Meeting of Sharlston Parish Council held on Monday 7th September 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 J Goodfellow	

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

664. Apologies for Absence

No apologies had been received.

The members of the public present were 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.

665. Declarations of Personal Interests

There were no declarations of interest.

666. Casual Vacancy

The Clerk advised that Cllr S Goodhead had resigned from the Parish Council and briefly gave his reasons for doing so. Those present accepted the resignation formally and the Clerk advised that she would now contact Wakefield Council to let them know. Following this, there would be a period of time allowed for an election to be requested, then the vacancy would be open to co-option along with the Parish Council's other current vacancy.

The Clerk advised that she was currently working on a Co-option Policy and would bring this to the next meeting for approval.

It was noted that Cllr Goodhead had managed the Parish Council's website and the Clerk asked for another volunteer to support with this. Cllr P Belbin agreed to take on this role and the Clerk advised that she would liaise with him over the arrangements.

The Chair then noted that Cllr Goodhead's resignation had left vacancies on some of the Parish Council's committees. He advised that the committee membership was not due to be reviewed until the next annual meeting in May 2021 but that other councillors could be co-opted to committees in the meantime. Cllr L Wisdom agreed to join the Allotments and Highways Committees as a co-opted member. This was proposed and seconded.

Finally, the Clerk gave an update on the induction materials for new councillors that she was working on. She advised that the remaining policies would be coming to the Parish Council for approval over the next few months and then this would be ready to share in the New Year.

667. Minutes of the Meeting held on Monday 6th July and the Extraordinary Meeting held on 10th August 2020

The minutes of the meetings held on Monday 6th July and 10th August 2020 were accepted as a true record.

668. Progress Report

The Clerk advised that she had notified both Tan Tonic and Mr Lingard of the knotweed growing at the rear of the property and around the stables and club house. This had now been removed by Mr Lingard. However, there was evidence of knotweed growth at the rear of the allotments and this would be picked up on the next inspection.

Councillors were advised that the defibrillator had been inspected on 14th July and that the Clerk had received a report to file. As this had been completed as a goodwill gesture by the company who had fitted it, thanks were noted.

Councillors were reminded to return their completed Code of Conduct and Register of Interest as soon as possible if they had not already done so.

The Clerk advised that all byelaws relating to Sharlston Parish had been received and circulated. The Clerk had forwarded the one pertaining to illegal encampment to the Local Authority to support with the recent issues on the Green.

It was noted that the social media training was still to be organised. This would be arranged before the next meeting.

The Clerk and Chairman had met with the Grounds Maintenance team over the summer and the meeting had been very productive. They had been advised that the two playgrounds in the Parish were inspected up to twice weekly which was reassuring as any defects were picked up and resolved immediately. A full inspection took place annually and the Clerk would now receive reports to keep on file. The area of land alongside the playground in Sharlston was also raised as needing attention. It was advised that as the Team generally had more capacity in the winter months, they were prepared to assist with any remedial jobs that the Parish Council required. The Clerk and Chairman had been reassured that the grounds maintenance contract was good value for money.

The Clerk advised that she continued to liaise with the Local Authority over the piece of land where the former library had been. If the Parish Council wished to proceed with any development of the site, this would now need to be referred back to Cabinet, as the initial period of five years had now passed. The Clerk had sought clarity that she could report any issues of fly-tipping / anti-social behaviour to the Local Authority in the meantime.

The Clerk advised that she had received no comments with regards to the Code of Conduct consultation and that this had been completed and returned by the deadline of 17th August.

Councillors were advised that following the Extraordinary Meeting to approve the grant request from Sharlston Angling Club, the grant had now been awarded and the work to extend the car-park had begun. The Highways Committee would arrange a site visit in the near future to review the work.

The Clerk was still investigating the purchase of a TV screen for the current Community Centre.

669. 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. The Rugby Club had now received their copy of the lease but it had been noted that the term was listed as 12 years rather than the 25 requested. Councillors were asked to agree this amendment. This was proposed and seconded.

The Clerk had contacted the successful contractors following the Extraordinary Meeting and work would now commence on the car-park extension in the week beginning 21st September. The groundworks would be completed within that week with the fencing being installed directly after. It was noted that the existing gates would be removed and disposed of by the fencing contractor.

The question of contacting local residents about not allowing overnight parking was raised. Cllr S Pollard suggested that a letter be sent out advising of this. It was however agreed that this would be clearly stated in the rules of the car-park to be placed on the notice board in the car park. There would also be CCTV installed on the side of the Rugby Club building to assist with the prevention of this. It was suggested that some draft rules be worked on.

