Meeting of Sharlston Parish Council held on Monday 2nd November 2020 via Zoom at 6.30 pm

Present:	Councillor P Belbin	Councillor S Pollard
	Councillor P Boyes	Councillor L Wisdom
	Distraict Councillors G Isherwood and R Taylor	

696. Apologies for Absence

Apologies had been received from Cllrs. J Cliffe MBE, A Devey, J Goodfellow, E Stebbings and District Cllr. M Tennant-King.

The Clerk reminded all present that apologies for absence should be submitted directly to her, in good time and ideally with a reason.

It was noted that Cllr Cliffe MBE had now not attended a meeting since February 2020. Councillors acknowledged that meeting virtually had made it harder for those without the required technology to join meetings but that opportunities had been given recently to join the meeting physically in a socially distanced manner at the Community Centre. It was proposed and seconded that the Clerk write to Cllr. Cliffe MBE to ascertain her intentions re membership.

697. Declarations of Personal Interests

There were no declarations of interest.

698. Minutes of the Meeting held on Monday, 5th October 2020

The minutes of the meeting held on Monday 5th October were accepted as a true record.

699. Progress Report

Casual Vacancies

The period of time to call an election to fill the most recent two vacancies had now passed and as such all three vacancies were available for co-option. The Clerk advised that a Co-option Policy was on the agenda this evening and she recommended that the Parish Council agree a forward plan for recruiting to the vacancies.

Code of Conduct / ROI

The Clerk was still awaiting a signed Code of Conduct and Register of Interest from Cllr Devey.

Social Media

The YLCA resources on Social Media had been received and circulated to all Councillors.

Byelaw Signage

New brackets were required to install the byelaw signage but the signage for the new car-park and Fernside had been erected.

New Bench

Cllr Pollard advised that the new bench to commemorate the volunteer efforts would be arriving in the next couple of weeks and that she had organised for someone to install this. The Chairman agreed to assist with this.

Litter Picks

Cllr Wisdom had organised a litter pick group via Facebook and there were now 40 volunteers involved. It was suggested that, to avoid unnecessary contact, packs should be given to volunteers rather than lent out, though a record of this should be kept. It was noted that Street Scene were providing bags for this. It was also requested that the link to the Parish Council be made clearer and Cllr Wisdom agreed to re-brand the group accordingly. Cllr Wisdom also agreed to submit an order for additional litter pickers to the Finance Committee.

Planning

Formal objections had now been raised by the Parish Council as well as by Warmfield Parish Council and Normanton Town Council regarding the alleged planning breach on Crossley St.

The communication with the resident and the Local Authority about the alleged planning breach on Grime Lane was ongoing and currently no further action was required from the Parish Council.

Inspections

It was noted that the Chairman and Clerk would be completing the inspections of Parish Council land and assets before the next meeting.

Bunding - Common

The successful candidate had been notified and work would begin once the weather had improved.

Bulb Plant

The annual bulb plant had taken place at the end of October with 14 volunteers across New and Old Sharlston. The Parish planters had also been re-filled with winter plants.

Christmas Cards

It was reported that Cllr Stebbings-Allison had created Christmas cards which she would write and deliver with the Christmas lunches.

Solar Lights

The solar lights for the lamp posts had been ordered and the switch on was planned for 25th November to coincide with those in Featherstone.

Community Christmas Activities

Cllr Pollard reported that there were still plans to light the Red Wheel and create an advent window trail around the village. Cllr Pollard agreed to decorate the windows at the Community Centre. More details would be shared in due course. Unfortunately, due to national restrictions, the community event planned for 19th December had been cancelled.

Website

Cllr Belbin advised that he was due to have training on website management that week and would report back to the next meeting.

700. Ongoing Projects

Rugby Club

The Clerk advised that the community car park was now open and the signage with user expectations in place. Local residents had also received a copy of these expectations through the mail. The Clerk noted that she was pulling together quotes for a CCTV system at the Club.

It was also reported that the lease between the Parish Council and Rugby Club was now finalised and both parties had received copies. The Chairman and Clerk would be carrying out an initial inspection of the grounds shortly.

The Chairman noted that a sponsorship banner had been put up at the side of the Club but he had reminded Club personnel that a request should have been made before this to the Parish Council. It was proposed and seconded that this be allowed.

Church / Community Centre

The Chairman noted that he had still not received an update from Father Teasdel with regards to a new lease for the Community Centre. It was proposed and seconded that the Clerk write a formal letter to the Diocese of Leeds to try and progress this matter.

701. Reports from Committees

Allotments

The Clerk had circulated the draft Allotments Policy, following revisions by Cllr Wisdom, to the Allotments Committee for comment. No comments had been received so she would now send copies of this to all allotment tenants inviting them to consult on this before the end of November. The Policy would then be brought to the next meeting, along with any representations, for consideration / adoption by the full Council. A full inspection of the allotments would be undertaken as soon as national restrictions were lifted.

The Chairman advised that Cllr Devey had passed a comment to the meeting that cockerels had always been permitted on the allotments.

The Clerk had received the 'Law of Allotments' publication which was available for reference. She had also received updated drone photographs of the allotments.

Councillors were also advised of the Parish Council's responsibilities for the allotments under their insurance cover.

The Clerk advised that she was struggling to contract anyone to cut the hedges at the side of the allotments and it was advised that she contact a local contractor to see if they were able to help.

