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

Present:	Councillor P Belbin	Councillor K Palmer
	Councillor P Boyes	Councillor S Pollard
	Cllr J Goodfellow	Councillor E Stebbings-Allison
	Councillor S Goodhead	Councillor L Wisdom

Also present: District Councillors R Taylor and M Tennant-King

563. Apologies for Absence

Apologies for absence were received from Councillors J Cliffe MBE and District Councillor G Isherwood. No apology had been received from Councillor A Devey.

At this point the Clerk reported that Councillor K Shingles had resigned from the Parish Council. It was agreed that a letter of thanks and flowers be sent to Councillor Shingles to acknowledge her contribution to the Parish Council over many years.

Moved Cllr. Boyes/seconded Cllr. Goodfellow.

The Clerk advised that she would report the casual vacancy to Wakefield Council so that the process of advertising this may be started. She agreed to forward the information to Councillors Goodhead and Pollard for inclusion on the website and Facebook page.

It was noted that Councillors Palmer and Wisdom needed their contact details adding to the Parish notice boards.

564. Disclosure of Personal Interest

There were no disclosures regarding items on the agenda.

District Councillors Taylor and Tennant-King advised of their positions on the Boards of Groundwork and Wakefield District Housing, respectively. The Clerk agreed to collect these disclosures by email to keep on file.

The Clerk also advised that she would be forwarding register of interest forms for Councillors Boyes and Belbin to Wakefield Council the following day for inclusion on their website.

565. Minutes of the Meeting held on Monday 4th November 2019

The minutes of the meeting held on Monday 4th November 2019 were accepted as a true record.

Moved Cllr. Boyes/seconded Cllr. Goodhead.

566. Progress Report

Planning Application

The Clerk advised that the planning application reported by Cllr. Wisdom at the last meeting had already closed following the meeting.

Banking

The Clerk reported that forms had been completed to add the Chairman as an additional signatory. The Finance Committee had also agreed to investigate adding further signatories and this would be progressed following Cllr. Shingles' resignation.

Financial Regulations

The Financial Regulations would be updated in the new year along with the Parish Council's Standing Orders. The Clerk agreed to add this as an agenda item for the next meeting.

Air Ambulance

Following a decision made at the last meeting, the Clerk had contacted the Air Ambulance charity to advise that the Parish Council were unable to locate a suitable position for a clothes bank at this time.

Hedges and Verges

The Clerk had reported the hedges and verges by the Community School again. A response had been received and Cllr. Goodhead confirmed that he had raised some further questions as a result of this. These were yet to be answered and would be chased by the Clerk. It was noted that the hedge on Grime Lane had been attended to.

Tree New Sharlston

The damage to the tree in New Sharlston had been reported and an inspection had been undertaken by Wakefield Council.

Winter Grit

The Clerk confirmed that this had been ordered and delivered.

Christmas Trees

The Clerk had been unable to locate the lights that had been previously purchased and so new ones had been bought. The Clerk had reported the concerns about the tree at the top of Cow Lane and this had been rectified. The query over the times that the solar lights were switched on had also been rectified.

Advent Calendars

The advent calendars had been purchased and delivered, however the Clerk reported that due to the online shopping order being amended at the last minute by the supermarket, she had been forced to purchase additional calendars at short notice which had cost more than anticipated. She had also received a request from the school, that given the additional work the distribution of calendars caused and due a number of allergies and religious restrictions, a monetary donation may be more appropriate in the future, should the Parish Council still wish to make this offer. This could then be used towards booking a pantomime to perform at the school.

It was suggested that this request be considered as part of a review of Christmas arrangements in the new year.

Planning Appeal

The Clerk advised that she had responded to the planning appeal raised at the last meeting, citing that the Parish Council's original objections still stood.

Letters

The Clerk confirmed that she had written letters of thanks to both the Cricket Club and the Volunteer Warden following requests at the last meeting.

ICE

The Clerk confirmed that she had promoted the 'In Case of Emergency' scheme via the Parish notice boards, website and Facebook page following a request at the last meeting.

Wakefield District Housing

The Clerk had reported the rubbish dumped around the surgery and adjacent garages to Wakefield District Housing after identifying that it was their land. A response was still awaited.

Anti-Dog Fouling Signage

The Clerk had requested further signage following this being raised at the last meeting.

Gutters – The Green

The Clerk had reported that the gutters on The Green required clearing.

