Meeting of Sharlston Parish Council held on Monday 6 January 2020 at Sharlston Community Centre at 7.00 p.m.

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

Also present: District Councillors G Isherwood and M Tennant-K

579. Apologies for Absence

Apologies for absence were received from Councillors A Devey and J Goodfellow and District Councillor R Taylor. The reasons for absence were shared and approved.

580. Disclosure of Personal Interests

There were no disclosures regarding items on the agenda.

581. Minutes of the Meeting held on Monday 2nd December 2019

The minutes of the meeting held on Monday 2nd December 2019 were accepted as a true record.

582. Progress Report

The Clerk reported that she had sent a thank you card to Cllr Kath Shingles and a bouquet of flowers as a thank you for her time on the Parish Council. Cllr Cliffe MBE proposed that a more lasting gift be purchased for Cllr Shingles, to reflect her contribution over many years. She noted that Cllr Shingles had been on the Parish Council since the late 1990s. Cllr Goodhead asked Cllr Cliffe to provide some wording about the specifics of Cllr Shingles' contribution so that he could add an article to the website. The Chairman seconded Cllr Cliffe's proposal to purchase a gift for Cllr Shingles. The Clerk was asked to add an item to the agenda for the next Finance Committee to look at a Gifts and Hospitality Policy.

Members noted that the casual vacancy left by Cllr Shingles had been notified to Wakefield Council and advertised for election. The date of this advertisement had now passed and the Clerk awaited instruction from the Elections Team as to whether an election had been requested. She would update at the next meeting.

The contact details for Cllrs Wisdom and Palmer had been added to the notice boards.

District Councillors were reminded to forward details of their personal interests to the Clerk to keep on file.

The Clerk reported that the Chairman had been added as a signatory to the banking mandate for the Parish Council and that a new debit card had been received for her use. A request would now be made to add Cllrs Belbin and Pollard to the mandate.

It was confirmed that the rubbish had not been removed from near the surgery by WDH. The Clerk agreed to chase this.

The reports on the tree planting and Big Luncheon had been sent to White Rose for inclusion. A letter of thanks had been sent to the Yorkshire Deli.

The Clerk had registered the Parish Council for the Great British Spring Clean. She had also signed up Cllrs Pollard and Stebbings-Allison for the 'Night Down the Pit' challenge at the

National Coal Mining Museum. She would chase for joining instructions. Councillors were reminded to let the Clerk know if they registered the Parish Council for any initiatives.

Cllr Cliffe MBE reported that dog-fouling had again increased around Clifton Road. It was noted that little could be done unless information was shared about the perpetrators. It was suggested that the issue be shared on Facebook. The Clerk was asked to order more painted pavement signs and to request permission to erect the Parish Council's signs on various lamp posts in the area.

It was noted that the damaged tree in New Sharlston had been removed.

583. Ongoing Projects

Church	The Clerk updated the meeting on her efforts to find a surveyor for the existing community centre. She explained that she was still awaiting a couple more quotes. The Parish Council agreed to delegate this work to the Chairman and Clerk to ensure progress. It was noted that the leaves had been cleared from the car park.
New Community Centre	A meeting of the Planning Committee had taken place on 11th December to consider the response from Wakefield Council's Planning department to the Parish Council's concerns over the conditions set. The Committee had agreed that the current planning application should be withdrawn pending a new application for a permanent structure. The Clerk had requested that Groundwork communicate this to Planning and forward an invoice for their work to date. It had become apparent that this communication had not been made until that day. In the meantime, the Chairman had spoken directly to Planning and confirmed that an outline application would not be necessary and that the Parish Council should apply for full permission. The Clerk was asked to seek new drainage and mining surveys in advance of this. The Committee had also agreed that a tender pack be created and circulated for expressions of interest. The Clerk updated the meeting on this pack and it was agreed that she should now advertise this. The Clerk was asked to write to Groundwork to thank them for their work, ask for a final invoice and explain that the Parish Council would be in touch if they wished to use their services in the future.
Rugby Club	The Clerk reminded Councillors that they had agreed to arrange a Planning Committee meeting in the new year to review the current lease for the Rugby Club. It was agreed that this was not now necessary and that if the Clerk circulated the existing lease to all Councillors for comment, this could then be forwarded to Catteralls to action. Initial comments were that the car-park needed to

