Meeting of Sharlston Parish Council held on Monday 2nd March 2020 at Sharlston Community Centre at 7.00 p.m.

Present:	Councillor P Belbin	Councillor K Palmer
	Councillor P Boyes	Councillor S Pollard
	Councillor A Devey	Councillor E Stebbings-Allison
	Councillor S Goodhead	Councillor L Wisdom

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

609. Apologies for Absence

Apologies were received from Councillor J Cliffe MBE and Councillor J Goodfellow. Apologies had also been received from District Councillor R Taylor.

610. Declarations of Personal Interests

There were no declarations regarding items on the agenda.

611. Minutes of the Meeting held on Monday 3rd February 2020

The minutes of the meeting held on Monday 3rd February 2020 were accepted as a true record.

612. Progress Report

The Clerk confirmed that there had been no further interest in the current vacancy but that it continued to be advertised.

It was noted that Councillors Belbin and Pollard had been added to the banking mandate and that Councillors Boyes, Belbin and Pollard had applied for online banking access.

It was confirmed that all the rubbish near the surgery had been removed.

Councillor Goodhead advised that he had one more anti-dog fouling sign to put up.

The Clerk confirmed that she continued to chase the replacement bus shelter on Cow Lane.

With regards to Brickyard Lane, the Clerk read out an email she had received from YLCA containing advice about the situation. It was confirmed that the Parish Council has no legal or statutory obligation to contribute towards any costs associated with the road and it should not feel compelled to do so. It also suggested that any signage put up on the road could only be that which makes a request of users or sets out expected behaviour as the council will have no power of enforcement. It was suggested that this advice be placed on the Parish Council website and on Facebook.

The Clerk confirmed that she had contacted Warmfield Parish Council about the overhanging trees on Crossley Street.

Councillor Pollard advised that she had contacted Mr Cooling about extending the path alongside Fernside allotments to enable a cycle path to be put in. Whilst Mr Cooling was happy to give his permission if needed, he would not be providing any funding for this.

The Clerk had investigated the use of cones by the school to dissuade irresponsible parking. She had been advised that there was no way of enforcing their use unfortunately. The Parish

Council agreed that they would still like to support the school with this issue and would recommend that the PTA request a grant for the purchase of cones. It was agreed to write to the school following the forthcoming Highways Committee meeting.

The Clerk advised that she wished to bring updated policies and procedures to the Parish Council over the forthcoming meetings, with a view to having these all in place by the annual meeting in May. Going forward, these would hopefully be stored on a secure part of the website for all Councillors to access. The Clerk would have hard copies available to reference at meetings. With this in mind, she sought permission to purchase hard copies of the publications; The Good Councillor's Guide to Finance and Transparency 2018; The Good Councillor's Guide 2018 and The Good Councillor's Guide to being a Good Employer.

It was proposed and seconded that this purchase be made at a cost of £13.73.

The Clerk then gave an update on the plans for the annual Open Day on 19th May. She advised of the stall holders already confirmed and noted that she had agreed the times of use of the community centre. She had updated key documents such as a poster and councillor information in advance of the event. She suggested that progress reports be updated ready for display. It was suggested that Polly's Mixtures be asked to provide catering for the event.

The Clerk had also obtained details of the assistance available to residents as part of the winter fuel campaign. This had now been advertised on the Parish notice boards, the website and Facebook. Representatives would also be attending the Open Day.

The Clerk confirmed that details of the forthcoming Spring Clean plus the recently completed projects on bulb planting, tree planting and Night Down the Pit, had all been published on the notice boards, website and Facebook. Councillor Pollard confirmed that the final amounts raised for the Night Down the Pit challenge were £670 sponsorship and £250 grant from the Parish Council.

Finally, the updated versions of the annual Risk Assessment and Standing Orders were circulated for approval following comments made at the last meeting.

It was proposed and seconded that these documents be approved and circulated.

Councillor Belbin highlighted that the address of the Parish Council required updating on Google. Councillor Goodhead agreed to speak with OnScreen about this.

613. Ongoing Projects

Church	The structural survey on the existing community centre had taken place on 7th February and this had produced a very positive report. Due to the good state of repair, the cost of the survey had been reduced to £300. There was a small amount of remedial work required on the gutter and fall pipe and this would be completed shortly. The water damage this had caused would dry out and not cause permanent issues. It was agreed that this report should now be shared with Father Teasdel. It was noted that user agreements for the centre required updating.
New Community Centre	The Clerk reported that the company who had completed the last coal mining risk assessment were no longer trading. She had investigated whether a desktop survey would be sufficient but had been advised by Wakefield Council's planning department that she should approach the Coal Authority directly. She had also been given another contact at the local authority with regards to the drainage survey.

