Meeting of Sharlston Parish Council held on Monday 1st February 2021 via Zoom at 6.30 pm

Present:

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

District Councillors G Isherwood, R Taylor and M Tennant King

744. Apologies for Absence

There were no apologies for absence.

745. Declarations of Personal Interests

There were no declarations of interest.

746. Minutes of the Meeting held on Monday, 4th January 2021

The minutes of the meeting held on Monday 4th January were accepted as a true record.

747. Progress Report

The Clerk confirmed that she had now received the outstanding Code of conduct and Register of Interest forms from Cllr. A Devey
Councillors were advised of the quotes received for the disposal of the photocopier from the Community Centre. The Clerk noted that one quote included the disposal of the large notice boards too but did not guarantee the secure disposal of data from the photocopier. It was proposed and seconded that the Council go with the lower of the remaining two quotes. The Clerk agreed to arrange a suitable day for the collection to take place.
It was confirmed that the notice board at New Sharlston had been repaired.
The Highways Committee had agreed that the grit spreader would not be replaced.
The Clerk noted that the bunding and hedge cut still awaited. She was asked to follow these up and ensure they were completed before the financial year end.
The emails from Keep Britain Tidy had been forwarded to Cllr. Wisdom and placed on the Facebook 'Sharlston Against Litter' page.
District Cllr. Tennant-King had confirmed that there would be no future Town and Parish Council Liaison meetings until these could be held face to face again.

748. Ongoing Projects

Church / Community Centre

An email had been received from father Teasdel with regards to the bench placed at the Community Centre, paid for by donations from the community in recognition of the work done by volunteers throughout the pandemic. He had advised that authorisation should have been sought before it had been put there and that he was currently liaising with the Diocese over whether this could be granted retrospectively. Those present agreed that the Parish Council had not been given the opportunity to meet or discuss this situation with Father Teasdel or the Diocese. They also felt that the Parish Council via the Community Centre Management Committee undertook a lot of work to maintain and keep the Community Centre running including the lines painted on the car-park and the clearing of leaves. It was also highlighted that all this was being done whilst awaiting a response on a new / refreshed lease for the centre. The Parish council were in agreement that any request to remove the bench would be challenged. District Cllr. Tennant-

King agreed to check the arrangements at St Thomas' Church in Featherstone where there was a similar arrangement with a bench.

Rugby Club

The Clerk confirmed that the CCTV system installation had been postponed to 15th February due to bad weather. Cllrs. Belbin and Pollard would meet the contractors on site. An external inspection of the site would be completed at the same time.

A funding update had been received and it was noted that the Club had reached stage 2 of the funding stage and were now revisiting the plans with builders and the funding team.

749. Reports from Committees

Membership of Committees

The following amendments to the current membership of committees and working groups was proposed and seconded:

Allotments Committee – Cllr Belbin to be co-opted.

Parish Plan Working Group – Cllr Stebbings-Allison to be co-opted.

Chairman to attend meetings.

Freeston Academy representation to be removed.

The clerk agreed to update the list and forward to Cllr Belbin to be placed on the website.

Highways Committee

A Highways Walk had taken place on 10th January and a meeting of the Committee on 18th January. The Clerk reported on the following actions:

Kismat Tandoori Takeaway – The Clerk had reported rubbish outside the front of the premises but it had been noted by Wakefield Council that this was actually building material. It was agreed to monitor this. The use of the external staircase was also to be monitored for potential breaches in use.

The hanging street sign outside the premises had been identified as belonging to the takeaway rather than Wakefield Council. The Clerk had been asked to write to the takeaway to ask them to either repair or remove it.

