Meeting of Sharlston Parish Council held on Monday 7th December 2020 via Zoom at 6.30 pm

Present:	Councillor P Belbin	Councillor E Stebbings-Allinson
	Councillor P Boyes	Councillor L Wisdom
	Councillor S Pollard	District Councillors G Isherwood and R Taylor

712. Apologies for Absence

Apologies had been received from Cllr. J Goodfellow and District Cllr. M Tennant-King.

No apologies had been received from Cllr. A Devey.

The Chairman advised that Cllr. J Cliffe MBE had submitted her resignation from the Parish Council since the last meeting. The Clerk read out Cllr. Cliffe's resignation letter and all present agreed that her time on and contribution to the Parish Council should be recognised by way of a small gift. The Clerk agreed to organise this and the Chairman suggested that he and the Clerk visit Cllr. Cliffe to present this on behalf of the Council.

The Clerk agreed to contact Wakefield Council to inform them of the casual vacancy.

713. Declarations of Personal Interests

There were no declarations of interest.

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

The minutes of the meeting held on Monday 2nd November were accepted as a true record.

715. Progress Report

Code of Conduct / ROI
The Clerk advised that she was still awaiting a signed Code of Conduct and Register of Interest from Cllr Devey.

Byelaw Signage
New brackets had been purchased for the byelaw signage and this had now been fitted on the Common.

New Bench
The new bench to commemorate the volunteer efforts was now in place at Community Centre. There had been a communication from Father Teasdel. He had advised that the Church wished to choose their own design for the bench but the cost of this had been prohibitive for the donations received to cover. He had also objected to having a plaque on the bench and had wanted an inscription in the wood instead but again this had been too costly. Cllr Pollard had spoken to Father Teasdel and the decision had been made to go ahead with the original plans as the land that the bench is installed on is leased to the Parish Council. However, Father Teasdel had objected to this saying the Church makes decisions on what is placed on the land. The situation had now been passed to the Diocese. Those present agreed they were in support of the bench and happy to challenge any objection from the Church / Diocese.

Litter Picks

The Litter Group had now been fully set up on Facebook and there were now a number of volunteers involved in litter picks around the village. Additional litter pickers had been purchased and were with Cllr Wisdom. It was agreed that some updated guidance on what to pick up and what to report was required.

Planning – Grime Lane

A follow up communication had been sent to Planning Enforcement regarding the alleged planning breach on Grime Lane on request of resident. However, another email had been received requesting support. District Cllr. Isherwood asked that all the details be sent to him so that he could follow this up with the Chair of the Planning Group.

Inspections

Inspections of the Parish Council's property and assets had taken place on 18th November. Inspection sheets had been completed and the Clerk advised on follow up actions that were required including disposal of the old photocopier and notice boards, repair or replacement of the notice board at New Sharlston, replacement of the grit spreader and replacement of some of the planters.

Bunding - Common

The layby on the Green had been completed and the bunding would be completed in the new year once the weather was better.

Christmas

The Christmas lunch for elderly residents would take place on Wednesday, 9th December. Payment was required before delivery. It was proposed and seconded that the Clerk send this via bank transfer. Cllr. Pollard had arranged for starters to be provided by the Yorkshire Deli at cost price. In addition, donations of craft bags, homemade Christmas cake and cards had been made for circulation to the residents. It was noted that more effort was needed in future years to increase engagement in New Sharlston and that it was hoped the Parish Council could use this event to build relationships going forward.

The Clerk suggested that the Parish Council may wish to complain about the service received from Wakefield Council in the new year, following poor commu8nication about the delivery / cost of the large Christmas trees in New and Old Sharlston. It was agreed that a separate meeting about Christmas arrangements be arranged in the new year.

Cllr. Pollard advised that she had delivered the mini-Christmas trees to the school with the Clerk on Friday ands that each child would be taking one home before the Christmas break to look after and re-plant after the holidays.

Website

Cllr. Belbin advised that he had completed his training now and that all minutes and agendas were now up to date. The Clerk agreed to liaise with Cllr Belbin around uploading all policies and induction materials over Christmas.

Allotments – Hedge

It was noted that the hedge alongside the Fernside allotments site would be cut back in the new year.

Highways

The following actions were still outstanding and were being chased by the Clerk:

- Replacement bus shelter – Cow Lane. Two quotes had been received and a third was awaited. These would be brought for consideration in the new year.
- Bridge repair – Sharlston Dam.
- Collapsed drain – Long Row.

The wall had now been repaired at the Rugby Club but the Clerk was awaiting quotes for replacement railings. These would be brought for consideration in the new year.

Information had been received from the Highways Team about parking enforcement at the school and this had been passed onto the Headteacher.

The Clerk would pursue costs for new speed calming measures in the new year and these would be passed to the Parish Plan Group for consideration.

