Meeting of Sharlston Parish Council held on Monday 4th January 2021 via Zoom at 6.30 pm

Present: Councillor P Belbin
Councillor P Boyes
Councillor S Pollard
District Councillors G Isherwood and M Tennant King

728. Apologies for Absence

Apologies had been received from Cllr. E Stebbings-Allison and L Wisdom.

729. Declarations of Personal Interests

There were no declarations of interest.

730. Minutes of the Meeting held on Monday, 7th December 2020

The minutes of the meeting held on Monday 7th December were accepted as a true record, subject to the following amendment:

"£30 had been raised from the sale of poppies." be amended to read "£30 had been raised from the sale of poppies by Cllr S Pollard and £26 by Cllr L Wisdom."

731. Progress Report

Cllr J Cliffe
A gift and card had presented to Cllr Cliffe MBE on 16th December by the Chair and Clerk. The period of time for residents to call an election to fill the vacancy had now ended and the position was now open for co-option. The Parish Council now had four vacancies.

Code of Conduct / ROI
A signed Code of Conduct and Register of Interest was still outstanding from Cllr Devey.

Planning – Grime Lane
The Clerk had sent a summary email to Cllr Isherwood as requested but, in the meantime, a response from Wakefield had been received. The matter was ongoing.

Inspections
The Clerk was checking on how many notice boards needed to be disposed of. Once clarified, – Wakefield Council were to quote on this and disposing of the photocopier. The Clerk emphasised that it was essential to ensure the photocopier was disposed of properly as it may hold data from the scanning of documents.
The Clerk was looking into the details of the manufacturer of the notice board in New Sharlston to see if they can repair it. The Chair agreed to look into this. Quotes for a new one had been sought but repair was preferable due to the cost.
Quotes for a new grit spreader had been sought and would be discussed with the Highways Committee at their next meeting.
Positions for new planters would be considered on the next Highways walk.

Bunding
The bunding was still outstanding, awaiting better weather. Cllr Pollard advised that the small section completed on the layby on the Green had made a huge difference.

Website
All reviewed policies had been forwarded to Cllr P Belbin to upload to the website.

Allotment Hedge
The trimming of the allotment hedge was still outstanding, awaiting better weather.

Highways Update
Bus shelter – the Clerk had sought quotes and would be taking these to the next Highways Committee meeting for consideration.
Bridge repair – a quote was awaited from Wakefield Council and the Clerk had sourced another contractor who would be quoting shortly.
Collapsed drain – the Clerk was still awaiting an update from the maintenance team at Wakefield Council.
Repair to railings – the Clerk was meeting a contractor to quote for the work that week and had another contractor ready to quote.
Speed calming – the Clerk would be taking some information to the next Highways Committee meeting for consideration.
It was requested that a bollard at the end of the path between Sharlston and Streethouse, be added to the current list of works.

Winter grit
It was noted that the farmer should be contacted to ask if he would be willing to check and fill the grit bins on behalf of the Parish Council. Cllr Pollard agreed to respond to a query from a resident on this matter. It was also suggested that options be considered for the gritting of suburban roads in the village given that the District Council's priority was the main roads. The Clerk agreed to add this to the annual calendar for checking. She also agreed to arrange an audit of the grit bins in the village.

Red Wheel Refurbishment
The Highways Committee would be conducting an inspection of the red wheels on their next walk and would provide a specification of work required to the Clerk. The Clerk had a few potential contractors for the work.

Caretaker employment
All actions relating to the employment of the Caretaker, were now complete and the Chair confirmed that he had arranged the transfer of funds from the Management Committee to cover salary costs.

732. Ongoing Projects

Church / Community Centre

There had been no further update on this matter and the Clerk confirmed that she had received no response to her letter or email to the Diocese.

Rugby Club

The Clerk confirmed that the CCTV system would be installed at the Rugby Club on Friday, 15th January. She had approached the Club about providing access for this to take place.

The Clerk had chased a funding update from the Club Committee.

It was noted that an inspection of the grounds at the Club was still outstanding.

733. Reports from Committees

Membership of Committees

It was proposed and seconded that due to the low attendance at the meeting, the consideration of membership of committees, be postponed to the next meeting.

Allotments

The Clerk advised that the Parish Council had committed to writing to tenants affected by the revised policy arrangements regarding livestock. It was proposed and seconded that due to the current pandemic, this would take place once an inspection / audit could progress.