132 Weeland Road – The Clerk had asked for an update from Wakefield Council and had been advised that they had served a Section 215 untidy land notice on the owner of the property. The time for compliance under the notice had lapsed and the requirement for removal of rubble and materials around the property had not been undertaken as required under the Notice. Wakefield Council had been actively monitoring the site and had written to the landowner to request immediate compliance with the notice with threat of legal action for non-compliance. Authority had also been sought for legal action for non-compliance with the Notice and the Council's legal officers had been instructed. Wakefield Council had also acknowledged the Parish Council's enquiry as a formal complaint.

Bollards – The Clerk had requested lockable bollards at the end of the footpath between Hammer Lane and High Street (Streethouse end) with keys to be kept with the local farmer. This was an attempt to prevent fly tipping. It was noted that this was actually required at the Sharlston end so the Clerk agreed to update the request. The Clerk had also requested bollards on the pavement outside the shop / post office/ takeaways on Weeland Road to prevent inconsiderate and dangerous parking on kerb. This had been acknowledged by the highways Team who had now inspected the site and has identified it for further works, including footway resurfacing and the erection of 7 bollards.

Winter Gritting – the Clerk was awaiting a list of grit bins from Wakefield to complement the Parish Council's list. She had also contacted the local farmer about the re-filling of the grit bins and he had confirmed he was happy to continue doing this on an ad-hoc basis. The Clerk had added an item to the agenda in October regarding a potential contract for road-clearing in winter weather conditions. Finally, the Clerk had been asked to source prices for additional grit bins.

She shared the quotes received and it was proposed and seconded to purchase additional bins. Cllr Pollard agreed to confirm the number needed and locations after the meeting.

Replacement Bus Shelter – The Clerk had shared quotes for the replacement shelter and the Committee had proposed that the Parish Council go ahead and purchase this. This was proposed and seconded by the full Council. The Clerk was asked to confirm this and to advise the West Yorkshire Passenger Transport Authority once it was in place. It was also noted that the reason for replacing the shelter here, for safety reasons, be communicated via the website and Facebook to avoid any confusion.

Traffic Calming – The Clerk had been asked to source quotes for number plate recognition speed signs for the next Highways Committee meeting. The plan was to place these around the village in a phased project.

Red Wheel Refurbishment – The Clerk had been asked to work up a specification of works following an inspection by the Committee, and obtain two more quotes for March Parish Council meeting.

Rugby Club Railings – The Clerk had managed to obtain two quotes for this work. It was proposed and seconded that given the time that had now passed, the Parish Council should proceed with the work. The Clerk was asked to contact the successful contractor and organise the work.

Sharlston Dam Bridge Repair – the Clerk updated the meeting with the price received from Wakefield Council. It was proposed and seconded that this work be scheduled in.

New Swing – Sharlston Play Area – this had been forwarded to the Parish Plan Working Group for inclusion in future projects.

Community Centre – The Chairman had agreed to follow up on cleaning up the notice board and investigating a new sign.

Wildlife Board – Cllr Pollard was to work with the Clerk to obtain some quotes for a new board to replace the damaged one in the village.

Community School – The Clark had contacted the school again to follow up on the proposed grant application for traffic cones. She had also advised of a suggestion by the Highways Committee for parking enforcement to attend 2 days a month for 3 months to try to discourage poor parking. It was noted that Wakefield Council planned to review enforcement after lockdown.

The Highways Committee had made a proposal to the Parish Council to wind up the Sharlston Community Partnership and reintegrate this ring-fenced money back into the Parish Council budget for new projects. This was proposed and seconded and the Clerk was asked to write to the current Directors about this matter.

Weeland Road Verge Hardening – The Clerk had been asked to contact Wakefield Council about plans to harden the verges on Weeland Road to aid better parking and to ask if they could assist with the work with funding from the Parish Council. This request had been acknowledged by the Highways Team and the Clerk would chase for a response before the next meeting of the Committee.

Missing Bin – Clifton Road - This had been reported by the Clerk and a response had been received to say that, as the bin had been vandalised several times, it had not been replaced in that location. Instead, a bin had been put up 20 meters from that location.