567. Ongoing Projects

Church	The Chairman had met with Father Teasdale about the Church's lease of the Community Centre. It was clear that issues had been caused by different people dealing with different elements of this and that this now needed to be a clear transaction between the Parish Council and Church to avoid further delay. It had also become clear that the request for a survey on the Community Centre had been made by the Church rather than the solicitors dealing with the lease. The Chairman made the point that the Parish Council's support would mean that they were in control of the situation. There would be repairs required but this would be a necessary element of proceeding with the lease. The Chairman had made it clear that the Parish Council would only cover its own fees and not those of the Church. It had also been made clear that the plans for the Community Centre would only be an asset to the Church. Father Teasdale had agreed to speak to parishioners about potentially nominating a member for the Management Committee of the Community Centre. The Clerk was asked to investigate three quotes for a structural survey of the Community Centre. Community events such as the VE Day commemoration had been discussed and the Church was happy to support these. The Clerk was asked to chase Wakefield Council about clearing the leaves around the Community Centre. Councillors Goodhead and Palmer agreed to clear the worst of these in the meantime.
New Community Centre	It was noted that a meeting had been held on 27 November with Jeremy Linden of Groundwork to consider the list of conditions for the new Community Centre and discuss a response. Councillors were asked if they had anything else to add to this. There was nothing further to add so the Clerk agreed to confirm this with Jeremy who would then forward the response to Wakefield Council. The Chairman made the point that Wakefield Council's actions were causing additional costs for the Parish Council in respect of Groundwork's services.
Rugby Club	The Clerk confirmed that Catteralls had now agreed to act for both the Parish Council and the Rugby Club with regards to a new lease. It was agreed that a Planning Committee would be arranged in the new year to review the existing lease and make recommendations for the new

	one. Points raised included the maintenance of the perimeter fence, litter picking after matches and checks of the whole site once a month. It was also noted that a check of the insurance policy should be made to confirm the Parish Council's responsibilities. The Chairman confirmed that he was still chasing the plans for the site with the Club and that the fencing costs would be incorporated into the construction of the new car park.

568. Reports from Committees

The Finance Committee had met on 12 November to discuss and propose a new budget for 2020/21. This would be presented later in the meeting. They had also considered the forthcoming renewal of the Parish Council's insurance, the review of the Financial Regulations, a VAT claim and new signatories.

The Planning Committee had met to look at the response re the new Community Centre, as reported under the previous item.

With regards to the Allotments Committee, the Clerk reported that the asbestos had been removed but that this had taken more than one trip and had resulted in the final invoice being increased to £250. Councillor Goodhead advised that he had obtained a draft Asbestos Policy from Wakefield Council. He also raised that a discussion was required around the hens being kept at the allotments. It was agreed to arrange an Allotments Committee meeting in the new year.

The Clerk and Cllr. Wisdom had attended the Town and Parish Council Liaison Group and the Clerk highlighted the main discussions that had taken place; a presentation on Highways Network Management including how the quality of roads in the District is measured and the impact of utility company work; and a report back on the recent Highways Satisfaction Survey. The Clerk reported that she had asked for an item on Planning to be on the next agenda.

A Highways Committee meeting had taken place on 26 November 2019 with Martin Barnes attending from Wakefield Council. Items discussed included the lack of bus stop at Cow Lane, footpath issues at Brickyard Lane and on the way to Streethouse, speeding on The Green, plans for a Traffic Regulation Order on Wood Street and parking issues at the junction of Weeland Road / Grime Lane. A number of actions had been taken forward by Mr Barnes and an update would be provided in due course.
The Clerk advised that she had received an update on the footpath at Brickyard Lane just that evening. She read this out. Wakefield Council would not take any responsibility for providing signage to prohibit horse riding along the path. The Clerk was asked to pass the response to the member of the public who had raised the issue and also to explore the Parish Council's powers regarding providing signage themselves.

569. Training Update

The Clerk had completed a webinar on Lawful Agendas and Minutes on 27 November. She provided the salient points from the training and agreed to give a full report on changes to the formats of future agenda and minutes documents, in January.

It was noted that Councillor Pollard would be completing a webinar on Snapshot Chairmanship Skills in January.

570. Trees

Councillor Pollard provided a report on the tree planting on the common land in Sharlston and at New Sharlston, which was now complete. It was agreed that the report be published on the website, Facebook page and the Parish notice boards. The Clerk was also asked to send this to White Rose for inclusion in a future publication. It was further noted that followers had increased on the Facebook page since the planting of the rooted Christmas Tree which had been particularly popular.