	be removed from the plan and that the two years remaining on the current lease be absorbed into the new 25-year lease. Councillors agreed that although the current lease was fit for purpose, it would need to be more rigorously enforced in future.

584. Reports from Committees

Finance
The Clerk reminded the meeting that she had been asked to create a budget heading for events. She suggested an initial figure of £500. It was agreed to look at this later in the agenda.

The Clerk also advised that the Parish Council's precept request had been sent to Wakefield Council. This had been the first request in the District for the new year. Councillors were made aware that as the Parish Council had levied the same precept as the year before but the 'collectable base' had slightly decreased this year from 792 – 790 households, the indicative effect on 2020/21 council tax bills for the Parish would increase marginally.

Allotments
It was agreed that allotments issues would be held at present.

Highways
The Clerk advised that she had received an update on the bus stop on Cow Lane. It was now anticipated that a bus shelter would be available by the end of January. The Clerk agreed to follow this up when the time came.

The Clerk advised that she had collected some information about byelaws with regards to Brickyard Lane. It was noted that the information that had been passed over during the public part of the meeting would now allow further investigation of this issue.

It was confirmed that the footpath towards Streethouse had now been cleared.

The Clerk advised that she had emailed Martin Barnes to find out what information he required to be able to support the Parish Council with their request for hard standings on Weeland Road and the new road into the new Community Centre. She would update in due course.

With regards to the traffic regulation order that the Parish Council were pursuing, the Clerk was asked to collate all the results from the recent survey in order to complete the formal request for this. She was also asked to arrange a meeting with the Community School to look at joint ways of working on highways issues.

VE Day Celebration – 8 May 2020
A sub-group meeting had been held on 27 December. It was noted that each member had been a task with regards to the organisation of the event including the location, structure, funding, advertising, catering, games, fancy dress and decoration and memorabilia stall. It was expected that the event would take place in and around Sharlston Rugby Club which would allow space for around 200 people to attend. The Church would be approached to provide bell-ringing and it was hoped to secure a bugler to play the last post and music or a band to play to celebrate at the time the battle was officially over. With regards to funding, it was noted that Parish Council would be approached to provide a sum of £2000 which would hopefully allow for match funding to be sought. The event would be advertised via Facebook, the school, the Church, the Parish notice boards, the website and via direct mail of flyers, hand-delivered by Councillors. As far as catering was concerned, the groups had suggested that a bookable afternoon tea be provided, along with a hog roast, sandwiches, jelly, biscuits, cakes, scones etc. plus an ice cream van. This would be provided via catering companies and donations from local bakers, members of the public.

Decorations would be in traditional red, white and blue and would include bunting, flags, table cloths, paper chains, streamers etc. However, this would be confirmed once a venue had been finalised. Fancy dress would be optional in the theme of WW2 era / military uniform / 40s style etc. and everyone would be encouraged to join in. Traditional games would be organised to include tug of war, sack races, egg and spoon, hoop and stick, three-legged race etc. Other ideas were suggested as follows; Sharlston male Voice Choir, children's band or choir, Crofton Silver Band, bell ringer or town cryer. It was also hoped that a memorabilia stall could be organised with items such as medals, books, gas masks, uniforms etc. It was planned to contact the Red Cross, SSAFA and local Cadets groups in the area for support and ways in which funds could be raised from the day. Music would be provided all day in the background, focused on the afternoon tea area.
It was proposed by the Chairman and seconded by Cllr Belbin that a sum of £2000 be provided by the Parish Council to support the event.
It was proposed by Cllr Pollard and seconded by Cllr Goodhead that SSAFA be the chosen charity to support as part of the event.
The next meeting of the sub-group would be arranged shortly.