Footpaths – The Clerk had chased work on both Fernside and the Weeland Road to Streethouse footpaths.

Collapsed Drain – Long Row – The Clerk had chased an update on this and the Highways Department had passed this to the relevant department.

Parish Plan Working Group

The Parish Plan Working Group had met on 20th January. The Clerk highlighted the following actions:

The Group had agreed the following project headings for the new Plan:

- Highways
- Environment & Green Spaces
- Historical Preservation
- Reduction of Crime / Anti-Social Behaviour
- Events
- Health & Wellbeing
- Biodiversity & Reduction of Carbon Footprint.

The Clerk would now work on updating the Plan ahead of the next meeting on 10th February. It had been proposed that the Plan would link to the budget and ensure that the Parish Council was ready for any potential funding opportunities.
The Group had also proposed that the Parish Council approve the Green Spaces Policy & Audit. It was proposed and seconded that this be approved.

Christmas Arrangements

A meeting had been held on 25th January to look at Christmas arrangements for 2021.
The Clerk highlighted the following actions:

Solar Trees – The Clerk had been asked to investigate other suppliers and to look at fittings etc. and costs for these. Cllr Pollard had agreed to contact Woolley Edge Farm for quotes.

Electric supply to the Common for rooted tree – The Clerk had been asked to investigate an electric supply again from Engie / Wakefield Council. It had been noted that the junction box and lamp post nearby could be used and the Clerk agreed to share details.

Wheel Lights & Community Centre – The Clerk had been asked to investigate prices for industrial / commercial lighting within a set budget. It had been agreed that the Advent Windows should be done again as these had been very well received.

Large trees / Wakefield Council service – The Clerk had been asked to investigate alternative suppliers for 2 15' trees for both sides of village. Cllr Pollard would again check prices at Woolley Edge Farm. It had been noted that Engie have to provide the lights for these for insurance purposes. The meeting had agreed that an organised light switch on event would be welcomed if permitted.

Donation to Community School – It had been noted that the 2020 donation had been very successful and appreciated by the school. The meeting agreed that the Parish Council should start the conversation about this early again this year to provide better buying power.

Christmas Lunch for Residents – again it had been agreed that the 2020 event had been very positively received. The meeting agreed that it would be good to bring people together again in 2021, COVID-19 permitting. It had been raised that there would potentially be larger numbers involved this year and the Parish Council may have to investigate other venues i.e., the Cricket or Rugby Clubs. It had also been suggested that sponsorship be investigated to help cover costs. The Clerk was asked to look at other suppliers for comparison. It had been suggested that the Parish Council look to include the New Sharlston Volunteers Group / new community group in the event for further funding opportunities. It was agreed that a possible blended approach may be needed to still allow delivery to home where residents cannot get out.

Allotments Committee Meeting

It was proposed and seconded to postpone the next meeting of the Allotments Committee until a face-to-face meeting could be held.

750. Training Update

There had been no training completed since the last meeting. The Clerk continued to circulate potential opportunities. Cllr Pollard had two forthcoming training opportunities.

751. Items Requested by Councillors

Purchase and funding of new planters

The Clerk advised of the quotes she had received for the purchase of new planters. She advised that the local garden centre did not stock the size required. It was also noted that Normanton Town Council did not own the planters in the town, these had been sponsored and provided by Wakefield Council. The Parish Council asked whether there was any funding available from central pots towards this project. Cllr Isherwood suggested that if the Clerk completed a Neighbourhood Improvement Fund application, an amount of £500 could be provided. The Clerk agreed to complete this application. In light of this it was proposed and seconded that 11 new planters be purchased. The Clerk agreed to request an updated quote based on the numbers required. It was agreed that the planter at Snydale be left.