Parish Plan Group / Highways Committee

The Clerk agreed to arrange dates for these meetings with members by email.

In addition, it was proposed that a half-year newsletter be produced and the Clerk agreed to source contributions for this.

734. Training Update

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

735. Items Requested by Councillors

Hanging Baskets 2021

The Clerk advised that Wakefield Council had been in touch regarding the lamp posts required for hanging baskets. It was proposed and seconded that no hanging baskets would be required in 2021 but that lamp post numbers for Christmas trees would be sourced on the next Highways walk ready to submit before the end of January.

Induction Pack for New Councillors

The Clerk confirmed that all policies had now been reviewed and would shortly be available on the website. She would print copies of these and other useful documents for the induction folders and would prepare a welcome email for new councillors ahead of the co-option process.

It was noted that IT skills would be a requirement for any new councillors.

It was proposed and seconded that 'Co-option of new Councillors' be an item on the next Parish Council agenda. It was also suggested that a notice of the vacancies be placed on the website and Face Book.

Christmas Arrangements 2021

It was proposed and seconded that a special Christmas Arrangements meeting be held on Monday, 25th January. The Clerk was asked to investigate the supplier used for the lamp post trees in Walton and to place sponsorship of these on the agenda for the meeting.

Green & Open Space Management Policy & Green & Open Space (including Tree) Audit

The Clerk suggested that these be referred to the Parish Plan Group for review before being brought back for decision. This was agreed.

736. Events

Cllr Pollard updated the meeting on a proposed events calendar which had been forwarded by a resident for consideration by the Parish Council. It was proposed and seconded that the Council would support all initiatives suggested but would have to remain impartial and not be part of their organisation or facilitation. Cllr Pollard agreed to feed back to the resident.

737. Planning Applications

There were no planning applications to consider.

738. Planning Decisions

There were no planning decisions to note.

739. Correspondence

Councillors were brought up to date with all correspondence received. The Clerk highlighted the recent emails from Keep Britain Tidy about a new wildlife campaign. It was suggested that these be forwarded to Cllr Wisdom for circulation via the Sharlston Against Litter Face Book page.

740. Attendance at Meetings

There were no meetings planned. The Clerk asked District Councillor Tennant-King whether there was a future date planned for the Town & Parish Council liaison Group. She agreed to check and feedback on this.

741. Future Agenda Items

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

District Councillor Isherwood then asked if the Parish Council would consider supporting Featherstone Town Council in a proposal to review the speed limit on Wakefield Road, just past Weeland Road and adjacent to Snydale Villas. There had been two collisions there over the Christmas period and it was felt that recent speed checks had been inconclusive. The Parish Council agreed its support in this matter.

742. Financial Matters

The following accounts were approved for payment.

Supplier	Details	Amount/Type
Post Office	Postage costs	£2.67 card
Catteralls Solicitors	Costs related to Renewal of Lease to Sharlston Rovers Amateur RLC	£503.40 cheque
Hall & Rhodes Security Ltd.	Installation of CCTV at Sharlston Rovers ARLC (50% upfront)	£682.80 bank transfer

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

Supplier	Details	Amount/Type
Emma King	Salary	
O2	Clerk's Mobile Phone	tbc
Zoom	Monthly subscription	£14.39 dd
Community Foundation Wakefield	Donation towards ending fuel poverty 2020	£500 card
Moonpig	Thank you card for Cllr J Cliffe MBE	£4.05 card
Buyatankard.com	Tankard as leaving present for Cllr J Cliffe MBE	£38.00 card
Plantscape Ltd.	Cost of Solar Christmas trees 2020	£3153.60 cheque
Woolley Edge Christmas Tree Farm	Mini Christmas trees for donation to school	£480 cheque

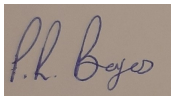
The Chair asked for approval from the meeting for the Clerk to process payments via bank transfer where appropriate. It was noted that this method still required the same level of authority as cheque payment, with two authorised signatories needed. This was seconded and approved.

A monthly budget reconciliation was shared with Councillors for information.

743. Date & Time of Next Meeting

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

There being no other business the meeting closed at 7.45 p.m.

Signed  Philip Boyes, Chairman

Date 1st February 2021