Highways

The Clerk advised that she was still following up on a number of actions with regards to highways;

- Replacement bus shelter – Cow Lane. It was suggested that the Clerk obtain quotes to purchase a shelter so that these could be considered at a future meeting.
- Loose bolt – New Sharlston play area.
- Bridge repair – Sharlston Dam.
- Collapsed drain – Long Row.
- Wall repair – Sharlston Rugby Club.

The following issues had been resolved: litter collection at New Sharlston, pot holes at Grime Lane, new signage at Fernside, and fly tipping on The Green.

Cllr Pollard advised that she had recently met virtually with the Community School's Headteacher and discussed highways issues. The school had been encouraged to apply for a grant to purchase cones to prohibit inconsiderate parking. The Clerk was asked to follow up with the Highways Team / Parking Enforcement with regards to clarity on the markings / signs outside school and the enforcement of these.

Finance

The Clerk advised that she had started work on the transfer of employment of the Community Centre Caretaker from the Management Committee to the Parish Council and that this would be formalised at the next Personnel Committee meeting.

The next meeting would take place before the end of the month.

702. Training Update

The recently circulated Nimble finance training was discussed but it was felt that this would not be suitable or cost effective to attend. The Clerk continued to circulate opportunities for all Councillors.

703. Items Requested by Councillors

Draft Co-option Policy

A draft Co-option Policy had been circulated ahead of the meeting. It was proposed and seconded that this be adopted. The Clerk had also circulated a NALC information note and draft co-option notice to demonstrate the ways in which co-option could take place. Councillors agreed that more formal process was necessary but this could be deferred to the new year due to the impact of national restrictions.

Winter Gritting Arrangements

It was proposed and seconded that should the local farm have space for the grit this year then this should be accepted. However, due to the recent mild winters, it was noted that there may not be any room for it. The Clerk agreed to follow this up.

Parish Historical Information

The Clerk advised that she had received a request from a former Parish Councillor to begin to collate historical information for the Parish and Parish Council. It was proposed and seconded that this be referred to the Parish Plan Group. The Chairman suggested that this Group may need more members and Cllrs Pollard and Wisdom volunteered to be co-opted. The Clerk agreed to circulate the current Parish Plan to the Group with a view to meeting early in the new year. It was also suggested that a member of the community be co-opted to support this.

Capital Grants

There had been a request from a former Parish Councillor to look at any previous request for capital grants by the Parish Council and to consider applying for these again. It was proposed and seconded that this be referred to the Parish Plan Group to look at in conjunction with current and future projects and in line with the budget planning process. Suggested larger projects included verge hardening on Weeland Road and additional traffic calming measures.

704. Events

Tree Planting

Cllr Pollard advised that she would be taking delivery of 300 saplings shortly and that a discussion with a Local Authority officer would take place the following day with regards to where these would be planted. She was also considering how to avoid the litter issue caused by the plastic ties and sticks for the trees.

Remembrance Day 2020

The Clerk advised that she had received two risk assessment examples from the Local Authority and the YLCA with regards to holding remembrance events. The Chairman reported that father Teasdel had advised that no event could take place without the Church's permission as the Cenotaph was on church property. It was suggested that as soon as an update on what was taking place was shared, that Parish Councillors be advised. It was also agreed that the community should be encouraged not to attend together but to stagger their visits through the day. Finally, it was noted that wreaths would be laid on behalf of the Parish and Town Councils.

Christmas 2020

Cllr Pollard had met virtually with the Headteacher of the Community School and it had been noted that children could possibly sing at the Christmas tree, national restrictions permitting. Gifts for school children had also been discussed including small living Christmas trees, Christmas sticker sets, Christmas mugs or Air Ambulance merchandise. The Headteacher was

to advise on the school's preference shortly. It was proposed and seconded that the purchase of these be deferred to the Clerk with a budget of £600.

Cllr Pollard advised that she was busy contacting local elderly and vulnerable residents to offer them a Christmas meal. She would be able to confirm numbers by mid-November and had already arranged for volunteer drivers to deliver the meals in early December. Cllr Stebbings-Allison would be making Christmas cakes to deliver with the meals.

705. Planning Applications

There were no planning applications to consider.

706. Planning Decisions

There were no planning decisions to note.

707. Correspondence

Councillors were brought up to date with all correspondence received. The Clerk advised that she had followed up on resident enquiries about overhanging vegetation, missed bin collection and a broken fence since the last meeting. Cllr Wisdom advised that the overhanging vegetation in New Sharlston had not been attended to so the Clerk agreed to chase this.

708. Attendance at Meetings

There had been no representation at the recent YLCA meeting. A further PACT meeting had been held the week before.

709. Future Agenda Items

It was requested that 'Refurbishment of Red Wheel' be added as an item on the next agenda.

710. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
Waterstones	'The Law of Allotments' Publication	£34.00 card
Express Signs	Signage for Car Park and Fernside	£64.50 card
Sainsbury's	Stamps	£9.12 card

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

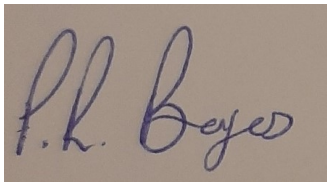
Supplier	Details	Amount/Type
Emma king	Salary	
O2	Clerk's Mobile Phone	£35.94
Zoom	Monthly subscription	£14.39 SO

A monthly budget reconciliation was shared with Councillors for information.

711. Date & Time of Next Meeting

The next meeting would be held on Monday, 7th December 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 8.15 p.m.

Signed  Chairman

Date 7th December 2020