	Only one architect had shown an interest in the tender for the initial stages and a meeting had been arranged between them and the Planning Committee on 4 March. YLCA had been approached to circulate the Parish Council's requirement for an architect. The Design and Access statement had been forwarded to Martin Barnes in Highways and he had responded to note that the plans for the new roadway were already well advanced.
Rugby Club	The Clerk had received and circulated the draft lease from Catteralls. No comments had been received. Councillor Goodhead advised that a grammar and punctuation check was required ahead of this been agreed. The Clerk agreed to respond to Catteralls with this. Two quotes had been provided to the Parish Council by the Rugby Club with regards to repair of the fence due to tree damage. It was proposed and seconded to ask the Rugby Club to proceed with the quote that the Parish Council felt most appropriate and reasonable. The Clerk was asked to obtain a timescale for the work ahead of the next meeting.

614. Reports from Committees

Allotments

Councillor Goodhead advised that he had been seeking quotes for the removal of hedgerow and asbestos at the allotments and the installation of new fencing. He noted that this was for the purposes of improving the image of the area. He added that there was work to be done around the Club's property at the opposite too as this had become run-down. It was noted that the Parish Council was currently trying to build a relationship with the Club and that this was a work in progress. Councillor Goodhead briefly shared the quotes he had received so far.

The Chairman noted that the tenant representative from the allotments had contacted the Clerk with some concerns about the contractors visiting the site. Councillor Goodhead was asked for the feedback he had received from the representative. He advised that he had been clear about what he was doing at the time of the visit. Councillor Goodhead also expressed concern over the chickens being kept at the allotment and the poor cultivation of some plots.

Councillor Pollard shared some advice she had received at a recent event about reinvigorating allotment space. It was noted that there was a current waiting list for plots.

Councillor Goodhead was asked to meet with the other members of the allotments committee to create a business plan which could then be brought to the next meeting.

Sharlston Community Partnership

The Clerk asked that a meeting be arranged as soon as possible. She agreed to arrange a date outside of the meeting.

Finance Committee

The Clerk advised that the Finance Committee had met on 26th February to review the Financial Regulations, consider a draft Gifts and Hospitality Policy and check on the progress of the VAT claim. The draft Financial Regulations were circulated for comment. It was agreed to bring these to the next meeting for approval.

VE Day Working Group

The VE Day Working Group had met on 13th February. The following matters had been considered; tour of Sharlston Rugby Club as venue for event, arrangements for access on the day including decoration and use of facilities, support requested from SSAFA, Red Cross and local cadet corps, poppy planting kits for children to purchase on the day, possibility of a choir on the day, ration tickets for exchange by children for snacks on the day, costings for insurance cover for the day to be followed up, bell ringing arranged by church, shire horse visit on the day and raffle of two commemorative horse brasses, update on decorations, ice cream van to be organised and funded by NSVG, catering update including hog roast, afternoon teas, snacks for children, poster being created, games and entertainment plan shared and agreed including prizes, old fashioned sweets for children suggested, looking for a veteran in the village – possibly to interview, litter-pick and rubbish collection discussed.

Councillor Pollard advised that SSAFA had since agreed to provide merchandise to use at the event, the school had agreed to support the event, Mrs Cooling had agreed to loan her ration books for the memorabilia stall and Streetscene would be approached about rubbish collection. A concern was raised about charging the children for the ration books. This was to be taken back to the next meeting of the Working Group.

Highways

The Clerk advised that the TRO documentation had been forwarded to Martin Barnes in the Highways Team and a meeting to follow up on this, including a site visit, would take place on 10th March.

Terms of Reference

The Clerk circulated a draft Terms of Reference for Committees and asked that comments be brought to the next meeting with a view to approving the document.

615. Training Update

Councillor Boyes had taken part in the Finance and Budget webinar on 19th February and had circulated the documents to all Councillors for information. Councillor Pollard would be taking part in a webinar on Committees on 3rd March and invited any other Councillors to attend if they wished. A webinar on Employment had been re-scheduled for later in the month and Councillor Boyes would be taking part in this. The Clerk circulated a copy of YLCA training sessions for the forthcoming months.

