Annual Meeting of Sharlston Parish Council held on Monday 17th May 2021 at Sharlston Community Centre at 6.00 pm

Present:	Councillor P Belbin	Mrs T Arnold
	Councillor P Boyes	Mrs B Mottram
	Councillor S Pollard	Mr A Palmer
	Councillor E Stebbings-Allison	
	Councillor L Wisdom	

1. **Election of Chairman**

   It was proposed and seconded that Cllr P Boyes be elected Chairman for the municipal year 2021/22.

2. **Acceptance of Office**

   Cllr P Boyes signed and returned the acceptance of office form.

3. **Election of Vice-Chairman**

   It was proposed and seconded that Cllr S Pollard be elected Vice-Chairman for the municipal year 2021/22.

4. **Declarations of Personal Interests**

   There were no declarations of interest made. Introductions were made for the benefit of visitors.

5. **Apologies for Absence**

   Apologies had been received from District Cllrs. G Isherwood, R Taylor and M Tennant-King. No apologies had been received from Cllr. A Devey. The Clerk confirmed that under the Local Government Act 1972 s85 (1) and (2) "if a member fails throughout six consecutive months to attend any meeting of the council or of its committees……., they cease automatically to be a member of the council". It was proposed and seconded that this action had to be taken.
   The Clerk then advised that she had received the resignation of Cllr J Goodfellow and read out his letter to those present.
   Both councillors were thanked for their contribution to the Parish Council over many years. It was agreed that both be awarded with a small gift to mark this.
   The Clerk advised that she would inform Wakefield Council of the two further vacancies and that these would be open to election for a period of fourteen days.

6. **Co-option to Parish Council Vacancies**

   It was proposed and seconded that Trish Arnold, Bee Mottram and Andy Palmer be co-opted as Parish Councillors following the recommendation of a recruitment panel of the council. The Clerk agreed to forward the necessary induction material to them via email including forms to be returned and details of forthcoming training opportunities.

7. Appointments to Committees & Outside Bodies

It was proposed and seconded that the following Committee and Outside Body membership be agreed:

Allotment Committee	Cllrs. Belbin, Wisdom (Chair to attend)
Finance Committee	Cllrs. Boyes, Belbin, Pollard
Highways Committee	Cllrs. Arnold, Boyes, Mottram, Pollard, Wisdom
Parish Plan Committee	All Councillors
Planning Committee	Cllrs. Boyes, Palmer, Pollard
Community Centre Management	Cllrs. Boyes, Stebbings-Allison
Town & Parish Council Liaison	Chair & Clerk
YLCA Wakefield Branch	Cllrs. Boyes, Pollard (one Cllr. To be non-voting)

It was proposed and seconded that the Committee Terms of Reference be approved following review.

8. Review of Delegated Decisions

The list of current delegated decisions was reviewed and approved with addition of current legislation with regards to the holding of remote meetings which was removed on 7th May 2021.

9. Minutes of the Meeting held on Monday, 12th April 2021

The minutes of the meeting held on Monday 12th April 2021 were accepted as a true record.

10. Progress Report

The Clerk advised that she had received a quote to repair the bunding on The Green. It was noted however that there was currently no budget for this work and it was agreed to forward this to the Finance Committee for consideration.

There was currently no update on the leasing of the land where the old library had been. The Clerk continued to pursue this.

The Clerk advised that a date was required for the next Parish Plan Committee meeting. It was agreed to hold this on Wednesday, 9th June at 6.00 pm. Cllr Wisdom gave her apologies for this meeting.

It was noted that there had not been a meeting of the Finance Committee since the last meeting but that the internal audit had been completed and returned and the Annual Governance and Accountability Return would be brought to the next meeting. The Clerk asked that a councillor not on the Finance Committee sign the current bank statement and reconciliation. Cllr Wisdom completed this. Finally, the Clerk updated that the VAT re-claim had been submitted and was awaited.

It was advised that the Clerk had still not received notification that the Sharlston Community Partnership had been closed. She was currently chasing this.