Questions were raised about the protection of the trees. Councillor Pollard advised that the trees were only at risk between February and March if these months were dry and that she would ensure the trees remained watered. The stakes and fencing would protect them from the lawn mower and ensure the width of growth was restricted.

A question was raised about a maintenance contract for the trees at the Rugby Club and it was agreed to check on this.

571. Big Lunch

Cllr Pollard provided a report on the Big Lunch event which had taken place on 27 November. It was agreed that the report be published on the website, Facebook page and the Parish notice boards. The Clerk was also asked to send this to White Rose for inclusion in a future publication.

The event had been extremely successful and thanks were placed on record for all the donations and volunteers that had made the event possible. A letter of thanks would be sent to the Yorkshire Deli who had provided the meals on the day, free of charge.

It was noted that the whole event had cost £900 but that this had been completely covered by funding from the Neighbourhood Improvement Fund and donations.

Councillor Pollard advised that the next project for the Parish Council would be the VE Day Commemoration. Councillors Wisdom, Stebbings-Allison, Goodhead, Boyes and Palmer agreed to form a working party to begin the arrangements for this and to meet in the coming weeks.

572. Planning Applications

Councillors considered one application included in late items. There were no comments.

Cllr. Pollard advised that there were notices in the area about a piece of land just off The Green and concerns over who would acquire this.

573. Planning Decisions

There were no planning decisions to note.

574. Attendance at Meetings

The Clerk reminded Councillors of the Christmas events being organised by Normanton Town Council.

Feedback was given from the Remembrance Service held at St Luke's Church. It was noted that this had been disappointing, although more people had attended than in previous years. Some suggestions for improvement were considered.

575. Correspondence

The Councillors were brought up to date with all correspondence received. Following the two matters raised by members of the public at the last meeting, a letter had been sent to the Club House about the damage to the fencing but no response had been received. The issue about the car causing an obstruction on Grime Lane had been forwarded to the Community Policing team and a response had been provided to the member of the public.

576. Additional Matters

Cllr Pollard proposed that the Parish Council register to be part of the Great British Spring Clean. This was agreed and the Clerk agreed to complete this.

The Clerk advised that the Parish Council had been invited to be part of a fundraising event for the Winter Fuel Campaign. Councillors Pollard and Palmer agreed to take part in the 'Night down the Pit'. The Clerk agreed to respond and to set up a Just Giving page for fundraising.

Councillor Wisdom advised that she had arranged some additional tree planting through the New Sharlston Voluntary Group.

Councillor Wisdom asked who she should contact with regards to having the street name at Long Row moved, as this was at the wrong side of the houses, causing confusion. It was suggested that Wakefield Council be contacted in the first instance.

577. Accounts

The Clerk presented the draft budget for 2020/21 which had been proposed by the Finance Committee at their meeting on 12 November. She advised that due to a number of savings including lower staff costs, cessation of contracts, removal of one-off costs and reduction in service costs, the proposed budget was over £12k less than the current one.

Councillor Pollard suggested that an events budget be created and the Clerk agreed to add this in and bring a revised copy of the budget to the next meeting.

The Finance Committee had proposed to keep the precept at the same level as the current year however, to ensure that a number of projects could be realised by the Parish Council.

Moved Cllr. Boyes/seconded Cllr. Pollard.

The following accounts were approved for payment.

Supplier	Details	Amount/Type
Clerks and Councils Direct	Annual Subscription	£12.00 Cheque
SLCC	Annual Subscription	£109.00 Cheque
YLCA	Training webinar for Clerk	£15.00 Cheque
Asbestos HSE	Removal of Asbestos from allotments	£250.00 Cheque
Cllr Susan Pollard	Expenses – Christmas Lights	£65.98 Cheque
Emma King	Clerks Expenses – purchase of advent calendars and gifts	£608.45 Cheque
Emma King	Clerks Expenses – cost of installing printer over wi-fi to laptop and review printer cartridge ordering	£25.00 Cheque
Plantscape	Solar Christmas Lights	£4094.40 Cheque
Royal British Legion	Donation for Remembrance 2019	£35.00 Cheque

578. Date & Time of Next Meeting

Councillors considered a list of proposed dates for 2020 including the annual meeting and open day. The Chairman agreed to check that these were ok with the Community Centre Caretaker.

It was suggested that the Open Day arrangements be an agenda item for the meeting in February.

Moved Cllr. Boyes/seconded Cllr. Goodfellow.

The next meeting would be held on Monday, 6th January 2020 at 6.30 pm.

There being no other business the meeting closed at 8.30 p.m.

Signed ..... Chairman

Date 6-1-2020