Meeting of Sharlston Parish Council held on Monday 6th July 2020 via Zoom at 6.30 pm

Present:	Councillor P Belbin	Councillor S Pollard
	Councillor P Boyes	Councillor E Stebbings-Allison
	Councillor S Goodhead	Councillor L Wisdom

Also present: District Councillor G Isherwood
District Councillor M Tennant-King
Member of the Public

649. Apologies for Absence

The Clerk reminded those present that the meeting was being recorded and advised of the privacy notices in place.

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

The Member of the public present was welcomed and introduced. The Chairman reminded everyone that discussions in the meeting were confidential and that questions could only be asked by the public within the first half an hour of the meeting.

650. Declarations of Personal Interests

Cllr L Wisdom declared an interest in Item 8 regarding land in New Sharlston where she lived.

651. Minutes of the Meeting held on Monday 1st June 2020

The minutes of the meeting held on Monday 1st June 2020 were accepted as a true record.

652. Progress Report

The Clerk advised that the Great British Spring Clean had now been rearranged to September 2020 and was planned to take place between 11 – 27 September. It was proposed and seconded that the Parish Council re-register for the event and that a date be agreed at the September meeting for this to take place.

Councillors were reminded that the postponed VE Day celebrations were still to be discussed. It was unlikely that large gatherings would be permitted before the proposed date of 16/17 August (VJ Day). The Clerk had contacted the supplier of the hog roast and confirmed that the deposit paid could be carried over to a new event. Councillors discussed potential options such as another celebration event to take place in the autumn or whether this could be used for the annual lunch for lonely / older residents in the village. The Clerk was asked to confirm with the supplier that the Parish Council wished to carry the deposit forward and that a new date would be agreed shortly.

The Clerk advised that she had contacted both the club house and Tan & Tonic regarding knotweed growing on their land. She had also reported the growth to Wakefield Council and this was an ongoing enquiry being chased at present. Cllr S Pollard advised that there was now evidence of knotweed on the allotments too. The Clerk agreed to follow this up.

It was confirmed that all the Annual Reports had now been distributed or delivered. A PDF version was also on the Parish Council website.

Councillors agreed there was now no need to purchase a water tank for the purpose of watering the trees on the Common.

Cllr S Pollard advised that the trees had now been numbered and that the discs discussed at the last meeting were not now required. She went on to confirm that unfortunately, one of the trees had died due to the long spell of dry weather. It was suggested that a new one could be purchased with the new rooted Christmas tree later in the year.

Cllr E Stebbings-Allison confirmed that all the thank you cards for volunteers had been delivered.

It was also confirmed that the pathway in New Sharlston had now been cleared by Wakefield Council but additional work would be undertaken by local residents.

The Clerk advised that she had spoken to the Chairman and agreed a process for the handover of the civic regalia when the time came for a new Chairman to be elected.

It was confirmed that the annual inspection of the community defibrillator would take place on 14th July and would be completed free of charge by the electrician that had installed it. Cllr S Pollard agreed to advise the Pharmacy.

The Clerk reminded Councillors that she was still awaiting a number of signed Code of Conduct / Register of Interest forms.

Cllr E Stebbings-Allison advised that nothing further had happened with the work on the stables near her home. It was suggested that local residents be urged to place objections to the work and that an update be requested from Wakefield Council.

Finally, the Clerk advised that she had received a list of byelaws from Wakefield Council. She was asked to request the full documents for those relating to Sharlston.

653. Ongoing Projects

Rugby Club Lease & Car-Park Extension

The Clerk advised that she had spoken to Catterall's regarding the progress of the lease with the Rugby Club and had been told that the draft lease was still to be agreed by the Rugby Club. The Clerk had relayed this to personnel at the Club but been advised that they hadn't received anything. She would continue to chase this.

The Clerk and Chairman had met a number of contractors regarding the provision of groundworks and fencing for the car-park extension and this was ongoing.

Community Centre/Church Lease

The Chairman advised that he had spoken with Father Teasdel regarding progress with the lease for the Community Centre. Father Teasdel had advised that he had left messages and was awaiting contact from Peter Foskitt, the solicitor acting for the Church. The Chairman would continue to chase progress on this with the Clerk.

