Monthly meeting of Sharlston Parish Council to be held on Monday 6th July 2020 at 6.30 pm

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, 6th July 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 1st June 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 updates and agree next steps on the following projects; • Rugby Club Lease & Car-Park Extension • Community Centre / Church Lease
6	**Reports from Committees**	• 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) • Update from recent Highways Walk and approval of any recommendations (Cllr S Pollard to report). Please note that an email received from a member of the public re traffic will be considered at this point.
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 Employment policies; - Recruitment Policy - Appraisal procedure Policy - Equal Opportunities Policy - Expenses Policy - Lone Working Policy - Sickness and Absence Policy - Model Equality Policy - Grievance and Disciplinary Policy - Health and Safety Policy - Computer use Policy - Mobile phone use Policy - Bullying and Harassment/Dignity at Work Policy - Annual Leave Policy - Training and Development Policy - Pensions Policy - Workplace Alcohol and Drugs Policy - Expenses for Clerk Policy - Flexible working Policy • To consider the arrangements for general maintenance of Parish Council land and approve any amendments

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		• To consider a proposal regarding the land surrounding the park area & residents gardens in New Sharlston and approve any recommendations (Cllr L Wisdom to report) • To receive an update on the ownership of the land where the garages are (to the rear of Weeland Road) and agree next steps • To consider proposals for health & safety inspection / risk assessment of Parish Council land and assets and agree date to progress • To consider a proposal for an annual calendar of community events and approve any recommendations (Cllr S Pollard to report) • To consider potential actions to mitigate against anti-social behaviour in the village and approve any recommendations • To consider annual arrangements for flowers and lights in the village and approve any recommendations • To consider New Model Code of Conduct for Local Councils – Consultation by The Local Government Association • To consider NALC Guidance - Compliance with The Public Sector Bodies (websites and mobile applications) (no. 2) Accessibility Regulations, 2018
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 • To consider a request from the Angling Club for financial assistance in extending the fishing lake car-park • To consider an email from a member of the public regarding dog-fouling in the village
12	**Attendance at Meetings**	• Report back from virtual YLCA Branch meeting which took place on 11th June (Cllr S Pollard)
13	**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)
14	**Financial Matters**	- To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised - To receive and note monthly finance report
15	**Date & Time of next meeting**	To confirm the date & location 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*
20/01007/FUL	57 Weeland Road Sharlston Common	Change of use of part of ground floor from Post Office (A1 use) to Residential (C3 use) incorporated into existing dwellinghouse	22-Jul-20
20/00996/FUL	30 Fernside Sharlston CommonWakefieldWF4 1ED	Two story extension to front/side, detached garage to rear	29-Jul-20

APPENDIX B - DECISION NOTICES

Application no.	*Details*	*Location*	*Decision*

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Wakefield Council	Annual Grounds Maintenance Contract	£1284.97 - Cheque
YLCA	Dealing with Difficult Issues Webinar attendance by Chairman	£15.00 - Cheque

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Monthly Salary	SO
O2	Clerk's Mobile Phone (May)	43.13 DD
Zoom	Monthly subscription	14.39 DD
Amazon	Litter Pickers	£21.60 Card
Post Office	Postage / stamps	£13.73 Card