It was proposed and agreed that the Expenses Policy, Grants Guidance and Asset Register be approved.

The Clerk advised that work to refurbish the Red Wheels had started and that there would be an additional cost of £170 plus VAT to replace all the header course on the Weeland Road wheel. This was proposed and seconded in order to complete the work effectively. There had been a

suggestion made by another councillor that the grassed area be under planted with native shrubs and a tree to break up the area and prevent access by illegal encampment. It was however agreed that the planters and trees would ensure the safety of the area.

It was noted that information on speed cameras in the village would be brought to the next Parish Plan Committee meeting.

The Clerk agreed to bring an update on Christmas 2021 arrangements to the next meeting for agreement

The Clerk advised that she had chased up parking enforcement & walking bus initiatives with the local authority but to date had received no response. She had also forwarded a grant application form to the Chair of the PTA but again had not yet received an application. The Clerk suggested that the work around forest school and recycling initiatives with the school could be tied in with the Parish Council's nature trail and litter projects.

Cllr Stebbings-Allison then made a proposal to make the Easter nature trail project at Sharlston Dam, a permanent feature. She advised that this would be a community-led event but asked for the Parish Council's support to launch it. She confirmed that she had received all necessary permissions from the landowner and that the project had already received local support with regards to materials and resources such as fairy dens and bird boxes. The Clerk agreed to check whether the Parish Council's public liability insurance would cover the project. It was proposed and seconded that the Parish Council would also make a donation of £50 towards the project if required.

Code of Conduct forms were signed by Cllrs. Belbin and Wisdom.

The Clerk advised that due to purchases made in the previous year and now added to the Asset Register, there was an additional insurance premium of £73.60. It was proposed and accepted that this be agreed and paid.

The meeting discussed the potential for a community event in the village. It was agreed to refer this to the Parish Plan Committee.

The Clerk advised that she had circulated details of an initiative to acknowledge volunteer efforts in the community – 'Unsung Heroes awards 2021'. Cllr Pollard agreed to share this via Facebook.

Finally, the Clerk advised that the audited accounts had now been received from Old Sharlston Cricket Club and therefore the grant payment had been made.

11. <u>Ongoing Projects</u>

<u>Church / Community Centre</u>

Father Teasdel had finally forwarded the Parish Council's correspondence onto Peter Foskitt, the Diocesan solicitor. Peter Foskitt had been given a deadline to respond, by the Parish Council, of 14th May 2021. This deadline had now passed without response and therefore, on the advice of the YLCA, the Clerk now requested approval to place the matter in the hands of the Parish Council's solicitors. This was agreed.

<u>Rugby Club</u>

Both keys had now been obtained. The Clerk had also put together a short instruction guide for the use of the CCTV equipment. This had been circulated to all councillors and a copy placed at the Rugby Club. It was suggested a that a short training session take place in the near future for both councillors and club representatives.

12. Reports from Committees

Allotments Committee

The Allotments Committee had carried out an inspection of the Fernside allotments on 18th April 2021. Five of the six tenants had been present and one tenant had subsequently passed over their plot to a family member due to ill-health.

Inspections had been completed for all present both of the plot and any livestock.

One tenant had given written notice to give up their plot and a further inspection was due in July to ensure the site was cleared.

No equipment or structures had been returned to the Parish Council.

The presence of a natural well on the perimeter of the site had been highlighted to the Committee. One tenant had re-redirected water from the well without any support or knowledge of the Parish Council. The tenant had agreed to let the Parish Council know of any future issues.

The composting area on one of the plots had been left in a poor state by a previous tenant. The current tenant had asked the Parish Council for support to clear this. It was suggested that the Community Payback Scheme be approached as a first action and the Clerk agreed to follow this up.

Japanese Knotweed had been identified on site. This was being managed but the tenant was advised to contact the Parish Council if additional support was required. It was noted that this appeared to be growing over from the neighbouring property and this was notified to them at the time.

Following the inspection, the Clerk had received advice from DEFRA with regards to permitted livestock on allotments:

"You can choose to register fewer than 50 birds, or birds you keep as pets. The Animal and Plant Health Agency (APHA) encourages you to register even if you do not have to by law.