Proposal to purchase land at site of old Sharlston Library

The Clerk had been asked to contact Wakefield Council about renewing the lease for this land with a view to removing the garages there and developing it for community use. She had been advised that Wakefield Council were unlikely to look at a new lease but would consider selling the land. A discussion took place about potential opportunities for developing the land and funding streams which may support this. It was noted that an agreement could be proposed whereby a certain percentage of the land must be retained for community use. It was noted that if the Parish Council agreed to purchase the land, it was likely that a loan or mortgage would be needed. In the first instance, the Clerk was asked to start a conversation about the potential to purchase and to request a purchase price.

Plans for Co-option of new councillors (4 vacancies)

It was proposed and seconded that the recruitment process to fill the Parish Council's 4 vacancies could not be indefinitely postponed. The Clerk suggested that the work being done to update the Parish Plan could be a good opportunity to recruit new members with specific qualities and skills to support this project. Cllr Stebbings-Allison agreed to support the Clerk to update recruitment materials and Cllr Pollard agreed to pass on any information from her forthcoming training on this subject area.

Open Day Plans 2021

A short discussion took place about how the Open Day may go ahead. It was suggested that if a face-to-face event was not possible, other ways of communicating with the community could be investigated.

Annual Report Plans 2021

The Clerk agreed to start looking at pans for the 2021 Annual Report. It was noted that a half yearly newsletter would be a good complement to this. The Clerk agreed to add this to the annual planner.

Presence on Forum of Crofton & Sharlston Medical Practice

The Chairman encouraged anyone that was interested in having a presence on the Forum of Crofton & Sharlston Medical Practice, to visit their website for more details.

752. Events

Easter proposal – Cllr. Stebbings-Allison proposed to develop an Easter event where residents would receive a goodie bag with cake, card, chocolates and a decoration in a hand-made bag. She also requested support to develop an activity trail like the one in Ackworth Woods, at Sharlston Dam. It was suggested that in order for the Parish Council to fund this, it would need to be developed into an event. It had been suggested that a fish and chip supper be offered in addition and initial enquiries had been made to the fish and chip shop. This could be offered on the afternoon of Good Friday.
It was noted that the whole event would cost less than £500. It was proposed and seconded that this be approved. Cllr Stebbings-Allison agreed to forward risk assessment and COVID-19

guidance documents to the Clerk so that she could ensure the Parish Council's Public Liability insurance would cover the trail. She also confirmed that she had received permission from the landowner to proceed with this event. It was noted that, if successful, this may become permanent. It was suggested that Cllr Stebbings-Allison work with then local community groups on this initiative.

753. Planning Applications

There was one planning application to consider:

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
21/00042/FUL	24 The Green Sharlston CommonWakefieldWF4 1EF	Increased roof dormer size to front	08/02/2021

There were no comments on this.

754. Planning Decisions

There were no planning decisions to note.

755. Correspondence

Councillors were brought up to date with all correspondence received.

756. Attendance at Meetings

There were no meetings planned.

757. Future Agenda Items

There were no further agenda items following the ones already raised in the meeting.

758. Financial Matters

The following accounts were approved for payment.

Supplier	**Details**	**Amount/Type**
Viking	Ink and stationery	£105.15 card
Amazon	Replacement wireless keyboard	£24.98 card

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

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

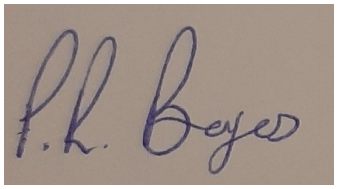
A monthly budget reconciliation was shared with Councillors for information.

The Clerk advised that the Parish Council would be receiving a Precept Grant for 2021 of £487.30 to compensate for the impact on the Council Tax Base from the increase in number, and therefore costs, of Council Tax Support claimants caused as a result of the economic consequences of the Covid-19 epidemic.

759. Date & Time of Next Meeting

The next meeting was confirmed as Monday, 1st March 2021 at 6.30 pm.

There being no other business the meeting closed at 8.45 p.m.

Signed  Philip Boyes, Chairman

Date 1st March 2021