.
Church Lease	The Chair updated the meeting with regards to recent correspondence. It was noted that all communication now had to be made via both parties' solicitors. The Church's solicitors had responded to the Parish Council asking that should they wish to proceed; would they be willing to cover the legal costs and charities act reports. Councillors considered this and asked that the Clerk respond to ask that, should these costs be met, would the Church guarantee to sign a new lease.
New Community Centre	Correspondence had been received from Groundwork requesting a Coal Mining Risk Assessment Report. Councillors felt that this had already been actioned in the past and requested that the Clerk investigate this before moving any further.
Notice Board	The Clerk gave detail of the two quotes that had been received. Unfortunately, the third quote had not been sent despite numerous requests. Cllr Goodfellow advised that the board would need to

	be attached to wooden posts before being fixed to the wall to avoid any future issues. The quote of £40 was accepted by the Parish Council subject to any additional charge for the wooden posts. *Moved Cllr. Pollard/seconded Cllr. Goodhead.*
Rugby Club	The damage to the fence from trees on site had not yet been repaired despite this being brought to the attention of the Club. Councillors discussed the Club's responsibilities with regards to general maintenance and upkeep of the site. There had been some concerns expressed by the Club around the proposals to extend and refurbish the car park for public use. The Chair had met with Club personnel to resolve these concerns. Cllr Pollard agreed to follow up on her contacts with regards to potential planning permission. The Clerk also agreed to speak with Highways about what permissions would be needed with regards to access and egress from the car park. Following this, a list of works would need to be created ahead of inviting tenders for the work. The Chair agreed to arrange a meeting with the Club to update them.

509. Reports from Committees

Highways

A meeting had taken place on 13 August between the Highways Committee and Martin Barnes from the Local Authority's Highways department. The notes of this meeting had been circulated and the following update was noted; the use of Brickyard Lane by horse riders and the state of the footpath had been reported to the Local Authority via the online portal. The Clerk was asked to follow up on this as no improvement to the footpath or any signage regarding the prohibition of horse riders had been put in place; information regarding creating a 20mph zone on Wood Street had been received. Councillors agreed that two surveys should be created, one for the school and one for the general community so that this zone could be created. Once this was in place, the local police would be asked to enforce this and initial conversations would be had at the next residents meeting on 7 October; it was further noted that District Councillors had responded to a recent correspondence regarding traffic 'hot-spots' in the area.

Allotments

Cllr Goodhead advised that he had written to the Clerk and asked that, following the last allotments inspection, the following statement be included in the minutes of this meeting;

Although a member of the allotments committee, I would like to make it absolutely clear that I was not involved at any time, in the decision-making on the allotments 1a, 1b, 2a, 2b, 3a and 3b, having no safety concerns and the subsequent letter dated 14 May 2019 issued to each tenant stating that no issues were found during the inspection on the morning of 14 May 2019.

The Chair proposed that the Allotments Committee meet again before the next full meeting and agree on a resolution to this matter that could then be reported back to all Councillors.

Sharlston Community Partnership / Community Centre Management Committee

These groups were due to meet shortly and a full report would be made to the next meeting.

Town and Parish Council Liaison Group

The Town and Parish Council Liaison Group had met on 3 July and the Chair and Clerk had attended. The notes of the meeting had been circulated. It was noted that the next meeting would be held on 20 November although this date was subject to change.

Finance
The Clerk asked members of the Finance Committee to stay at the end so that a meeting could be arranged.

510. Children's' Air Ambulance

The Parish Council had been approached to support this charity by having a clothes bank situated in the village. Councillors considered where this might be placed and Cllr Stebbings-Allison agreed to investigate whether the gym in New Sharlston might be a suitable position.

511. Hanging Baskets

The Clerk reported that following a complaint about unsafe working practices by First Impressions, she had requested a number of documents from the company including risk assessment information. The company had come back to say that they would no longer be providing a service to the Parish Council and would be removing their equipment at the end of the season. The Chair asked that the Clerk forward all correspondence to him so that he may follow this up as it was important that the Parish Council had sight of this regardless of whether the contract was being ceased.

A discussion was then held about future plans for flowers in the village. The Chair asked Councillors to consider having planters rather than hanging baskets, which could be adopted by members of the community, perhaps with an annual competition for the best one. There would be an initial outlay but then going forward these would potentially become fully funded by the community. It was noted that there would be good support by local farmers to store these out of season. These could also become a precedent for a community garden. It was suggested that the community be surveyed about this proposal and that this be an agenda item for the next meeting.

Cllr Pollard noted that the wildflower proposal would further enhance the village.

512. Christmas Trees

The Clerk reported that she had approached Featherstone Town Council about potentially sharing the cost of the solar Christmas trees and was awaiting the outcome of a meeting to discuss this. She also advised that she had yet to receive a quote for the large Christmas trees from the Local Authority. It was proposed by the Chair that this item be delegated to the Clerk to make arrangements and report back at the next meeting.

Moved Cllr. Boyes/seconded Cllr. Belbin.

Cllr Pollard advised that as part of the plans to plant trees around the Common, an 8ft Christmas tree would be planted by the red wheel which would grow approximately a foot per year. This would cost £80 including delivery. It was noted that additional quotes should be sought before a decision was made on this.

The Clerk was asked to investigate the creation of a power source and lights for this tree.