654. Reports from Committees

Allotments Business Plan

The Clerk asked for clarification on the documents that had been forwarded from Cllr S Goodhead. It was noted that previous meetings had discussed a 'business plan' for the improvement of the allotments but that the Clerk had received a draft policy and model tenancy agreements. It was suggested that the Clerk work with Cllr S Goodhead outside of the meeting to pull together the appropriate documents to be circulated for comment at the September meeting. It was also noted that tenancy agreements would be considered the following year ahead of the renewal of tenancies and payment of rents. Finally, it was agreed that a meeting with the tenants was required sooner rather than later to discuss how to work together successfully on the allotments.

Highways Walk

Cllr S Goodhead and Cllr S Pollard gave a comprehensive report back on the Highways Walk that had taken place and the Clerk also reported back on actions she had undertaken;

- The Clerk had reported all the concerns regarding the state of 132 Weeland Road and continued to chase the issues that were ongoing;
- Dog-fouling concerns had been reported and new pavement signs requested. An email from a member of the public about this had been responded to and advice given;
- Concerns about the pavement/signage at Fernside had been reported and action was ongoing;
- The Clerk had emailed the residents who had raised concerns about Brickyard Lane with an update. The Parish Council had been requested to include some additional information on its website as a result. It was agreed that Cllr S Goodhead would add this;
- The parking issues at the junction of Grime Lane and Weeland Road had been reported again to Martin Barnes / Sgt. Stones. Martin Barnes had responded to say that he was confident that this area would be included in the Traffic Regulation Order for 2021/22;
- 2 quotes were expected for the repair of the wall at the Rugby Club;
- The Clerk had written to the Club house regarding the litter and received a voicemail from the steward to say she wouldn't be emptying the bins or clearing rubbish anymore as residents were dumping household waste there. A litter-pick had since taken place by local volunteers and the area was now tidier;
- A walk of the dam had taken place and there were no immediate concerns with the small bridge;
- The pavement along the Green had been reported as dangerous. It was hoped that Wakefield Council would shortly be attending to this;
- The abandoned car in the Pharmacy car-park was still to be removed. Discussions were ongoing between Wakefield Council and the DVLA regarding this;
- Concerns over the footpath between 253-255 Weeland Road had been passed to the Highways / Footpaths Team;
- Abandoned cars had been noted on Station Court near Woodside Court and the Police/ Wakefield Council had been made aware;
- Parking issues were noted at the Pharmacy car-park and it was hoped that the new car-park at the Rugby Club would alleviate some of these;
- The Clerk was asked to investigate with Highways regarding lockable bollards on land between High Street and Hammer Lane;
- The Clerk was asked to add potential fly tipping to the agenda for the next Highways meeting with Martin Barnes;
- The diseased trees had now been removed from land on High Street, New Sharlston;
- The Clerk was asked to chase the review of the zig-zag lines outside the school.

The Clerk also advised that she had received and responded to two emails regarding traffic and parking problems from members of the public. The responses had outlined the way that the Parish Council was working closely with Wakefield Council and the Police to address these issues and the actions the Parish Council were taking to try and alleviate some of these issues.

655. Training Update

The Clerk and Chairman had attended 'Managing Difficult Situations' training on 19 June. Cllr Goodhead had requested to attend Allotments training but this was full. The Clerk would advise when a new date was confirmed.

656. Items Requested by Councillors

Councillors had received copies of the following draft policies and related documents with the meeting papers;

1. Recruitment Policy
2. Appraisal procedure Policy
3. Equal Opportunities Policy
4. Expenses Policy
5. Lone Working Policy
6. Sickness and Absence Policy
7. Model Equality Policy
8. Grievance and Disciplinary Policy
9. Health and Safety Policy
10. Computer use Policy
11. Mobile phone use Policy
12. Bullying and Harassment/Dignity at Work Policy
13. Annual Leave Policy
14. Training and Development Policy
15. Pensions Policy
16. Workplace Alcohol and Drugs Policy
17. Expenses for Clerk Policy
18. Flexible working Policy

These policies were recommended for approval by the Personnel Committee. It was proposed and seconded that these be approved and adopted. It was suggested that a training session on use of social media be investigated. Cllr P Belbin agreed to look into this.