Community Centre/Church Lease

The Chairman had chased Father Teasdel for an update regarding the lease for the current Community Centre. He had been advised that this had been delayed by the solicitor being on Furlough but would be given priority the following week.

670. Reports from Committees

Allotments Policy

The Clerk had circulated a draft Allotments Policy for consideration. It was noted that Cllr Goodhead had done a good job on this before his resignation. It was agreed that this should be reviewed and recommended by the Allotments Committee at their next meeting before coming back to the Parish Council for approval.

Highways Walk – 14th August

Cllr S Pollard gave a brief update on the walk which had taken place directly after the eviction of the travellers. The walk had focused mainly on the clean-up following this. It was agreed that all other ongoing issues would be picked up at the next meeting to be arranged shortly.

Cllr L Wisdom raised an issue about a flooded footpath at Long Row. She agreed to forward details to the Clerk to be reported to the Local Authority.

It was noted that the footpath at the end of the ginnel on Fernside was owned by the Local Authority.

Cllr A Devey raised the issue of the 20mph scheme for The Green. It was noted that this was to be picked up as part of work in 2021.

Finance / Personnel

The Clerk reported that meetings of the Finance and Personnel Committees had taken place on 14th July. The Finance Committee had considered the current state of the budget and spending plans for the remainder of the year, the budget available for the new Community Centre and plans for the half-year accounts to be brought in October 2020. They had also looked at the grant for the Angling Club, been advised by the Clerk that the rent for the allotments would need to be reviewed before the end of the year and noted and update on the annual accounts.

The Personnel Committee had met to complete the delayed annual appraisal for the Clerk.

Dates for Forthcoming Meetings

It was proposed that Committees meet as follows (dates to be confirmed via email):

- Allotments – before end of September, to involve Tenant Representative
- Highways – Week commencing 26th September, Martin Barnes of Highways Team to be invited
- Finance – last week of September.

671. Training Update

The Chairman and Cllr S Pollard had attended the Village Greens webinar facilitated by YLCA. They had been disappointed as it had focused mainly on individual issues from other councils and a lot of queries had not been resolved due to lack of legal representation. The Chair had also attended a webinar on Risk Assessment.

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. He reminded everyone to ensure value for money on training sessions however.

672. Items Requested by Councillors

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

- Complaints Policy

- Inspection Sheets for Parish Council property and assets
- Accessibility Statement

It was proposed and seconded that these be deferred to the next meeting as not all Councillors had had chance to review them.

Bunding of land near Red Wheel

It was proposed and seconded that the Clerk investigate quotes for the bunding of the land near the Red Wheel on Weeland Road / The Green. The Parish Council agreed to defer responsibility for agreeing this work to the Finance Committee.

It was also proposed and seconded that the Clerk purchase new signage to display Byelaw Number 9 relating to illegal parking or encampment.

New Bench

The Parish Council had received a request from a local volunteer group to place a bench / plaque outside Sharlston Community Centre. The Clerk had checked with the Local Authority and been advised that the bench would have to be purchased from them and that the plaque could not be placed on the bench and would have to be placed on the wall instead. The Volunteer Group had then investigated other sites and now proposed to purchase and place the bench and plaque on the land between the Church and the Community Centre.

VE Day Hog Roast

It was noted that continuing social distancing measures meant that it was still not possible to rearrange this event. The Clerk was asked to delay the event until at least December and contact the hog roast company to agree the extension of the deposit. It was suggested that alternative venues be considered as the Community Centre was not large enough to accommodate the venue safely.

Great British September Spring Clean

It was proposed and seconded that this event take place on 20th September 2020. The Clerk was asked to update and forward the event poster for agreement and promotion. It was suggested that volunteers be sought to start from individual areas, rather than one meeting point to adhere to social distancing requirements. The Clerk was also asked to purchase more bags and litter pickers for the event.

Bulb Planting

It was proposed and seconded that this event take place on 18th October. It would not be promoted until after the September Clean but the Clerk was asked to investigate bulb purchase in the meantime. A budget of £500 was proposed and seconded.

Remembrance Day 2020

It was proposed and seconded that a wreath would be purchased from the Royal British Legion and Cllr S Pollard agreed to coordinate this.

The Chairman agreed to arrange the last post to be played by a local resident.

Christmas 2020

The Clerk advised that she had had no response re the purchase of Christmas trees / supply of electric. She was advised to liaise with the District Councillors over these matters.

