Meeting of Sharlston Parish Council held on Monday 12th April 2021 via Zoom at 6.30 pm

Present: Councillor P Belbin
Councillor P Boyes
Councillor S Pollard
District Councillor M Tennant King

Prior to the meeting starting, a one-minute silence was held in respect of the recent death of HRH, the Duke of Edinburgh.

776. Apologies for Absence

Apologies had been received from Cllr. J Goodfellow, Cllr. E Stebbings-Allison, Cllr L Wisdom and District Cllr. G Isherwood. No apologies had been received from Cllr. A Devey. Councillors expressed concern over the lack of communication from Cllr Devey. The Clerk advised that the situation would be reviewed at the next meeting. In the meantime, it was noted that other councillors had been in touch with Cllr Devey from a wellbeing point of view.

777. Declarations of Personal Interests

There were no declarations of interest.

778. Minutes of the Meeting held on Monday, 1st March 2021

The minutes of the meeting held on Monday 1st March 2021 were accepted as a true record, subject to the amendment of 'relatives' to 'residents' under item 768.

779. Progress Report

The Clerk advised that she had submitted objections on behalf of the Parish Council to two applications.
It was noted that the bunding and hedge cutting had now been completed.
Additional litter pickers had been purchased as approved by Finance Committee at their last meeting. Details of the Great British Spring Clean had been passed to Cllr Wisdom.
Cllr. Belbin had placed future meeting dates on the website.
The Clerk had requested details of future PACT Meetings and had received details from Featherstone Town Council. The Chairman had attended the last meeting.
There had been no further update on the land at the former library site but the Clerk continued to follow this up.

780. Ongoing Projects

Church / Community Centre

Father Teasdel had responded to advise that retrospective planning permission had been granted for the volunteer bench. The Clerk had requested that he now progress the renewal of the lease but had not so far heard back. She agreed to continue to chase this.

Rugby Club

The CCTV equipment had been moved on 12th March. The Clerk had obtained a copy key for the kitchen area to provide access for the equipment and a gate key would be ordered shortly.

781. Reports from Committees

Parish Plan Group

A meeting had been held on 10th March. The group had considered the format of the plan and it had been agreed that this would only need to be electronic as it would be a 'living document'. It was decided that the Parish Plan would share aspirations at the start of the year via committee mission statements (a template to be created by the Clerk) and then share progress via the annual report. It had been acknowledged that the Parish Council had achieved a lot through the

pandemic and that the committee structure was working well. The Clerk was asked to add budget detail to the plan but it was noted that some items would be cost neutral when completed in partnership with other parties such as the local authority. The Clerk would now start to contact key personnel to start discussions about larger projects. The group asked that a quarterly review of the plan be completed and shared with the full Parish Council to ensure progress and keep everyone informed. Headlines would be shared at the Open Day in May. Finally, the current community survey was considered and it was agreed that this be pushed via social media to ensure engagement with residents.

Finance Committee

A meeting had been held on 15th March. The Committee had been shown a bank reconciliation to 28th February 2021 and noted that the budget was where it should be for the time of year. There were no concerns. The Clerk had also shared plans for the end of year accounts and advised that these would be sent for internal audit at the start of April. It was noted that the annual VAT return would be competed shortly and shared with the Parish Council. The Clerk had updated the committee on the closure of the Sharlston Community Partnership account. The committee had reviewed and recommended the following policies for approval:

- Standing Orders
- Expenses Policy – Clerk
- Grants Policy & Procedure
- Asset Register & Risk Assessment

The Clerk suggested that approval of the finance policies be deferred until the next meeting given that the councillors present were all members of the Finance Committee. It was proposed and seconded that the Standing Orders be approved as there was no change from the previous year.

The committee had noted the Clerk's annual increment. This was noted by the full council in line with the Clerk's contract of employment.

The committee had then considered the two quotes for the refurbishment of the two Red Wheels. Unfortunately, the third quote had not been received. The committee had reviewed the two quotes and agreed one for approval by the Parish Council. The Clerk shared recommendations of the company. It was proposed and seconded that this quote be accepted. The Clerk agreed to contact the company to arrange a start date.

The Committee considered information about new speed cameras. It was agreed that further information be sought and presented to the Parish Plan Group so that they could make a recommendation to the full council.

There had been no gifts/hospitality to report.

Highways Committee Update

Kismat Issues

The Chairman had visited the business and asked them to remove the hanging street sign fittings. The business had in turn requested that The Parish Council take action with regards to the state of 132 Weeland Road.

132 Weeland Road – Empty Property

The Local Authority was awaiting a statement so that legal proceedings could begin. The site was being monitored and further attempts to contact the owner had been made. Legal proceedings could not begin without the statement, hence the delay. The Chairman agreed to raise this as a concern at a forthcoming meeting with the local PCSO. It was noted that there would need to be a joined-up approach to tackle the anti-social behaviour in the village and that local parents would need to be on board.