Grounds Maintenance

The Clerk confirmed that she had spoken with Wakefield Council about what was included in the rolling contract that the Parish Council had with them. It was noted that 30 days' notice was required to terminate the contract. Councillors requested that a meeting be arranged on site with the Grounds Maintenance Team to discuss the inspection of the playgrounds. The Clerk agreed to arrange this and report back at the next meeting.

Land surrounding Park at New Sharlston

Cllr L Wisdom reported that she had been asked by local residents to look into who owns this land as various residents had received differing information and this was impacting on areas like grass cutting and boundary fences. It was suggested that this be followed up either with the Land Registry or Wakefield Council. It was suggested that Adam Hunter may be a good contact. It was also suggested that enquiries may hold more weight if they came from the local resident's group. District Cllr Tennant-King asked if the caravan had been moved from that land and it was confirmed that it had.

Land off Weeland Road (with Garages)

The Clerk updated on communication she had had with WDH regarding this land. WDH had confirmed that this land actually belonged to Wakefield Council. The Clerk was now liaising with Wakefield Council over what action could be taken with regards to this land.

Health & Safety Inspections / Risk Assessment

The Clerk had sought advice from YLCA regarding the Parish Council's responsibilities with regards to health and safety and risk assessment. She noted that she was confident that all responsibilities were being met with regards to financial management, employees, insurance and risk assessment, data protection and document retention. However, due to concerns raised recently about land and property owned by the council, she had reviewed policy and procedure. She noted that it had now been agreed that a meeting take place about the play areas with

Wakefield Council and their ongoing inspections / reporting back to the Parish Council. She noted that regular inspections of the Parish Council's property and assets would resume shortly in line with the annual schedule. It was noted that work on the allotments was ongoing as per the discussion earlier in the meeting. It was then suggested that a meeting be arranged as soon as possible, in line with the lease negotiations, with senior personnel at the Rugby Club. The Clerk agreed to progress this.

Community Calendar

The Clerk shared a proposed community calendar on screen that had been submitted by Cllr S Pollard. Cllr Pollard spoke to the calendar and shared her suggestions. The discussion that followed included launching this at the next Open Day and linking in with existing community groups/ Cllr L Wisdom agreed to support this and a meeting was arranged to take place shortly to progress this.

Anti-Social Behaviour

The Clerk continued to report any incidents of anti-social behaviour to Wakefield Council and the local Police. She reiterated that Councillors should continue to do the same or report this via her. She advised that nobody should try and tackle this personally and risk their own safety. This advice had been reinforced by Sgt. Stones.

Cllr S Pollard advised that she was liaising with a local resident about the way that Neighbourhood Watch operated in the area. It was hoped that with the support of local coordinators, this could be a successful venture in both parts of the village.

It was also noted that there were new contacts at the Police for reporting anti-social behaviour; Paul McKimm and Kate Greenwood. This would be made clear via Facebook and the website.

Flowers and Lights

It was noted that following the survey on this subject earlier in the year, nobody had raised concerns regarding the removal of the hanging baskets. There had also been good feedback regarding the planters that had been re-filled at the start of the summer. As a result, it was proposed that further planters be purchased, possibly with enclosed water troughs. District Councillor Isherwood advised that he may be able to secure some local funding towards these. It was agreed to have a walk around to identify locations for these. It was also suggested that the possibility of getting local residents to 'adopt' a planter / including herbs as well as flowers be further considered.

The Clerk agreed to bring a full report on the Christmas / Flower Survey to the next meeting.

It was then proposed and seconded that two 17-foot Christmas trees be ordered from Wakefield Council for 2020. These will complement the new rooted tree for the Common. The Clerk was asked to make enquiries for the electric supply for this tree at the same time.

New Model Code of Conduct

The Clerk advised that a consultation was currently live for a new Model Code of Conduct proposed by NALC. She highlighted the main points of the consultation and noted the closing date of 17 August for responses. She agreed to circulate this again for comment.

Accessibility Regulations

The Clerk advised that NALC had issued new guidance with regards to compliance with the Public Sector Bodies Accessibility Regulations 2018. She highlighted the main points and agreed to bring a model Accessibility Statement to the meeting in September for agreement.