Cllr S Pollard gave an update on the rooted Christmas tree and noted that this had deteriorated due to size of the tree and suitability of the land. She was taking advice this year about how to improve the situation. The Clerk advised that she had received another quote for purchase of a tree and would pass this to Cllr Pollard. Cllr P Belbin advised of a company which rented out Christmas trees. He agreed to share details with the Clerk.

It was agreed that all event dates be shared on the website and via Facebook.

Local Council Administration

The Clerk requested that the updated version of Local Council Administration be purchased. The current version that she was working with was the seventh edition and the 12th edition had just been released. It was proposed and seconded that this be purchased at a cost of £119.

CiLCA Training

The Clerk requested permission to commence CiLCA training. This would mean she would be qualified to Level 3 in Local Council Administration, an expectation of her employment with the Parish Council. Once complete, this would allow the Parish Council to become Quality Council accredited. It was proposed and seconded that the Clerk commence the pre-requisite qualification, iLCA at a cost of £99 plus VAT before commencing the full qualification.

It was noted that Cllr E Stebbings-Allison and Cllr L Wisdom had had no further response re the potential planning breach at Crossley Street. They were advised to contact Warmfield Parish Council about the matter.

673. Planning Applications

The Parish Council noted the following application;

Application no.	Location	Details	21 Day expiry / Target date
20/01007/FUL	57 Weeland Road, Sharlston, WF4 1DA	Change of use of part of ground floor from Post Office (A1 use) to Residential (C3 use) incorporated into existing dwellinghouse	Approved 24/07/20

In addition, Cllr Pollard advised that she had been contacted by a resident who had made representations against a potential planning breach on Grime Lane. It was proposed and seconded that the Clerk write to the Planning Office to advise that the Parish Council were in support of the resident on this matter.

674. Planning Decisions

The meeting noted the decisions as follows;

Application no.	Location	Details	Decision
20/00996/FUL	30 Fernside Sharlston Common Wakefield WF4 1ED	Two storey extension to side	Application approved 02.09.2020

The Clerk advised that she had passed on the Parish Council's concerns after the last meeting but had received no further correspondence.

675. Correspondence

Councillors were brought up to date with all correspondence received.

Two emails had been received from members of the public regarding litter and anti-social behaviour. These had been responded to and the Clerk had reported the issues to both the Local Authority and Police.

676. Attendance at Meetings

The Clerk noted that she had circulated details of the next PACT meeting taking place on 30th September at 7.00 pm. This was open to all Councillors and residents. It was agreed to advertise this on the website and Facebook.

677. Future Agenda Items

It was proposed that Event Calendar be included on the next agenda.

It was noted that reminder about the tree stumps at the Rugby Club be sent.

Councillors agreed that a viewing of the Cricket Club pavilion take place before a decision be made.

678. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
YLCA	Attendance on Village Greens Webinar by Cllrs Boyes and Pollard	30.00 Cheque
CPRE	Annual Membership	36.00 DD
Viking	Ink / magazine files	51.55 card
Mobile Phone	New Charger and Plug for Clerk's Mobile	25.00 Card
Post Office	Stamps	9.12 Card
YLCA	Attendance on Risk Assessment Webinar by Cllr Boyes	5.00 Cheque

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

Supplier	Details	Amount/Type
Emma King	Monthly Salaries August / September	
Emma King	Back pay due to new NJC pay scales for 2020 – 2021 from 1st April 2020	66.75 cheque
Emma King	Mileage Claim Mar – Sept 2020	86.40 cheque
Zoom	Monthly subscription (July)	14.39 DD
Zoom	Monthly subscription (Aug)	14.39 DD
O2	Clerk's Mobile Phone (July)	43.13 DD
O2	Clerk's Mobile Phone (Aug)	45.83 DD
Yorkshire Internal Audit Services	Internal Audit of Parish Council accounts 2019/20	265.00 Cheque
ICO	Data Protection Renewal	35.00 DD

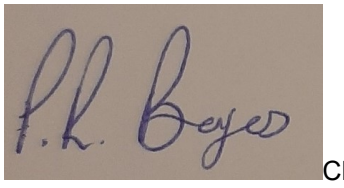
The Clerk shared a bank reconciliation and budget comparison to 31st August 2020 which was noted. This would be signed by a Councillor not on the Finance Committee when possible.

Councillors were asked to note new pay scales for 2020 – 2021 to be implemented from 1 April 2019 and to approve a backdated payment to 1 April 2020. It was proposed and seconded that this be approved.

679. Date & Time of Next Meeting

The next meeting would be held on Monday, 5th October 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 8.20 p.m.

Signed  Chairman

Date 5th October 2020