Winter Gritting Arrangements

It had been confirmed that there was no space at the farm to store the grit supply this year so it had been declined.

Parish Plan

A raw version of the Parish Plan had been shared with the Parish Plan Group and there were plans to meet in the new year.

Tree Planting

Cllr Pollard updated the meeting on the tree planting. 300 saplings had been planted the weekend before and best use of space had been made. No sticks or plastic had been used and these had been distributed to allotment holders in Featherstone.

Remembrance Day

Communication with the Church had been disappointing and there had been no bells rung but there had been a good turn out by residents at the cenotaph, all socially distanced. Wreaths had been laid on behalf of the Parish Council and £30 had been raised from the sale of poppies.

Overhanging Vegetation

The overhanging hedges in New Sharlston had been dealt with and the enquiry had been closed.

Refurbishment of Red Wheel

It was agreed that the Highways Committee would inspect the Red Wheels on their next walk and report what was required in terms of refurbishment.

716. Ongoing Projects

Rugby Club

A funding update had been requested from the Rugby Club but this had not been received.

Three quotes for installation of a CCTV system were presented to the Parish Council. A decision was made but it was suggested that the Clerk request a cost for a slightly better spec of camera. She agreed to follow this up and it was proposed and seconded that she confirm the follow up action with the Finance Committee between meetings for expedience.

It had been raised that the new car park was not being used as much as hoped and that further advertising was required. It was agreed to place copies of the car park signage in shop windows to encourage users to park there rather than on the road.

Church / Community Centre

The Clerk advised that she had sent a written and electronic letter to the Diocese asking for the new lease to be progressed but she had still not received a response. It was hoped that the recent communication about the bench may prompt some further dialogue.

717. Reports from Committees

Allotments

The Clerk advised that three responses had been received from tenants as a result of the consultation on the revised Allotments Policy. These had been considered by the Allotments Committee at a meeting on 3rd December. The main points raised were:

- The Parish Council's Complaints Policy – this would be included when circulated.
- Clarification over cultivated land – anything which contributes to growing including structures e.g., greenhouses / storage of compost.
- Equipment / Structures – anything already there (subject to an audit) would be taken under the Parish Council's control unless a tenant expresses an interest in it, in which case it becomes theirs. The audit will include photos / records. Maintenance will become owner's responsibility. New tenants can express an interest in taking these on.
- Fires, subject to the Policy, anything already on site e.g., clippings / wood, can be burned. Nothing can be taken on site for burning.
- Pest Control – no changes.
- Height of Fence: internal subject to 1.6m limit. Perimeter fence / hedge – no changes.
- Drainage / flooding – any issues to be reported to the Parish Council.
- Signage – changes to show where this will be placed plus copies to be sent to each tenant.
- Will always approach tenants before any changes – as now.
- Clarification regarding any expenditure by Parish Council.
- Pernicious plants - Policy stays. We will complete removal this time.
- Offence under law – law is law. Fly tipping is same.
- Good husbandry – clarification to be sent to tenants.
- Building dimensions – common sense approach – all different plots.

It was proposed and seconded that the Allotments Policy be approved. A copy would be sent to each tenant with invoices for rental in 2021. Tenants would be asked to sign to say they had read and understood the Policy as part of their tenancy agreement. It was agreed that the Parish council would continue to communicate directly with all tenants individually.

In addition, the Clerk updated the meeting on information recently received about Avian Flu. This had been circulated to tenants and displayed at the allotments site.

Finance / Personnel

The Finance & Personnel Committee had met on 23 November and had considered the following items:

- Change of Name / Remit of Committee to include Personnel - this had been approved.
- Draft Budget 2021/22.
- Annual Review of Insurance Arrangements.
- The recommendation of the following policies to Full Council:
    - Members Allowances
    - Gifts & Hospitality
    - Insurance Register
    - Internal Controls Checklist
- An Amendment to the Standing Orders / Financial Regulations with regards to Obtaining Quotes – this had been recommended for approval.
- Community Centre Management – Employment of Caretaker.

The Clerk advised that the meeting had considered and recommended for approval, a contract of employment, including job and person specification, for the Community Centre Caretaker. It was proposed and seconded that this be approved. The Clerk agreed to follow up on the actions required to bring the Caretaker under the employment of the Parish Council from 1st January 2021.

718. Training Update

There had been no training completed since the last meeting.

719. Items Requested by Councillors

The following policies and procedures were presented to the Parish Council for approval, on recommendation of the Finance Committee:

- Members Allowances
- Gifts & Hospitality
- Insurance Register
- Internal Controls Checklist.

It was proposed and seconded that these be approved.

It was also proposed and seconded that an amendment to the Standing Orders / Financial Regulations be made with regards to obtaining quotes. If reasonable effort had been made to obtain quotes for work under £1000 but this had not been possible, the Parish Council could proceed based on two quotes to ensure expedience.

