Meeting of Sharlston Parish Council held on Monday 5th October 2020 via Zoom at 6.30 pm

Present:	Councillor P Belbin	Councillor S Pollard
	Councillor P Boyes	Councillor E Stebbings-Allison
	Councillor A Devey	Councillor L Wisdom
	Councillor K Palmer	
Also present:	District Councillor M Tennant-King	
	1 Member of the Public	

680. Apologies for Absence

Apologies had been received from Cllrs. J Cliffe MBE, J Goodfellow and District Cllr. G Isherwood.

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.

681. Declarations of Personal Interests

There were no declarations of interest.

682. Minutes of the Meeting held on Monday, 7th September 2020

The minutes of the meeting held on Monday 7th September were accepted as a true record.

683. Progress Report

Casual Vacancy

The Clerk advised that the deadline for an election to be called to fill the vacancy left by Cllr. S Goodhead's resignation was 14 October. There had been no interest yet. She advised further that there were posters on both notice boards and on the Parish Council's website advertising the two current vacancies.

Councillors were advised that a Co-option Policy would be brought to next meeting.

Website

Cllr Belbin was currently liaising with Onscreen with regards to taking over the internal administration of the Parish Council's website.

Knotweed

The Clerk had checked with the Allotments Representative at a recent inspection and no evidence of knotweed on the allotments had been reported.

Code of Conduct and ROI

The Clerk had now written to those councillors who had still to return documents and enclosed copies with a signed addressed envelope to return.

Social Media Training

The Clerk reported that she had been made aware that resources were available to buy from the YLCA. It was proposed and seconded that these be purchased.

The Chairman suggested that these be circulated once received and that a decision would then be taken whether any further bespoke training was necessary.

It was noted that all councillors had agreed to abide by the Parish Council's Social Media Policy and to protect information shared at this meeting.

TV Screen & Stand

The Clerk advised that these had now been purchased and installed.

Byelaw Signage

This signage had been purchased and was to be installed.

New Bench

Cllr. S Pollard advised that the new bench would be purchased the following week by the volunteer group, using donations from residents that had been helped by the group and to commemorate this support. It would be sited at the community centre and securely fixed. A plaque would also be purchased and added to the bench.

September Clean

Cllr. L Wisdom reported back on the September clean that had taken place on Sunday, 20th September. It was noted that litter picks had taken place in both New and Old Sharlston and that the situation had been much improved on the year before. A further pick had taken place by Sharlston Rovers Juniors and had focused mainly on the rugby club site and surrounding areas.

Another pick would take place later this month and then regularly from April – October going forward.

All litter picking equipment would now be kept by Cllr. Wisdom.

LCA / iLCA

The Clerk had now ordered the new version of Local Council Administration and registered for the iLCA course.

Planning

Cllr. Stebbings-Allison reported that she had raised the issue of the suspected planning breach at Crossley Street with Warmfield Parish Council and this would be raised at their next meeting. She had still received no update from Wakefield's Planning department though.

The Clerk had written to the Planning department to share the Parish Council's support for the resident who had objected to a planning breach on Grime Lane. To date there had been no response or update online. Cllr. Pollard advised that she had been due to meet with a planning representative and the resident but the date had not been communicated so a new meeting was now scheduled. It was agreed that the Clerk should send a further email to the Planning department about this matter, in mid-October.

Correspondence

The Clerk reported that she had received another email from a resident about litter / anti-social behaviour. This had been passed to the Neighbourhood Policing Team.

PACT Meeting

Cllr. Wisdom gave a report on the PACT meeting which had taken place on 30th September 2020. It was agreed to consider how these meetings were shared with residents as attendance had been poor.

684. Ongoing Projects

Rugby Club

The updated lease had now been signed and returned.

A meeting with decision holders had been held on 17 September. At this meeting it had been made clear what the Parish Council's expectations as landlord were with regards to keeping the site tidy, keeping the trees pruned and any repairs to the perimeter fence if the trees damaged it again.

All work on the new car park had been completed.

The Clerk shared a set of draft rules for the new car park which had been recommended by Finance Committee. It was proposed and seconded that these be approved. The Clerk was asked to purchase two signs for the car park with these rules on. It was also suggested that a number of small posters be produced and laminated for local businesses to display. Finally, it was agreed that letters be posted to local residents about the new car park and outlining these rules.

