Meeting of Sharlston Parish Council held on Monday 4th May 2020 via Zoom at 6.30 pm

Present:	Councillor P Belbin	Councillor K Palmer
	Councillor P Boyes	Councillor S Pollard
	Councillor S Goodhead	Councillor E Stebbings-Allison
		Councillor L Wisdom
Also present:	District Councillors G Isherwood and M Tennant-King	

624. Apologies for Absence

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

625. Declarations of Personal Interests

There were no declarations regarding items on the agenda.

626. Minutes of the Meeting held on Monday 2nd March 2020

The minutes of the meeting held on Monday 2nd March 2020 were accepted as a true record.

627. Progress Report

In the absence of a meeting in April, the Clerk had emailed a progress report to all Councillors. She read this out for the purpose of the minutes;

Cllrs Boyes, Belbin and Pollard now had online access to the Parish Council's banking in order to authorise online payments where cheques were not appropriate. Cheque payment would however remain the default method of payment.

The Clerk continued to monitor the progress of a replacement bus shelter on Cow Lane, though this was temporarily on hold due to the current situation.

The three publications from YLCA, ordered after the last meeting had now arrived.

The annual open day had been provisionally postponed to 1st June and an update on this would be circulated once the announcement from the Prime Minister had been made.

The Great British Spring Clean had been postponed to September (a date to be agreed at a future meeting).

The VE Day celebration had been postponed provisionally until 15/16 August (to coincide with the anniversary of VJ Day).

A poster had been placed on the notice boards to advise of postponed meetings and events.

The members of Sharlston Community Partnership Ltd. had met on 9th March to agree changes to the Company Secretary and to postpone the election of new members until such point the funds were needed for a new community centre.

The Clerk was still chasing information about an electricity supply on the common for the rooted Christmas tree.

132 Weeland – The Clerk had contacted building control after the last meeting. A notice had now been served on the owner. This should force action to be taken but rarely does. The issue with the local authority was the cost to make the building safe - they had quoted £2.5k just for the windows to be repaired. The rubble had been cleared and the skip had now gone. Any further anti-social behaviour concerns were to be reported to the police / anti-social behaviour unit at the authority.

The district council elections had been postponed to 2021.

Councillor Goodhead had confirmed that he would put up the remaining anti-dog fouling sign on Grime Lane once social distancing regulations had been relaxed. He had also spoken to OnScreen to resolve the address issue on Google.

628. Ongoing Projects

It was noted that ongoing projects were currently paused owing to the current Covid-19 pandemic.

629. Reports from Committees

Finance Committee

The Chairman gave a report back from the Finance Committee which had taken place virtually on 31st March 2020. The Committee had sought authority via email from other Councillors for delegated responsibility to hold this meeting due to a number of decisions required with a financial impact or time limit. The meeting had considered and made decisions on the following items;

- Summer Hanging Baskets / Planters. The Clerk had shared the quotes that she had received for both hanging baskets and planters.

Name	Hanging Basket	Parade Planter	Three Tier Planter
Marshalls	N/A	297.16 (empty)	365.00 (empty)
Plantscape	31.00 (planted)	N/A	184.00 (planted)
Amberol	74.91 (empty)	335.00 (empty)	374.0 empty)

Members had discussed the current situation and agreed that it was unlikely that any supplier would be able to supply and deliver baskets or planters due to this not being essential work. It was proposed by the Chairman and seconded by Cllr. S Pollard that the current four planters in the village be filled with hardy plants or herbs to sustain them for the foreseeable future. Cllr. S Pollard had agreed to source some plants and liaise with the Clerk to order these for delivery to the planters. It would be arranged at a later date who would be available to plant. The Chairman had agreed to arrange watering when required.

Cllr. Pollard gave an update, noting that she had received a quote from Spring Green Nurseries for plants that were available and suitable for planting at this time of year. The quote included four large plants, one for each planter plus bedding plants to fill out. These would cost approximately £25 per planter. In addition, half the compost to fill in the half that would be left plus water retention tablets would be provided taking the cost to approximately £155 for all four planters.

Councillors considered this quote alongside the original ones and it was proposed by the Chairman, seconded by Cllr. P Belbin, that the quote be accepted.

Cllr. Pollard agreed to make the purchase and claim this back in due course. She advised that the plants etc. would be delivered to the nearest planter. Cllrs. Goodhead, Boyes, Pollard and Stebbings-Allison volunteered to collect and organise a planter each, whilst observing social distancing at all times.