616. Items Requested by Councillors

Christmas / Summer Arrangements

The Clerk shared an overview of the responses so far to the survey on Christmas and summer arrangements. It was agreed to close the survey now and to bring a full report along with quotes for hanging baskets and planters for consideration at the next meeting. The Clerk advised that she had still had no response from Wakefield Council on a cost for electric supply to the common land. A suggestion of using 'Incredible/Edible' for some of the arrangements was made – particularly in relation to growing herbs in the planters.

132 Weeland Road

The Clerk reported that since the last meeting, a skip had appeared on site and the rubble had been cleared from the pavement. The downstairs windows had been semi-boarded but the upstairs ones were still accessible and dangerous. The Clerk had been advised that the local authority was attempting to serve notice on the owner and she had a telephone call with Building Control scheduled for the following day.

Code of Conduct

A draft Code of Conduct was circulated by the Clerk along with the current one for review. She asked for comments back for the next meeting with a view to bringing this for approval.

The Chairman reminded all Councillors that they acted in the interests of the Parish Council when at meetings or when representing the Council at external events. He asked that if anyone had

their role as a Parish Councillor associated with their personal social media accounts, that this be removed immediately as individuals did not represent the Parish Council in their personal business.

Asset Register

The current Asset Register had been circulated for review with the meeting papers.

It was proposed and seconded that this be agreed.

Elections 2020

The Clerk advised that there would be no Parish elections this year. It was noted that District Councillor Tennant-King would be standing for re-election in the District elections. It was noted that follow up was required with regards to the use of the community centre as an additional polling station.

617. Planning Applications

Councillors considered the following application;

Application no.	Location	Details	21 Day expiry / Target date
20/00195/CPL	15 Beechfield Drive Sharlston Common Wakefield WF4 1EG	Garage conversion to habitable space.	Unknown

There were no comments.

618. Planning Decisions

There were no planning decisions to note.

619. Attendance at Meetings

The Clerk gave a brief update on the Drainage / Flooding presentation received at the Town and Parish Council Liaison Group meeting on 19th February, that she and the Chairman had attended.

Councillor Goodhead gave a brief overview on the items discussed at the YLCA Branch meeting that he and Councillor Pollard had attended on 20th February. These included planning enforcement issues, the positive response to the training webinars, the annual meeting in September and the new website.

The Clerk shared forthcoming events circulated by Normanton Town Council including the Mayor Making Dinner on 15th May 2020.

620. Correspondence

Councillors were brought up to date with all correspondence received.

621. Future Agenda Items

The following items would be added to the agenda for the meeting in March;

- Annual Accounts 2019/20
- Annual Report Preparation
- GDPR/Social Media Policies
- Gifts and Hospitality Policy

In addition, a representative from the Royal British Legion would be attending.

Councillor Pollard raised issues with the drains outside the Church and at the far end of Hammer Lane. The Clerk confirmed that the one outside the Church had been reported. It was agreed to look at the other one during the Highways Committee walk on 10th March.

Parking issues on Grime Lane were highlighted following concerns from residents. It was agreed to raised these at the meeting on 10th March.

Councillor Pollard shared a request from a local art teacher who wished to create a community mosaic / mural on the side of the local Chinese takeaway, in partnership with the school. The Parish Council agreed support for this subject to her gaining the necessary consent.

622. Financial Matters

The following accounts were approved for payment.

O2	Monthly Hotspot Charge	£8.78
Matrix Consulting Engineers	Structural Survey of Community Centre	£300.00
YLCA	Finance & Budget Webinar	£15.00
O2	Clerk's Mobile Phone	£42.00

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

Sharlston Cricket Club	Sponsorship of one race at Race Night on 15 February 2020 to raise money for Fishlake Cricket Club	£50.00
Wakefield Community Foundation	Donation in Lieu of attendance by Cllrs. Pollard and Stebbings-Allison at 'Night Down the Pit'	£250.00
Emma King	Clerk's Expenses – new phone case and screen protector	£26.00
Emma King	Monthly Salary	

The Clerk circulated a bank reconciliation and budget comparison to 29th February 2020 which was noted.

It was noted that the VAT claim was currently being finalised and would be circulated for information via email.

623. Date & Time of Next Meeting

The next meeting would be held on Monday, 6th April 2020 at 6.30 pm. Councillor Stebbings-Allison gave her apologies for this meeting.

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

Signed ……. Chairman

Date …….