Cllr. Pollard agreed to source some quotes for CCTV at the Rugby Club to support with security. It was proposed and seconded that these be passed to the Finance Committee to agree for expedience.

An update on funding was expected from the Rugby Club to the November meeting. The Chairman and Cllr. Pollard had been to view the pavilion building at the Cricket Club and were happy with its appearance and suitability for the Rugby Club.

Church / Community Centre

There had been no update from the vicar about the lease.

It had been raised that the Caretaker at the Community Centre, by virtue of being employed by the Management Committee of the Community Centre, was not covered by the Parish Council's employer liability insurance. It was proposed and seconded that the caretaker's employment be taken over by the Parish Council as a matter of urgency.

685. Reports from Committees

Allotments

A brief inspection had taken place on 28th September. Unfortunately, two of the plots had been unavailable for inspection due to the plot holders being at work. A draft Allotments Policy had been shared with the Allotments Representative but this had been rejected as being too complex. Cllr. Wisdom had subsequently undertaken some training on allotments management with the YLCA and would now work on the policy to try and simplify the policy before circulating it to all tenants for consultation. Councillors highlighted that clarification was needed within the policy about livestock and asbestos.

It had been noted that the hedge along the side of the allotments required cutting back and the Clerk was asked to seek quotes for this. It was proposed and seconded that a decision on this be delegated to the Finance Committee for expedience. The Clerk agreed to let tenants know when this work was being undertaken.

The Chairman proposed that a further inspection be arranged as soon as possible to take place on a Saturday so that all tenants may be available.

The draft inspection checklists were then considered and it was suggested that at the next inspection, these should be passed to the tenants to complete.

Cllr. Wisdom had highlighted that her training advised that the Parish Council should purchase 'The Law of Allotments'. It was proposed and seconded that the Clerk purchase this publication.

Highways

A Highways Walk had taken place on 25th September, followed by a meeting of the Highways Working Party on 29th September.

A full report on both was given by Cllr. Pollard. It was noted that outstanding action was still to be taken with regards to a collapsed drain at Long Row, New Sharlston, litter collection following litter pick at New Sharlston, a loose bolt on play area equipment at New Sharlston, repair to wooden bridge at Sharlston Fishing Dam, pot holes at Grime Lane, repair to wall at Sharlston Rugby Club, new signage at Fernside, various footpaths in the village and instances of fly tipping. The Clerk was aware of all jobs and was progressing these.

The Clerk also gave an update on items which were being progressed by the Local Authority and West Yorkshire Combined Authority.

Finance

The Finance Committee had met just before this meeting and considered the Parish Council's Final Accounts 2019/20 which had now been published for inspection, the half year accounts 2020/21 which were presented to the full Council for approval, the payments for October 2020 which were presented for approval by the full Council, Community Centre Management – Next Steps, Sharlston Rugby Club – New Board / Car Park Rules and the bunding at the Common.

The Clerk took Councillors through the half year accounts, highlighting any points for consideration. It was noted that some budget headings were overspent due to unexpected expenditure relating to the current pandemic or new projects. However, Councillors were advised that as other planned projects were currently on hold, the budget was still in a very healthy position and there were no concerns.

It was noted that a Community Centre Management Committee meeting was due to be held in a fortnight where the actions regarding the Caretaker's employment would be shared.

Finally, the Clerk shared the two quotes she had received so far for bunding the Common. Once the third quote was received, it was proposed and seconded that a decision on the work be taken by the Finance Committee for expedience.

686. Training Update

Cllr. Wisdom had attended training on Allotments Management.

The Chairman reminded all Councillors that resources from the sessions attended were retained by the Clerk and could be viewed on request. He also encouraged everyone to keep checking on training opportunities and to let the Clerk know if anyone wanted to attend.

687. Items Requested by Councillors

The following documents had been received by Councillors before the meeting and were presented for approval;

- Complaints Policy
- Inspection Sheets for Parish Council property and assets
- Accessibility Statement (retrospective approval as deadline for publication was 30th September)
- Dispensation Request Form
- Planning Register
- Transparency Code Compliance Checklist

All documents were approved.

It was agreed that the Clerk and Chairman would undertake an inspection of all Parish Council assets before the next meeting. The inspection checklists for the allotments and rugby club would be completed in conjunction with the relevant tenants.

Bunding of land near Red Wheel

This had been dealt with under 'Reports from Committees'.

688. Events

Cllr. Pollard gave a report on forthcoming events.