720. Events

The Clerk updated the meeting on a recent email from the YLCA advising that until representation improved at Branch meetings, no further presentations would be organised. It was agreed that generally, attendance from Sharlston was good.

The Clerk also reported back on a meeting of the Town & Parish Council Liaison Group where a presentation on the Local Plan 2036 had been given. The following points had been raised:

- The deadline for responses was 31st December 2020 but they would be preferred by 9th December if possible.
- Featherstone had been identified as a new strategic development area.
- The main priorities of the Plan included health, carbon footprint reduction, biodiversity and conserving historical sites.

- 87 new housing sites, 16 new gypsy sites and 16 new travelling show person sites were noted. Some were already existing or had planning permission in place.
- In Featherstone there were some proposed boundary changes linked to the link road. This was for blue and green development only.
- Land next to the Featherstone Rovers ground had been identified for sports provision.

721. Planning Applications

One application was considered as follows;

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
20/00149/NMC01	Land Off Hammer Lane and Clifton Road (junction Of)Sharlston Common	Alterations to windows sizes on approved application 20/00149/FUL for Erection of three dwelling houses with associated landscaping and access works.	04/12/2020

It was noted that this was part of an existing development and there were no objections.

722. Planning Decisions

There was one decision to note as follows:

Application no.	*Location*	*Details*	*Decision*
20/00149/NMC01	Land Off Hammer Lane and Clifton Road (junction of) Sharlston Common	Alterations to windows sizes on approved application 20/00149/FUL for the erection of three dwelling houses with associated landscaping and access works	Application Approved 02.12.20

723. Correspondence

Councillors were brought up to date with all correspondence received. The Clerk highlighted the following:

- a response to a member of the public following a request for help on boundary issues.
- a response from District Councillor D Byford with regards to the property at 132 Weeland Road.
- an email from a member of the public with regards to dog fouling and additional facilities requested at the local nature reserve. These had been actioned and a response sent to the resident.
- an email from Amey regarding power cables on the Common.
- A request to support the Community Foundation Wakefield with their Fuel Poverty campaign. It was proposed and seconded that a donation of £500 be made.
- An email from a member of the public regarding parking issues at the top of Wood Street. This had been forwarded to the Neighbourhood Policing Team. It was noted this would also be part of the Traffic Regulation Order in the new year.
- An email from a resident regarding damage to grave stones in the cemetery. This had been passed to Bereavement Services.

Cllr. Pollard noted that there had been some links to grants in the recent White Rose update and suggested Cllr. Belbin could look at these as sources of funding for the Parish Council. She also agreed to forward some to the Rugby Club.

724. Attendance at Meetings

There were no meetings planned.

725. Future Agenda Items

It was requested that 'Review of Committees' be an item on the next agenda.

There had been an issue raised by some residents in New Sharlston about a Christmas tree installed by another resident. The Parish Council agreed that if this was placed on private land and fully secured, there was no further action required.

Cllr. Pollard placed on record her thanks to the volunteer drivers who had supported the recent lunch for the elderly. Cllr. Stebbings-Allinson was also thanked for her contribution of Christmas cake and cards.

726. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
Cllr S Pollard	Expenses in relation to new trees on Common	£203.87 Cheque
Express Signs	Channels & Brackets for Byelaw Signage	£72.94 Card
Hog Roast Yorkshire	Christmas meals for elderly & vulnerable	£550 Bank transfer
Zurich	Annual Insurance Cover Renewal	£1,768.01 Cheque
Viking	Box Files for Clerk	£15.46 card
Mark Kelly Masonry	Repair to Rugby Club Wall	£250 bank transfer
SLCC	Annual Membership	£112 card
On Screen	Account, Website Hosting & Gov.Uk domain renewal 2021 – 22	£420 cheque
YLCA	Social Media training recording	£10 cheque

The Clerk asked for authority to make a bank transfer payment to Mark Kelly Masonry. This was proposed and seconded.

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

Supplier	Details	Amount/Type
Emma king	Salary	
O2	Clerk's Mobile Phone	£43.13 dd
Zoom	Monthly subscription	£14.39 dd

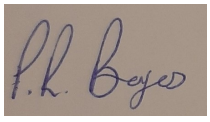
A monthly budget reconciliation was shared with Councillors for information.

The Clerk then shared the draft budget for 2021/22 on the recommendation of the Finance Committee. This was proposed and seconded. It was also proposed and seconded that the precept request to Wakefield Council remain the same at £35,000 for the new financial year.

727. Date & Time of Next Meeting

A list of dates for future meetings in 2021 was shared with the Parish Council. The next meeting was confirmed as Monday, 4th January 2021 at 6.30 pm. Cllr. Stebbings-Allinson gave her apologies for the 10th May.

There being no other business the meeting closed at 8.25 p.m.

Signed  Chairman

Date 4th January 2020