It was suggested that a full consultation on Christmas trees and lights be held in January 2020.

513. Standing Orders / Financial Regulations

The Clerk advised that she had received amendments to the NALC Model Financial Regulations which had been circulated ahead of the meeting. She summarised these for Councillors.

These amendments were noted by all Councillors.

514. Historic England

Cllr Pollard reported that she had met with Matthew Kerr from the Local Authority and had placed an order for 14 Rowan trees to be planted in November near the red wheel. The order was inclusive of frames, stakes, delivery and digging of the holes for planting. The trees would be delivered during the week with a community plant arranged for the following Saturday. The date would be circulated in due course and promoted on social media. In addition, a Christmas tree and a formation of red berry trees would be planted.

515. Review of Election Procedures

The Clerk reported on a Local Authority review of election procedures of which detail had been circulated prior to the meeting. She reminded Councillors of the dates for the consolation and asked them tom contact her should they wish to make any representations.

516. Play Areas

Cllr Stebbings-Allison reported back on the play area at New Sharlston and re-furbished ball-end. It was noted that an official opening would take place later in the month. Cllr Goodhead reported that he had visited the play area and made some observations. He had forwarded these to the Clerk and asked that she send these onto the Local Authority as there were some potential actions on their part. Cllr Stebbings-Allison added that she had liaised with the Police about protecting the play area and that they had suggested allocating guardians from the local community who would report any issues to her so that she could report these to the Police. It was noted that this approach could be utilised if any further anti-social behaviour occurred around the Dam.

517. Planning Applications

The planning applications on Appendix B were noted. They had all been previously communicated to Councillors over the summer break.

No objections were raised.

518. Planning Decisions.

The planning decisions on Appendix C were noted. They had all been previously communicated to Councillors over the summer break.

519. Attendance at Meetings

There were no Councillors available to attend the full Council meeting on 4 September but District Councillors would report back on items of interest.

Cllr Pollard agreed to attend the photo call at the National Coal Mining Museum the following day to promote the Community Foundation's Winter Fuel campaign. It was noted that all except one post code had responded to and benefitted from this.

520. Correspondence

The Councillors were brought up to date with all correspondence received.

521. Accounts

The following accounts were approved for payment.

Team Knowhow	Protection Plan for Acer Laptop (for Clerk)	£124 Cheque
CPRE	Annual subscription	£36.00 Direct Debit
Wakefield Council - Streetscene	Annual grounds maintenance contract	£1511.74 Cheque
ID Mobile	Invoice for Clerk's new mobile (subsequently returned)	£3.03 cr For information only
O2	Monthly hotspot charge	£8.78 Direct Debit
Wakefield Council	Re-Charge for 2019 parish elections	£131.40 Cheque
ICO	Data protection charges	£40.00 Monthly DD (£5 refund to pay this way)
HP Inc UK Ltd.	Printer ink	£4.96

		Card Payment
Post Office	First Class Stamp	70p Card Payment
Talktalk Ltd.	Final bill for previous Clerk's telephone & broadband connection	£114.30 Direct Debit
Post Office	Postage to send Clerk's mobile phone back	£7.40 Card Payment
Post Office	Book of 12 First Class Stamps	£8.40 Card Payment
Vodafone	Top-Up of Clerk's current mobile phone	£10.00 Card Payment
Amazon	Cable to connect Clerk's Printer	£5.99 Card Payment
Express Signs	No Dog Fouling signs	£154.20 Card Payment
O2 UK	Monthly Hotspot Fee	£8.78 Direct Debit
PKF Littlejohn LLP	Charges for External Audit of Accounts 2018/2019	£240 Cheque

It was requested that the maintenance contract be reviewed ahead of renewal next year.

522. Parish Council Vacancies

Mrs Wisdom and Mrs Palmer were invited to present their expressions of interest in the current vacancies on the Parish Council. Following this, they and the remaining member of the public were asked to leave the meeting and thanked for their attendance.

Mrs Palmer was co-opted to the Parish Council with a unanimous vote. Mrs Wisdom was co-opted by five positive votes (there were two abstentions).

The Clerk agreed to contact the new councillors and arrange appropriate induction.

523. Additional Matters

Cllr Pollard advised that the annual community bulb plant would take place the third week in October and asked if the Parish Council would be happy to donate a bag of bulbs. Crocus' and snowdrops would be planted. The event would be promoted via social media. It was noted that once the bulbs had been planted for five years, they would begin to multiply over time and become sustainable. A Parish Council donation was agreed.

Moved Cllr. Belbin/seconded Cllr. Cliffe.

Cllr Goodhead reported that the grass verges and hedges around the school were in need of cutting and the Clerk was asked to report this via the Local Authority's online portal.

The Chair placed on record, his thanks to Cllr Cliffe for her ongoing support of local organisations.

District Cllr Tennant-King reported to the meeting about a home-based break scheme and request for support. The scheme unfortunately had no constitution or bank account so were struggling to apply for financial support. Councillors advised that it was likely the District Council

would be able to provide these services for the scheme and it was suggested this be explored further.

524. Date & Time of Next Meeting

The next Parish Council meeting will be held on Monday 7th October 2019 at 7.00 pm at Sharlston Community Centre.

Cllr Belbin offered his apologies for this meeting.

There being no other business the meeting closed at 9.00 p.m.

Signed …….. Chairman

Date ……