It was proposed and seconded that the deposit paid for the VE Day Hog Roast be used towards organising a 'meals on wheels' type Christmas lunch for elderly and vulnerable residents. Cllr. Pollard agreed to work with the Clerk to organise this for early December and bring further detail to the November meeting for approval.

The annual bulb plant was planned to take place on 18th October and donations of bulbs were being made. The Parish Council had donated £500 worth of mixed bulbs for the event. Cllrs. Pollard, Wisdom and Stebbings-Allinson would be supporting on the day. In addition, it was noted that the planters would all be re-filled with winter plants at the same time. A further planter

would be moved from Snydale to the Common and would be used to fill a gap on the perimeter to assist with preventing illegal encampment.

It was proposed and seconded that the Parish Council purchase a wreath from the British Legion at a cost of £50.

Cllr. Pollard updated the meeting on arrangements to plant a further 300 tree saplings to mark national tree planting day in November. The saplings would be shared with the school and between Old and New Sharlston. A new, rooted Christmas tree would also be planted and the ground would be prepared in advance. The company who had provided the tree the previous year had agreed to provide the new one free of charge due to its deterioration in 2019. This year a pot-grown Nordman would be used. Cllr. Belbin advised that he had investigated the rental of a tree but there was no company locally offering this.

Cllr. Pollard then advised that the White Horse pub was planning to hold two Christmas markets in November and she had expressed an interest in a Parish Council organised stall, selling locally made crafts to raise money for charity. It was suggested that a donation could be made to the school. On the subject of the school, Cllr. Pollard advised that she would be speaking with the Headteacher about what sort of support they would like at Christmas as well as arrangements for carol singing at the tree.

Cllr. Stebbings-Allinson agreed to produce a draft Christmas card for the Parish Council to send to residents.

The Clerk agreed to liaise with Featherstone Town Council around the switch on of the solar tree lights.

The Parish Council agreed to support the member of the public that had attended the first part of the meeting, in lighting up the Red Wheel for Christmas, providing all safety measures were taken.

689. Planning Applications

There were no planning applications to consider.

690. Planning Decisions

There were no planning decisions to note.

691. Correspondence

Councillors were brought up to date with all correspondence received.

692. Attendance at Meetings

It was proposed and seconded that Cllr. Pollard should be the new representative to attend YLCA Branch meetings. She and the Chairman would be attending the next meeting on 15th October.

693. Future Agenda Items

There were no additional items added to the agenda.

694. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
PKF Littlejohn LLP	External Audit Fees	240.00 Cheque
AO.Com	Purchase of TV Screen for Community Centre to enable virtual meetings	388.00 Card
Amazon	Litter Pickers	84.95 card
Planet Earth Yorkshire Limited	Groundworks at Sharlston Rugby Club	18,960 Cheque
Express Signs	New Byelaw Signage – The Green	70.20 card
SLCC	Ilca Qualification costs - Clerk	118.80 card
SLCC	New Edition of Local Council Administration	123.80
You Garden	Purchase of bulbs for October plant	501.00 card
YLCA	Dealing with Difficult Issues Webinar – 10 June 2020 - Clerk	15.00 cheque
Amazon	TV Stand for new TV Screen	69.98 card
SMS Ltd.	Line Markings at Sharlston Rugby Club Car park	840.00 Cheque

Viking	Ink for Clerk's Printer	67.78 card
YLCA	Allotments Webinar – Attendance by Cllr Wisdom	15.00 Cheque

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

Supplier	Details	Amount/Type
Emma king	Salary	
O2	Clerk's Mobile Phone	35.94 DD
Zoom	Monthly subscription	14.39 card

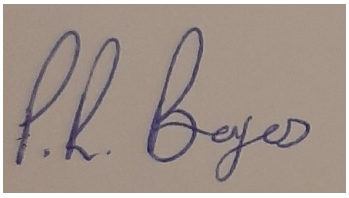
The actions relating to the Final Accounts 2019/20 had been shared under 'Finance Committee'.

The half-year accounts 2020/21 had been shared under 'Finance Committee'.

695. Date & Time of Next Meeting

The next meeting would be held on Monday, 2nd November 2020 at 6.30 pm. It would be confirmed in due course if this meeting would take place face to face or virtually.

There being no other business the meeting closed at 8.30 p.m.

Signed  Chairman

Date 2nd November 2020