By registering, APHA will be able to contact you if there's a disease outbreak (such as bird flu) in your area you'll help prevent the spread of disease and protect the national poultry flock".

It was advised that one tenant had been directed to get rid of a cockerel as they were not permitted livestock.

Finally, the Clerk advised that it had been identified that there was a rodent issue at the allotments and asked that a member of the Committee attend to meet with Wakefield Council's Pest Control Team the following week. Cllr. Wisdom agreed to support.

Highways Committee

A highways walk had taken place on 12th May 2021. The following actions had been highlighted:

- Pot holes at top of Grime Lane
- Cow Lane - footpath from the new bus stop to High Street, the verge/hedge is overgrown which is narrowing the space to single file and impacting on accessing the footpath in places on a very busy/fast road.
- Hammer Lane, the hedge alongside the school playing field which belongs to the school needs cutting back although it is not currently impacting on public access as there is no footpath on this side of the road. This is noted as an annual problem for local residents.
- School Close; difficult access at school times due to inconsiderate parking by parents.

- Hammer Lane; issues of inconsiderate parking by sports field users during the evenings.
- Hammer Lane and Weeland road, outside school and local shop problem of car drivers leaving engine running. This is an environmental problem and awareness is needed by offenders.
- Weeland Drive from lamppost 1 to Weeland Crescent; the pavement has many potholes, broken edges, grates raised due to tarmac being broken, old repairs fractured which are causing trip hazards.
- Weeland Drive; grass verges are just mud from parking cars, other roads around the estate have been resurfaced e.g., Woodside Avenue, could Wakefield Council or WDH improve verges?
- School Close; white lining worn away and no junction. Needs to be repainted.
- Clifton Road, next to lamppost 10, the SLOW sign has worn and needs to be repainted
- The new car park needs a bin installing. We also need a meeting with the groundworks company due to the weeds breaking through and damaging the painted spacing and tarmac in general around the edges.
- Weeland road to Coronation Road, the ginnel needs weed killer.
- Northfield Road junction, the road is in a poor state and the painted junction sign needs repainting.

The Clerk agreed to report all of these issues via myaccount or with relevant parties.

The Clerk also highlighted the following actions from previous walks:

- Kismat – the hanging sign had still not been removed and the Clerk had written to them again.
- 132 Weeland Road (derelict house), the Clerk continued to chase for updates from Wakefield Council.
- Rugby Club railings, some additional damage. The Clerk was asked to approach club personnel about repairing these as part of the forthcoming extension to the changing rooms.
- Weeland Road to Streethouse footpath, flooding. This was ongoing via myaccount.
- Collapsed drain at Long Row. Cllr. Wisdom advised that there had been some initial investigation work but nothing had been completed structurally. The Clerk agreed to chase this.
- Life belts at the fishing club. The Clerk was asked to approach the fire service about costings. It was then suggested that a meeting with the fishing club could be arranged.
- The Clerk has chased up the replacement nature board.
- A discussion about the location and filling of the new planters took place. It was agreed that this be deferred to the Highways Committee to organise. It was proposed and seconded that a budget of £200 be allocated to this. New sponsors were being approached.

13. <u>Training Update</u>

There had been no training completed since the last meeting. The Clerk highlighted forthcoming training opportunities.

14. <u>Items Requested by Councillors</u>

Financial Regulations

It was proposed and seconded that the reviewed Financial Regulations be adopted.

Register of Interest Form

All councillors were asked to sign and return the Register of Interest form to the Clerk.

Report from Sharlston Community Centre Management Committee

Cllr. Stebbings-Allison gave an annual report from Sharlston Community Centre Management Committee. It was noted that all annual checks were up to date and that the budget was healthy.

Parish Council subscriptions

The Clerk confirmed that the Parish Council had subscriptions with the Campaign to Protect Rural England, Society of Local Council Clerks and Yorkshire Local Councils Association.