657. Planning Applications

Cllr S Pollard reported on behalf of the Planning Committee on two applications;

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
20/01007/FUL	57 Weeland Road Sharlston	Change of use of part of ground floor	22-Jul-20

	Common	from Post Office (A1 use) to Residential (C3 use) incorporated into existing dwellinghouse	
20/00996/FUL	30 Fernside Sharlston CommonWakefieldWF4 1ED	Two story extension to front/side, detached garage to rear	29-Jul-20

It was suggested that the Parish Council ask whether the glass in the windows on the side elevation would be frosted as if not, this could be seen as an invasion of privacy with regards to the neighbouring property. The Clerk agreed to follow this up.

658. Planning Decisions

The meeting noted the decisions as follows;

Application no.	*Details*	*Location*	*Decision*
19/02503/FUL	Erection of a detached dwelling house with linked garage and balcony above, associated engineering works and change of use of agricultural land to residential use (part retrospective)	Burcroft Farm, The Farmhouse Doncaster Road Crofton Wakefield WF4 1RS	Application Approved 11-Jun-20

659. Correspondence

Councillors were brought up to date with all correspondence received.

A request for support to extend the car-park at the Dam had been received from the Fishing Club. This was considered. The Clerk was asked to respond to the Fishing Club to suggest that they request permission from Mr Cooling, whom owns the land, to undertake this work, that an application for a grant from the Parish Council be encouraged and that a meeting with the Parish Council's Highways Committee be arranged at a later date to fully investigate the scope of work.

660. Attendance at Meetings

Cllr S Pollard gave a brief overview of the YLCA meeting she had attended on 11th June. A full report would be appended to these minutes.

661. Future Agenda Items

It was suggested that the following items be on the next agenda;

- Allotments Business Plan
- Accessibility Statement
- Royal British Legion Support
- Complaints Policy
- Final Annual Accounts

662. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
Wakefield Council	Annual Grounds Maintenance Contract	£1541.96 - Cheque
YLCA	Dealing with Difficult Issues Webinar attendance by Chairman	£15.00 – Cheque

Darren Perry	Repair gate at allotment	£115 – cheque
Adrian Richardson	to remove trees out of fence line at the club end of the rugby field / to straighten or replace any palings.	£804 - cheque

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

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

The Clerk shared a bank reconciliation and budget comparison to 30th June 2020 which was noted. This would be signed by a Councillor not on the Finance Committee when possible.

663. Date & Time of Next Meeting

The next meeting would be held on Monday, 7th September 2020 at 6.30 pm. It would be confirmed in due course if this meeting would take place face to face or virtually. It was requested that this agenda be timed.

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

Signed ..... Chairman

Date 7-9-2020

Appendix

YLCA Branch meeting

11th June 2020

Police were speakers

Covering relationship with Parish Councillors, ways of working, reporting, attending the monthly meeting.

Spoke about resources and sharing to cover with priorities.

- Currently not required to change the standing orders to run remote meetings. If this is required in future a simple change recorded in the standing orders will be needed.
- Councils to remember that Zoom meetings are not inclusive if members and pubic are not able to join. Could a telephone meeting be used if required bringing everyone up to date.
- It is the PC's choice to record the meeting; it isn't a requirement.
- Rethink how you form committees and set out what is required e.g. In bloom group.... what they should deliver.
- Incite the press to the PC meeting for a story on how you are adapting to the new way of working in the current climate.
- Live stream to involve and engage with more people.

Summary for councillor discussion group

11th June 2020

YLCA Nicola Moorcroft

They are constantly developing training programs.

- Website must be compliant some councils have difficulty due to skill base.
- Lots of free add-ons to look out for.
- Crib sheet available to help and support.
- Sending out website accessibility statement.

Ideas

- Markets.
- Locally grown produce by the community.
- CCTV fitting in problem areas any CCTV must initially be installed and used as a deterrent. If private householders have CCTV if they register with the police, if the police knew of an incident, they would contact the home owner directly.
- Village hall used to help the schools, hold markets with local produce.
- Prep playgrounds and community centre ready for opening in near future.