Bollards

Lockable bollards at the end of the footpath between Hammer Lane and High Street could not be installed without a Traffic Regulation Order so this work would not be taking place.

Bollards on pavement outside the shop/post office/takeaways on Weeland Road with the purpose of preventing inconsiderate and dangerous parking on the kerb had been approved by the Local Authority.

Winter Gritting

Stickers with re-filling details had now been placed on all grit bins. One bin required filling and this had been requested.

Replacement Bus Shelter

This had now been installed and the Clerk was liaising with the Combined Authorities with regards to maintenance arrangements.

Rugby Club Railings

These had been repaired. However, it was noted that further remedial work was required. It was agreed to look at this on the next Highways Walk.

Sharlston Dam Bridge Repair

This had been repaired.

Community Centre

The Centre had now been decorated and work on a new sign / noticeboard clean-up was planned. The Clerk was asked to forward the up-to-date councillor contact list to be placed on the board.

Weeland Road Verge Hardening

The Clerk had requested a further update. It had been suggested that the verges on the housing estate be looked at too.

Missing Bin – Clifton Road

The fittings from the missing bin had been removed.

Footpaths

It was agreed to look at Fernside again on the next Highways Walk.

The issues with the footpath between Weeland Road and Streethouse had been passed to the drainage team and the Clerk had requested an update.

Collapsed Drain – Long Row

The Clerk had requested an update.

Life belts

The Local Authority had advised that the life bets at the Dam were in the Parish Council's remit. It was agreed to undertake further investigation on this.

Nature Board

It had been highlighted that there was a spelling mistake on the new board. The Clerk agreed to get this rectified.

Park at New Sharlston

The Clerk had passed issues at the park onto the Local Authority and was awaiting a response. She was asked to find out who owned the land around the park.

Allotment Inspection

The forthcoming inspection of the allotments would take place on 18th April at 1pm. It was agreed that the Chairman, Cllr Pollard and the Clerk would undertake this.

782. Training Update

The Clerk had undertaken training on both website accessibility regulations and Section 137 legislation. She agreed to share the resources. The Clerk also highlighted forthcoming training on using CCTV.

783. Items Requested by Councillors

Annual Report 2021

The Clerk reported that the document was almost ready but would require new photos. It was agreed to speak with a local photographer about this. The report would be circulated for information ahead of the next meeting.

New Planters for Village

The Clerk noted that the planters were expected to be finished and dispatched in the next few weeks. The Chairman confirmed that the donation of £600 would be forwarded to the Parish Council shortly as the Community Centre Management Committee had just approved this. She agreed to follow up on the donation / grant from the New Sharlston Voluntary Group.

Christmas Arrangements

The Clerk advised on the cost of the light arrangements that she had priced up. It was agreed that a Christmas meeting be held as soon as possible to agree these.

The meeting was then advised on three quotes for the catering for the Christmas lunch for elderly and vulnerable residents. A quote was proposed and seconded and Cllr Pollard agreed to liaise with the company to agree a date for the lunch. It was noted that a venue would then need to be sourced.

Community School

The Clerk had spoken with the headteacher at the Community School and confirmed that she was happy for the Parish Council to contact police/enforcement about having a presence at school. It was agreed that this was something that could be organised for when the children return in September. Other initiatives including getting pupils involved e.g., with 'don't park here' signs or barricades were discussed.

It was suggested that the PTA be approached to complete a grant form to purchase more cones. The school was already using some cones as a trial.

The Headteacher had also asked if the Parish Council could support with a walking bus initiative. It was suggested that the Parish Council could look into supporting this with other partners in the community.

It was confirmed that the school would be happy with either suggested donated gifts at Christmas.

Finally, support with the schools plans to introduce 'forest school' type activities using the local area were discussed. The school was also wanting to work on being more eco-friendly and recycling projects. It was noted that this could be linked into the Parish Plan and the Wakefield Local Plan.

Parish Council Recruitment Drive 2021

The Clerk advised that two applications had been received following the launch of the new recruitment drive. This had been very popular on social media and was attracting interest from the community. It was suggested that applications should be shared with all councillors and a meeting arranged at the end of the month to review these and progress the filling of the current vacancies.

New Code of Conduct for Councillors

The Clerk reported on the new Model Code of Conduct which had been produced by the Local Government Association. It was noted that the local authority had adopted this and it was recommended that the Parish Council do the same. It was proposed and seconded that the new document be adopted. The Clerk agreed to circulate this for signature by all councillors.

Update on Insurance Arrangements for Parish Council

The Clerk ran through the additional requirements on the Parish Council's insurance including cover for recent purchases.