- Annual Report. An initial draft of the Annual Report had been shared with the Committee. The Clerk had advised that she required a report from the Chairman plus individual updates from all committees on work completed in the last 12 months. It was suggested that the retirement of the volunteer warden be included in the report. The Clerk had agreed to source the additional material including new photographs and prepare the report for approval at the May meeting.
- Financial Matters.

  The following accounts had been approved for payment;

Supplier	Details	Amount/Type
YLCA	Annual Membership	£725.00 Cheque
Zurich Insurance	Amendment to annual policy (pro-rata) for events over 200 people	£64.02 Cheque
Clerks and Councils Direct	Annual Subscription	£120 Cheque
YLCA	Webinar – Committees – 3 March	£15.00 Cheque
YLCA	Webinar – Employment – 23 March	£15.00 Cheque

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

Supplier	Details	Amount/Type
O2	Clerk's Mobile Phone Monthly Bill	£35.00 DD
YLCA	Publications purchase & delivery – as agreed in meeting 2nd March	£13.73 Cheque
Woolley Edge Christmas Tree Farm	Rooted Christmas tree purchase & delivery	£80.00 Cheque
Emma King	Monthly Salary	SO

The Clerk had also advised that her 12-month probationary period was almost up and that her contractual pay increment was due to take place on 1st April. She had asked the Finance Committee to approve this. It had been proposed by the Chairman and seconded by Cllr. S Pollard that this be approved.

It was proposed by Cllr. Goodhead and seconded by Cllr. Stebbings-Allison that these decisions be approved.

Terms of Reference

The draft Terms of Reference had been circulated for comment and all suggested changes had been made prior to the meeting. Cllr. Goodhead asked that an addition be made to state that all Councillors could attend committee meetings as observers even if they were not a named member. This was agreed in line with the standing orders.

It was proposed by Cllr. Belbin, seconded by the Chairman that these Terms of Reference be approved.

VE Day Committee

Cllr. Pollard advised that in light of the postponement of the planned VE Day celebration, Sharlston community had now been encouraged to take part in a nationwide garden party instead. She proposed that a competition be held for the best dressed garden with a small prize being offered. In addition, she had spoken with Father Teasdel to arrange for the national silence at 11am to be marked as well as bell ringing at 3pm. Cllr Pollard agreed to create a montage of photos and videos submitted via the Facebook page to mark the occasion. Councillors discussed holding a general celebration at the end of lockdown to coincide with the postponed VE Day celebration at which a raffle could be held to raise funds both for SSAFA and NHS related charities.

630. Items Requested by Councillors

Code of Conduct

A draft Code of Conduct had been circulated by the Clerk ahead of the meeting, taking into account any comments that had been submitted since the last meeting. It was proposed by the Chairman and seconded by Cllr. Belbin that this be approved. All Councillors were asked to sign and return a copy to the Clerk at the next available opportunity.

Allotments Improvement

Cllr. Goodhead advised that he had researched and produced three prototype tenancy agreements for allotment holders. These required consideration and agreement. It was noted that it had proved difficult to hold a quorate meeting with the other allotment committee members and this had held up the completion of a business plan for the improvement of the allotments. The Chairman suggested that the tenancy agreements be shared with him as a co-opted member of the committee to aid progression of this. This was agreed.

Cllr. Pollard suggested that the risk assessment be amended to show the allotments as high risk until the improvement works had taken place. However, it was felt that if Cllr. Goodhead continued to bring updates to the full Council, this was not necessary. This could be re-evaluated once the business plan had been brought to the full Council.

The Chairman noted that the annual meeting of the Parish Council was on hold due to the current situation and therefore appointment to committees would take place at a later date. Until then, current membership would remain. Once this meeting had taken place, an open meeting would be arranged, inviting the tenants to discuss improvement plans.

Site of Old Library – Clearing of Overgrown Vegetation

Cllr. Goodhead confirmed that he had been approached by a resident who had asked why the area around the garages behind the old library and adjacent to the surgery, had been allowed to deteriorate. It was noted that this land belonged to WDH and that previous discussions had taken place at Parish Council meetings about the fly-tipping around the garages. Councillors agreed however that this problem was persisting and that a formal letter was now required to WDH about the situation. The Clerk agreed to draft something.

Annual Report

The Annual Report 2020 had been circulated to all Councillors for comment. Cllr. Palmer noted that she had detected a typo and agreed to speak to the Clerk about this after the meeting.

