Meeting of Sharlston Parish Council held on Monday 6th September 2021 at

Sharlston Community Centre at 6.30 pm

Present:	Cllr T Arnold	District Cllr G Isherwood
	Cllr J Barker	District Cllr R Taylor
	Cllr P Boyes	District Cllr M Tennant King
	Cllr B Mottram	
	Cllr A Palmer	
	Cllr E Stebbings-Allison	

54. Apologies for Absence

Apologies had been received from Cllr P Belbin, Cllr S Pollard and Cllr L Wisdom. No apologies had been received from Cllr K Lancashire. The Clerk was asked to contact her to ascertain her intentions regarding future membership.

55. Declarations of Personal Interests

There were no declarations of interest made.

56. Minutes of the Meeting held on Monday, 5th July 2021

The minutes of the meeting held on Monday 5th July 2021 `were accepted as a true record.

57. Membership of Committees and Working Groups

The Clerk presented the current membership list. It was proposed and seconded that Cllr J Barker be added to the Allotments Committee.

It was proposed and seconded that all councillors be part of the temporary events working group.

58. Progress Report

The Clerk noted that Cllr Lancashire's induction forms were still outstanding and she agreed to chase these when she spoke with her.

The Clerk advised that she had contacted the White Horse regarding their perimeter hedge and asked them to cut this back as it was making it difficult for pedestrians to manoeuvre the path alongside it. She had been advised that this would be cut back as soon as the nesting season had ended. The Clerk had driven past the hedge and it looked like it had been trimmed. Cllr Palmer agreed to check on this.

The Clerk confirmed that she had sent Cllr Barker's induction pack to her.

The meeting was advised that the Clerk had now received the receipts for the plants from Newstead Nurseries.

The Clerk confirmed that she had posted a card and gift to Mrs A Devey.

The Chair updated the meeting on a conversation he had had with District Cllr J Hemingway. The Chair had outlined the Parish Council's proposal for the land where the former library was and an

update was now awaited. It was suggested that Cllr Hemingway be invited to a future Parish Council meeting.

The Clerk confirmed that she had received permission from the landowners to replace the life-belts at the fishing dam. However there had been no offer of any funding towards these. It was proposed and seconded that this matter be referred to the Finance Committee.

The Clerk noted that there had been no update on locations for the small Christmas trees. It was agreed to ask Cllr Wisdom for an update on this. The Clerk advised that she had still not heard from Wakefield Council with regards to the large Christmas trees. District Cllr Isherwood agreed to follow this up at a forthcoming meeting.

Cllr Palmer updated the meeting on the venue for the meal for elderly and vulnerable residents. This would be held at the Rugby Club and the proprietor had been very supportive of the Parish Council's plans.

The Clerk had requested a formal offer of support towards the purchase of the bird boxes as gifts for school children, following an informal offer by a local voluntary group made via Cllr Wisdom at the Parish Plan meeting on 23rd July. Nothing had been received as yet so the Clerk agreed to follow this up with Cllr Wisdom.

It was noted that there had been a number of updates on Facebook regarding the revised litter / ecology groups. It was also noted that there was a coordinated litter pick planned in the next few weeks.

There had been no update on the grant for the new defibrillator. The Clerk was asked to follow this up with Cllr Wisdom.

The Clerk advised that a decision regarding the plaques for planters would need to be made under the finance item.

The Clerk advised that a decision regarding the plaque that had been placed on a Parish Council bench without permission would need to be made under the correspondence item.

The Clerk advised that she had forwarded the Parish Council's meeting dates to the Neighbourhood Police Team and had asked for future PACT meeting dates but had received no response.

59. <u>Ongoing Projects</u>

<u>Church / Community Centre</u>

Following the last meeting, the Clerk had been contacted by the Director of Strategy Implementation & Head of Property at the Church of England (Leeds Diocese). He had requested a copy of the original lease between St Luke's Church and the Community Centre Management Committee. The Clerk had forwarded this but had received no update since. She would continue to chase this.

The Chair updated the meeting on a call he had received from Wakefield Council regarding a formal complaint about the trees in the Community Centre grounds. He had advised that the trees were the responsibility of the Church and had contacted Father Teasdel to advise him of the matter. It was likely there would be a charge to the Church for maintenance work by Wakefield Council.