585. Training Update

It was noted that Cllr Pollard would be taking part in a webinar on 22 January on Snapshot Chairmanship. Cllr Palmer had expressed an interest in attending the YLCA Spring Conference but it was suggested that she would need to complete new councillor training first.

586. Items Requested by Councillors

Induction Pack

The Clerk read out the suggested items for an Induction Pack, noting that some items were in need of updating. It was agreed that the Clerk should pull together the documents and bring these to the next meeting for review / agreement.

Standing Orders / Financial Regulations

It was proposed and seconded that working groups be set up to review the Parish Council's Standing Orders and Financial Regulations as follows;

Standing Orders; Chairman, Cllr Wisdom, Cllr Goodhead

Financial Regulations; Chairman, Cllr Belbin, Cllr Cliffe (Finance Committee).

The Clerk was asked to forward both documents to the relevant groups.

Christmas 2020

The Clerk advised that Plantscape had been in touch to ask whether they should leave the brackets on lamp posts for summer hanging baskets. The Clerk was asked to source the prices involved and bring these to the next meeting.

It was proposed and seconded that a survey monkey survey be created and circulated to collect the community's views on how the Parish Council should celebrate Christmas 2020. It was suggested that this could also include a question about summer planters / hanging baskets.

The Clerk was asked to contact the Clerk at Featherstone Town Council about potentially sharing contracts for the Christmas and summer lamp post decorations.

It was also suggested that the public be advised that they could attend the next meeting to share their views on this directly.

Finally, the Clerk was asked to investigate quotes for installing an electric supply on the Green for the rooted Christmas tree.

587. Planning Applications

There were no planning applications.

588. Planning Decisions

There were no planning decisions.

589. Attendance at Meetings

The Clerk highlighted that the next Town and Parish Council Liaison meeting would take place on Wednesday, 19 February 2020. It was noted that the Chairman and Clerk would attend this.

The Clerk highlighted that the next YLCA Branch meeting would take place on Thursday, 20 February 2020. It was noted that Cllrs Pollard and Goodhead would attend this.

590. Correspondence

Councillors were brought up to date with all correspondence received.

591. Future Agenda Items

The Clerk advised that she had already been asked to add plans for the Annual Open Day to the next agenda. In addition, she would be looking to bring the review of Risk Assessments and a VAT Claim to that meeting.

Cllr Cliffe MBE raised an issue that had been brought to her attention regarding cyclists using the footpath adjacent to the allotments and being aggressive to members of the public. It was noted that the route did appear on a cycling app – Wakefield Wheels. It was suggested that local and Parish maps be brought to the next meeting so that clarification of the use of the path could be sought.

592. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
Groundwork Wakefield	Costs related to support for New Community Centre	£135.44 Cheque
On Screen	Costs related to Parish Council website hosting & support	£315.00 Cheque
O2	Monthly Hotspot Fee	£8.78 Direct Debit
Zurich	Annual Insurance Renewal	£1,652.18 Cheque

The following payments had been previously approved and made between meetings.

Supplier	Details	Amount/Type
Emma King	Clerk's Expenses – flowers for Cllr. K Shingles	£25.00 Cheque
Emma King	Monthly Salary	

The Clerk circulated a bank reconciliation and budget comparison to 31 December 2019 which was noted.

It was proposed by the Chairman and seconded by Cllr Goodhead that the insurance provision for the Parish Council be renewed with Zurich Insurance for a further 12 months.

593. Date & Time of Next Meeting

The next meeting would be held on Monday, 3rd February 2020 at 6.30 pm.

There being no other business the meeting closed at 8.20 p.m.

Signed ..... Chairman

Date 3-2-2020