Cllr. Wisdom noted that she had sought clarification on some committee related queries from the Clerk and was now confident that things would progress.

With regards to distribution, Councillors considered how many printed copies would be needed. It was noted that copies had been left with local businesses and posted through letterboxes last year. The Clerk confirmed that the printers were still working during lockdown and were able to provide a PDF version of the report for the website and circulation by email. The Clerk was asked to seek a price for both 75 and 100 copies.

It was proposed by the Chairman and seconded by Cllr. Belbin that the report be approved for printing, subject to clarification of the typo by Cllr. Palmer.

Delegated Decisions

The Clerk explained that it was good practice to keep a list of delegated decisions for the Parish Council so that business was not hindered by situations such as the current pandemic. She suggested that the following decisions be delegated;

- That decisions with a financial impact or a time sensitive nature be delegated to the Finance Committee where it is not possible for the full Council to meet.
- That virtual meetings be held where face to face meetings are not possible, providing normal quorums are observed.
- That all decisions taken by the Finance Committee be reported and approved at the next full Council meeting.

It was proposed by the Chairman, seconded by Cllr. Pollard that these delegated decisions be approved and added to the formal list. The Clerk was asked to add these to the Risk Assessment and the Standing Orders.

631. Correspondence

Councillors were brought up to date with all correspondence received.

632. Future Agenda Items

The Chairman reminded all Councillors to submit items for the agenda to the Clerk, no later than 10 days before the meeting. This did not prevent emergency or late items being added if necessary.

Cllr. Pollard raised that some anti-dog fouling signs had been removed from around the dam. She advised that if the Parish Council were able to purchase replacements, the Fishing Club had offered to re-attach these more securely. She proposed that three more small signs be purchased and this was seconded by the Chairman.

Cllr. Pollard also advised that the rooted Christmas tree had unfortunately died and proposed that this be removed and the ground made good at the earliest possible time. She also proposed that a smaller tree be purchased later in the year to replace it as this would have a better chance of surviving provided it was regularly watered. This was seconded by the Chairman.

Councillors then discussed the phenomenal effort of volunteers in the village during the coronavirus pandemic. It was suggested that this needed to be celebrated in some way. Cllr. Pollard noted that approximately 20 households were being supported generally with around 30-40 receiving help with prescriptions. It was suggested that some sort of community thank you be organised. Ideas such as a coffee morning to recognise these efforts, recognition of specific fundraising and thank you postcards were raised. It was also noted that sensitivity with regards to the loss of lives in Sharlston and surrounding areas would need to be observed and also that some residents may require help and support even after lockdown.

It was agreed that Cllr. Stebbings-Allison arrange for free thank you postcards to be sent to all the current volunteers. Other plans would be considered in due course.

Cllr. Stebbings-Allison asked that the Clerk report the broken fence on Crossley Street to Taylor Wimpey.

633. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
YLCA	Webinar on Role of the Clerk and RFO (Chairman)	15.00 Cheque

Post Office	Postage Costs	12.62 Card
Amazon	Ink for Clerk's printer	36.75 Card
O2	Clerk's Mobile Phone	50.40 DD
YLCA	Webinar on Chairmanship (Cllr. Pollard)	15.00 Cheque

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

Supplier	Details	Amount/Type
Emma King	Monthly Salary	SO
Cllr Alex Devey	Expenses in respect of plants for retired Clerk	26.97 Cheque
Cllr Lei Wisdom	Expenses in respect of VE Day preparations	10.50 Cheque
Cllr Stephen Goodhead	Expenses in respect of frames for Parish maps	48.00 Cheque

It was noted that the Clerk's mobile phone bill was higher than last time and she agreed to look at why this was.

The Clerk had circulated a bank reconciliation and budget comparison to 30th April 2020 which was noted.

It was noted that the VAT claim had been received.

The Financial Regulations had been revised following comments at and following the last meeting and were now presented for approval. It was proposed by the Chairman and seconded by Cllr. Pollard that these be approved.

634. Date & Time of Next Meeting

The next meeting would be held on Monday, 1st June 2020 at 6.30 pm. It would be confirmed in due course if this meeting would take place face to face or virtually. The Chairman confirmed that once face to face meetings resumed, they would take place in the large room at the Community Centre.

There being no other business the meeting closed at 8.00 p.m.

Signed ..... Chairman

Date 01-06-2020