<u>Rugby Club</u>

The Chair advised that he had been contacted by the Rugby Club Committee about further investigative work required as part of the new building work. A request had been made to close the car-park for up to two weeks whilst this work was carried out. It was proposed and seconded that this be permitted, providing the car-park was returned in the same state at the end of the work. Cllr Palmer and the Chair agreed to meet with the Committee the following evening about the matter.

The Chair advise that the repairs to the perimeter wall would be undertaken at the same time as the building work. Cllr Mottram confirmed that the repair to the fence and lock between the Rugby Club and the Villa had been progressed. Finally, it was confirmed that permission had been granted to cut the overhanging tree.

60. Reports from Committees

The Clerk gave a brief report on the Assets Walk which had taken place on 13th July. She noted that the tree on the Green which had died was still to be replaced. It was noted that this would be done in November during the annual tree planting event. The Clerk also raised that the Fairy Garden was not currently included on the Assets Register. She asked whether the Parish Council wished for it to be included but this would mean conducting an inventory of the items currently there and preventing any further additions without the knowledge or permission of the Parish Council. Alternatively, the garden could be handed to the Community. The Clerk was very specific in her advice regarding the Parish Council's liability for the health and safety of users and clear that the current situation was presenting a potential risk. A short discussion was held and it was agreed that whilst the Parish Council did not want to discourage community involvement in the facility, it was responsible for ensuring it remained a safe space to visit. It was also highlighted that express permission had been granted to the Parish Council, by the landowners for the original garden and any additions were therefore not accounted for. It was proposed and seconded that some guidance be prepared and shared with the community about expectations of use. The Clerk agreed to liaise with Cllr Pollard about the wording and circulation of this.

The meeting received a report from the Allotments Committee meeting/inspection which took place on 15th July 2021. It was highlighted that the tenant who had agreed to vacate by 15th July was still in situ. The Clerk advised that there were currently 6 people on the waiting list for an allotment so this matter required a resolution. It was proposed and seconded that this matter be reviewed following the forthcoming inspection. The Clerk agreed to circulate potential inspection dates outside of the meeting.

Councillors received a report from the meeting of the Parish Plan Committee which took place on 23rd July 2021. The Clerk introduced a presentation which had been prepared by Cllr Pollard regarding the proposed speed calming project. She agreed to circulate this for comment ahead of the next meeting of the Committee. The Clerk also raised the proposal to produce and circulate flyers regarding PACT meetings but it was suggested that these wait until face-to-face meetings resumed. It was proposed and seconded that the next meeting of the Parish Plan Committee take place on 28th September at 6.30 pm.

The Clerk agreed to liaise with the Finance & Personnel Committee over a meeting date, outside of the meeting.

The Clerk agreed to liaise with the Highways Committee and the Highways Department over a meeting date, outside of the meeting.

61. Training Update

Cllrs Arnold and Barker had attended the 'Off to a Flying Start'. The Clerk asked Cllr Palmer if he had managed to book the training but he noted that he was unable to make the current sessions due to work commitments. The Clerk agreed to contact YLCA about any evening or weekend sessions.

The Clerk asked whether the Parish Council was happy for Cllr Wisdom to attend some forthcoming training around Biodiversity. This was granted.

It was proposed and seconded that the Clerk produce a training request pro-forma that could be used to request training between meetings.

The Clerk advised that the YLCA annual conference may not go ahead due to lack of interest.

Councillors were advised that the Clerk had almost completed the iLCA qualification but would not begin the CiLCA qualification until the new financial year, as this had not been budgeted for.

62. Items Requested by Councillors

It was proposed and seconded that the reviewed Complaints Policy be approved.

63. Events/Attendance at Meetings

The Chair gave a brief update on the PACT meeting which had taken place on 10th August. It was noted that there were plans for the next meeting to be face to face but a venue was still to be confirmed.

It was noted that there were still no plans for the Town & Parish Council Liaison meetings to resume. It was suggested that this could be raised with Cllr Hemingway.

The Clerk advised about a number of forthcoming events being advertised by Normanton Town Council and asked if anyone was interested in taking up the invites. It was noted that Cllr Wisdom would be attending the Gala at the weekend.

