Monthly meeting of Sharlston Parish Council to be held on Monday 1st June 2020 at 6.30 pm at Sharlston Community Centre

Please note that due to the continuing social distancing measures in place as a result of the Covid-19 virus, this meeting will be taking place **virtually**. We will retain the public part of the meeting between 6.30 and 7.00 pm and any member of the public wishing to address the Council can contact the Clerk for a link to join the meeting. Alternatively, questions may be submitted to the Clerk up until 12 noon on Monday, 1st June for consideration at the meeting.

The quorum of this meeting is the lesser of 1/3 of members entitled to vote or 3 members

AGENDA

1	**Apologies for Absence**	To receive apologies and approve reasons for absence.
2	**Declarations of Personal Interests**	• To receive any declarations of interest not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests • To receive, consider and decide upon any applications for dispensation
3	**Minutes of the Previous Meeting**	To confirm the minutes of the Meeting held on Monday 4th May 2020 as a true and correct record
4	**Progress Report**	To receive reports on items in the minutes of the previous meeting (Note: for information only)
5	**Ongoing Projects**	To note that ongoing projects are currently paused owing to the current Covid-19 pandemic.
6	**Reports from Committees**	• Update on Committee Responsibilities - Councillors are asked to note the responsibilities of committees in line with the adopted Terms of Reference (Clerk to report) • Update on Allotments Business Plan – Councillors are asked to note progress with the Allotments Business Plan and consider approval of recommendations (Cllr S Goodhead to report)
7	**Training Update**	To receive a report on training completed since the last meeting
8	**Items Requested by Councillors / Annual Schedule**	• To review and consider for approval, the following GDPR policies; 1. Vexatious Requests Policy 2. Press & Media Policy 3. Social Media Policy 4. Rules for Public Session 5. FOI Policy 6. Recording of Meetings Policy 7. Publication Scheme 8. Security Incident Policy 9. Privacy Notices 10. Records Management Policy 11. Data Protection Audit • To consider the issues caused by the growth of Japanese Knotweed in the village and to decide on any action to be taken.
9	**Planning Applications**	To consider and decide upon planning applications as detailed in **Appendix A**
10	**Planning Decisions**	To receive Decision Notices as listed in **Appendix B**
11	**Correspondence**	To consider correspondence received since the last meeting and decide action where necessary
12	**Future Agenda Items**	To notify the Clerk of matters for inclusion on the agenda of the next meeting (please note that any motions for consideration are to be received 7 days in advance of the agenda being circulated)

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13	**Financial Matters**	- To approve the Annual Governance Statement - To confirm the Annual Return for 2019/20 following internal audit - To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised - To receive and note quarterly finance report (signature by a member not on the Finance Committee)
14	**Date & Time of next meeting**	To confirm the date of the next meeting.

Signed by: ……..

Clerk to the Council

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APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*

APPENDIX B - DECISION NOTICES

Application no.	*Details*	*Location*	*Decision*
20/00591/CPL	Proposed detached garage	140 High Street New Sharlston Wakefield WF4 1BE	Approved
20/00195/CPL	Garage conversion to habitable space	15 Beechfield Drive Sharlston Common Wakefield WF4 1EG	Approved
20/00149/FUL	Erection of three dwellinghouses with associated landscaping and access works	Land Off Hammer Lane and Clifton Road (junction of) Sharlston Common	Approved

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
YLCA	Webinar on Grants (Cllr Pollard)	15.00 Cheque
YLCA	Webinar on Risk Assessments (Cllr. Goodhead)	15.00 Cheque
The Habro Printing Company Ltd.	Annual Report printing (100 copies)	224.35 Cheque

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Monthly Salary	SO
O2	Clerk's Mobile Phone (May)	51.53 DD