Parish Council's expenditure incurred under s.137 of the Local Government Act 1972

The Clerk confirmed that there had been no expenditure under s.137 in 2020/21.

Annual Report

The Clerk advised that the Parish Council had a budget of £300 for the annual report copying. A discussion took place about how popular last year's report had been and it was suggested that 500 be ordered this year. It was noted that even though this was over budget, it would be a good investment to highlight the work that the Parish Council had achieved. It was proposed and seconded that the Annual Report 2021 be approved and sent to print with 500 copies.

Cemetery Plan

A proposal had been made by Cllr. Goodfellow before his resignation to complete a project to mark the current unmarked graves in Sharlston Cemetery. It was agreed to pass this to the Parish Plan Committee for consideration.

Community garden in Sharlston / 'plant up the street' initiative

Cllr Stebbings-Allison and Cllr Pollard proposed that the Parish Council consider the introduction of a community garden in Sharlston. It was agreed to pass this to the Parish Plan Committee for consideration.

Cllr Stebbings-Allison then advised the meeting of a 'plant up the street' initiative being launched by the Eden Project and running over half term. She asked for the backing of the Parish Council to promote this in the village via the website and Facebook. This was agreed.

15. Events/Attendance at Meetings

It was noted that a PACT meeting was taking place on 19th May. The Clerk asked those interested in attending to contact her.

There was then a discussion about the annual Open Day. It was proposed and agreed that this take place on Saturday, 29th May at the Community Centre. The Clerk noted that the council wouldn't be permitted to share any paper and all social distancing measures would need to be adhered to. The Clerk suggested that councillors attend on a rota basis to avoid too many people in the building at once and she agreed to circulate a schedule. It was also agreed to utilise the tv screen and notice boards to share information. Cllr Pollard agreed to share details of the event on Facebook and Cllr Stebbings-Allison agreed to produce a poster for the notice boards.

16. Planning Applications

The following planning application was considered.

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
21/00876/FUL	Sharlston Rovers ARLFC 28 Weeland Road, Sharlston Wakefield WF4 1DD	Extension to existing changing rooms	03/05/2021

There were no comments.

17. Planning Decisions

There were no planning decisions to note.

The Clerk advised that the Parish Council had been notified of an appeal on an application that they had previously objected to. It was proposed and seconded that the previous objection be re-submitted.

18. Correspondence

Councillors were brought up to date with all correspondence received.

Cllr. Pollard highlighted the 'Grant a Green' advice in the latest White Rose Update and asked that this be considered at a future meeting.

19. Future Agenda Items

It was requested that the following items appear on the agenda for the next meeting:

- Grant a Green Space
- Sharlston Against Litter – Recycling Challenge
- Defibrillator in New Sharlston

20. Financial Matters

The following accounts were approved for payment.

Supplier	**Details**	**Amount/Type**
Post Office	Stamps and postage	£16.77 card
Post Office	Postage	£2.69 card
Viking	Ink	£37.18 card
YLCA	Finance Webinar – February 2021	£30.00 bank transfer
Companies House	Annual Accounts Filing	£13.00 card
Emma King	6 month mileage claim	£85.95 cheque
Clerks and Councils Direct	Annual subscription	£132 bank transfer
Zurich	additional Insurance Premium as a result of updated Asset Register	£73.60 card
Yorkshire Internal Audit Services	Internal Audit 2021	£275 cheque

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 dd
Zoom	Monthly subscription	£14.39 dd

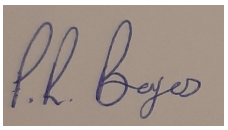
A J Richardson	Movement of bricks for repair to Rugby Club wall	£48.00 cheque
Amberol	New planters	£3940.40 bank transfer
Old Sharlston Cricket Club	Grant	£300 bank transfer

The meeting noted a bank reconciliation to 30th April 2021.

21. Date & Time of Next Meeting

The next meeting was confirmed as Monday, 7th June 2021 at 6.30 pm. Details of the arrangements would be shared in due course.

There being no other business the meeting closed at 8.20 p.m.

Signed  Philip Boyes, Chairman

Date 7th June 2021