The Clerk then presented a community events calendar which had been produced by Cllr Pollard. It was suggested that Remembrance Day be added to the calendar. It was proposed and seconded that the calendar be adopted and be used to inform forthcoming agendas.

64. Planning Applications

The meeting noted the following application without comment:

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
21/02104/TCA	Hill Top Farm, 22 The Green, Sharslton Common, Wakefield WF4 1EF	Crown Tree – application enclosed	31.08.21

65. Planning Decisions

The following planning decisions were noted without comment:

Application no.	*Location*	*Details*	*Decision*
21/00876/FUL	Sharlston Rovers ARLFC 28 Weeland Road Sharlston Common Wakefield WF4 1DD	Extension to existing changing rooms	application approved 29.06.21
21/00454/FUL	140 High Street New Sharlston Wakefield WF4 1BE	Proposed pitched roof over flat roof & re roofing existing	application approved 12.07.21
21/00513/FUL	45 Grime Lane Sharlston Common Wakefield WF4 1EJ	Retrospective planning for a garden room with storage	application refused 20.07.21
21/00515/FUL	39 Crossley Street, New Sharlston, Wakefield WF4 1BQ	Change of use of existing attached	application approved 26.08.21

66. Correspondence

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

- A letter from a member of the public requesting retrospective permission to place a remembrance plaque on a Parish Council owned bench. The Clerk expressed her concerns that by permitting this plaque to stay, the Parish Council would be setting a precedence for future requests. She also highlighted that the Parish Council ought to consider future guidance around such requests to avoid this happening again. The matter was considered and other options discussed. It was then proposed and seconded that the Parish Council

respond and offer to replace the plaque with one that matches the existing style on the bench and re-fit the plaque in a more professional manner.

- Copy of a letter to Wakefield Council, by a member of the public, expressing concern over traffic on the Green. This was noted.
- A request from the Fishing Club regarding help with applying for grants. It was noted that there was currently no expertise on the Parish Council in this area so whilst it was happy to signpost to opportunities, it was unable to help further.
- A letter from a member of the public requesting permission to place Geocaching sites in the village. It was proposed and seconded that this be passed to the landowner.

67. Summary of Projects for Publication

The Clerk presented this new standing agenda item which would allow an opportunity for the Parish Council to highlight any completed projects that they would like to offer for publication by relevant magazines/bulletins.

68. Future Agenda Items

Councillors were reminded to forward any items for the agenda to the Clerk, seven days in advance of circulation.

69. Financial Matters

The following accounts were then approved for payment. The Clerk highlighted that the room hire had been budgeted for incorrectly but that she was happy for this to be covered.

Supplier	Details	Amount/Type
Curry's PC World	Extended service plan for Clerk's laptop	£65 card
CPRE	Annual subscription	£36 DD
Sharlston Community Partnership	Monthly room hire for Parish Council meetings	£420 bank transfer
Post Office	Postage	£7.45 card
Post Office	Postage	£3.84 card
Viking	Key Cabinet and key fobs	£26.02 card
ICO	Annual Data Protection Fee	£40.00 DD

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	£43.73 DD
Zoom	Monthly subscription	£14.39 dd
YLCA	'Off to a Flying Start' for Cllrs Arnold / Baker	£120 bank transfer
YLCA	'Off to a Flying Start' part 2 Cllr Mottram	£30 bank transfer
Wakefield Council	Grounds Maintenance Contract 2021/22	£1572.79 bank transfer
Wakefield Council	Pest Control	£192.77 bank transfer

The Clerk had previously circulated a bank reconciliation to 31st August 2021.

The Clerk advised that she had received quotes for a new bin and collection for the Rugby Club car park as well as for the bunding repair at the top of the Green. These would be referred to the Finance Committee for consideration.

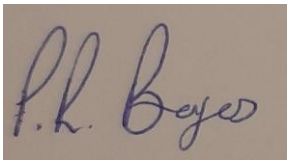
Finally, the Clerk presented a quote for the plaques for the new planters. It was proposed and seconded that these be purchased.

70. Date & Time of Next Meeting

The next meeting was confirmed as Monday, 4th October 2021 at 6.30 pm. Cllr Belbin had already submitted his apologies.

There being no other business the meeting closed at 8.35 p.m.

Signed



Philip Boyes, Chair

Date 4th October 2021

DRAFT