To agree arrangements for Annual Open Day – 18th May 2021

It was suggested that this be held on the nearest Saturday to the annual meeting. It was also recommended that different time slots be offered to manage numbers. It was agreed that promotional videos of recent Parish Council initiatives be shared on a loop at the event

To Note a Proposal for a Further Nature Board

It was proposed and seconded that a further notice board be purchased for New Sharlston. The Clerk agreed to price up lecterns with local engineering companies and report back.

Annual review of Parish Council Standing Orders

This had been covered earlier in the agenda.

To consider proposals for marking the history of Sharlston Village

It was agreed that this be incorporated into the Parish Plan and that appropriate grants be explored to support the project.

784. Events/Attendance at Meetings

It was agreed that a community event be looked at when social distancing was relaxed.
Feedback on the recent Easter events was given and it was noted that both the fish and chip supper and nature trail had been very positively received with excellent feedback via email and on social media. Cllr Stebbings-Allison had suggested that the trail become a more permanent feature with more investment.
The Parish Council noted how successful the Easter event run by the local volunteer's group had also been. It was suggested that there be some link in from the Parish Council with the forthcoming Scarecrow Festival.
There was a brief discussion about how the collaboration of local volunteers could be recognised.

785. Planning Applications

The following planning applications were considered.

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
21/00454/FUL	140 High Street New Sharlston Wakefield WF4 1BE	proposed pitched roof over flat roof & re roofing existing	28/04/2021
21/00513/FUL	45 Grime Lane Sharlston Common Wakefield WF4 1EJ	retrospective planning for a garden room, with storage	26/04/2021
21/00515/FUL	39 Crossley Street New Sharlston Wakefield WF4 1BQ	Change of use of existing attached ancillary workshop to 2no. flats	26/04/2021
21/00826/FUL	75 Grime Lane Sharlston Common Wakefield WF4 1EH	Single Storey Extension to the Front & First Floor Extension to the Rear	22/04/2021

There were no comments.

786. Planning Decisions

The following planning decisions were noted.

Application no.	*Location*	*Details*	*Decision*
20/02374/FUL	11 The Green Sharlston Common Wakefield WF4 1EE	Demolition of existing buildings (1no. timber shed and 1no. container) and construction of garage	application approved 01/04/2021

787. Correspondence

Councillors were brought up to date with all correspondence received.

789. Future Agenda Items

It was requested that a discussion around recent planning applications be on the next agenda.

790. Financial Matters

The Clerk presented a grant application by Sharlston Cricket Cub. After a brief discussion it was proposed and seconded that the grant be approved.

The following accounts were approved for payment.

Supplier	Details	Amount/Type
YLCA	Clerk attendance at webinar on website accessibility	15.00 bank transfer
Express Signs	Grit bin stickers	33.60 card
Amazon	Litter pickers	100.91 Card
Timpson	Additional key cut for Rugby Club kitchen	7.40 card
Wakefield Council	Bridge repair at Sharlston Dam	228.00 bank transfer
Hall & Rhodes	Additional cost to move CCTV equipment	239.40 bank transfer
A.J Richardson	Bunding on Green	3120.00 cheque
A.J Richardson	Hedge cutting at Allotments	180.00 cheque
YLCA	Annual subscription	738.00 bank transfer

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	43.61 dd
Zoom	Monthly subscription	14.39 dd
Hall & Rhodes	Remainder of balance for CCTV installation at Rugby Club	682.80 bank transfer
Matrix Consulting	Survey on Sharlston Community Centre (2020)	300.00 bank transfer
Shelutions Urban	Purchase and installation of new bus shelter – Cow Lane	2514.00 bank transfer
A M Lane (Sharlston Fisheries)	Fish & Chip Supper for Easter Event	350.00 cheque

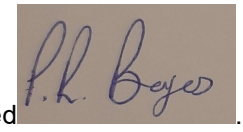
The meeting noted a bank reconciliation to 31st March 2021. The Clerk advised that the accounts had now been forwarded to the internal auditor and that their report was anticipated shortly.

791. Date & Time of Next Meeting

The Clerk advised on recent guidance with regards to holding remote meetings. It was noted that it was anticipated that the emergency legislation awarded in 2020 due to the pandemic would shortly be ended. Councils were being advised that they did not have the legislation in place after 7th May to hold remote meetings. With this in mind the Parish Council considered moving their next meeting to the week before but it was agreed that with the Early May Bank Holiday and local elections, this would be very difficult.

The next meeting was therefore confirmed as Monday, 10th May 2021 at 6.30 pm. Details of the arrangements would be shared in due course.

There being no other business the meeting closed at 8.50 p.m.

Signed  . Chairman

Date 17th May 2021