Meeting of Sharlston Parish Council held on Monday 4th October 2021 at

Sharlston Community Centre at 6.30 pm

Present:	Cllr J Barker	District Cllr G Isherwood
	Cllr P Boyes	District Cllr R Taylor
	Cllr B Mottram	
	Cllr A Palmer	
	Cllr S Pollard	
	Cllr E Stebbings-Allison	
	Cllr L Wisdom	

71. Apologies for Absence

Apologies had been received from Cllrs T Arnold and P Belbin, as well as District Cllr. M Tennant King.

The Clerk advised that she had received a letter of resignation from Cllr. K Lancashire. This was formally accepted by the Chair and the Clerk was asked to notify the Local Authority. The Clerk advised that the vacancy would need to be advertised for a period of 14 working days before being eligible for co-option.

72. Declarations of Personal Interests

There were no declarations of interest made.

73. Minutes of the Meeting held on Monday, 6th September 2021

The minutes of the meeting held on Monday 6th September 2021 were accepted as a true record.

74. Progress Report

The Clerk asked if the hedge at the White Horse was now cut back sufficiently. It was noted that Cllr Palmer had checked on this and it was fine.

The Chair confirmed that Mrs Devey was now out of hospital and was doing ok.

The Clark advised that the two large Christmas trees plus decorations had been ordered from Engie.

Cllr Wisdom gave an update on the recent litter pick event which had worked well despite not many volunteers coming forward.

Cllr Wisdom also gave an update on the bids for Neighbourhood Improvement Funding for the planters. The application had now been made and further updates were awaited. With regards to the bid for the new defibrillator, this would need to be submitted once the planter bid was complete.

The Clerk confirmed that she had received notification of the permission from the landowner for the new defibrillator to be sited at the gym in New Sharlston. She agreed to forward this to Cllr Wisdom.

The Clerk confirmed that the planter plaques were now in place.

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It was noted that no objection had been received from the family of Mr Cooling with regards to replacing the memorial plaque on the millennium bench. The Clerk advised that she would now look to purchase the plaque but required the details. Cllr Palmer agreed to take photos / measurements and also to fit the plaque once received.

The Clerk reminded the meeting that guidance was required for future requests for memorial plaques. It was proposed and seconded that the Clerk work with Cllr Pollard on some suitable guidance for the website.

It was advised that the tree on the Green that had died, would be replaced for the Queens Jubilee next year. Cllr Pollard was still investigating if this could be purchased via the Local Authority. A plaque would be purchased to commemorate this.

It was proposed and seconded that the Clerk work with Cllr Pollard to develop some guidance for use of the Fairy Wood, for the website.

The Clerk confirmed that training pro-formas for requesting training opportunities, had been developed and circulated. She reminded all councillors to use these.

It was noted that the YLCA annual conference had been cancelled due to low numbers but that some bite-size sessions, planned for the conference, would be offered as standalone events.

The recent request for Geocaching at Sharlston Dam had been rejected by the landowners.

75. Ongoing Projects

Church / Community Centre

The Church's solicitors were now progressing a new lease. The Parish Council had been asked to cover the Church's legal costs as part of the process, which is usual. An estimate was awaited but this was agreed in principle.

Rugby Club

Work had now started on the extension to the changing rooms. The car park was expected to re-open the following week. The Clerk was asked to follow up on an update. It was noted that the repairs to the perimeter wall would be completed further down the line.

76. Reports from Committees

The meeting received a report from the Allotments Committee meeting/inspection which had taken place on 20th September 2021. It was noted that a key for plots 2A & 2B was still awaited from the tenants. A reminder had been issued to the tenant at 3B about maintaining weeds/overhanging vegetation and about not starting a new compost heap (use a container instead) until work is completed to remove debris on the site. A reminder had been given the tenant on 3A to purchase a first aid kit. The tenant at 1A had not attended the inspection but it was clear that no work to vacate the plot had taken place. The Clerk reminded the meeting that two deadlines to vacate had now been ignored, there was prohibited equipment on the plot and the tenant had still not returned a signed tenancy agreement. It was also noted that there were 6 people on the waiting list for an allotment. It was proposed and agreed that the Clerk write to the tenant to give notice of eviction on 30th November 2021.

The meeting received a report from the meeting of the Finance & Personnel Committee meeting which had taken place on 27th September 2021. The meeting had considered the half year report which was on the agenda and the progress of the external audit which had now been completed and published. The meeting had also considered and proposed a budget for the Parish Council's speed project. The meeting was asked to approve an amount of £7k to purchase and install Speed Indicator Devices at three sites across the village and this was agreed. It was noted that a meeting with the Highways Department plus a public consultation event would now follow. The meeting had

then considered a budget for replacement lifebelts at the fishing lake. The meeting was asked to approve an amount of £500 for these and this was agreed. Cllr Pollard agreed to contact the Fishing Club Chairman about working in partnership on this project. The Clerk advised that only one quote to repair the bunding had been received since the meeting, despite requests for others. It was proposed and seconded to accept the quote and progress the work. An annual review of the salary budget and bank mandate as well as all regular payments had taken place and the Committee had made a request for all finance proposals from committees to be submitted by the end of November. A proposed amount of £300 for winter flowers and bulbs had been suggested. This was approved by the meeting and it was noted that the flowers had now been replaced and the bulbs were waiting for the planting event later in the month. Cllr Pollard asked for permission to place a planter outside the flats opposite the community school, this was seconded and agreed. The meeting had agreed that a bin was not required at the Rugby Club car park. Finally, it had been noted that the defibrillator pads at the pharmacy required replacement and approval was given for the Clerk to follow this up.

The meeting received a report from the meeting of the Parish Plan Committee which had taken place on 28th September 2021. The Chairman was to follow up on a previous email from District Councillor Byford about the former library land and the derelict property at 132 Weeland Road. It had been agreed that the forthcoming coffee mornings at the Community Centre be used as community consultation events. Further discussion around a second information lectern in the village took pace and it was suggested that this could focus on mining / rugby heritage as an alternative theme. It was agreed that key individuals could be informally approached about submitting content for this as well as a general request being placed on Facebook in preparation. The Clerk had updated the meeting on her contact with local businesses about plans to mark the Queen's Platinum Jubilee. Both the Rugby Club and the Club House had expressed an interest in working with the Parish Council on this. It was noted that the Clerk should contact the Villa Club too. The Clerk advised that agreement was still required on the Christmas lights for the village. It was noted that it was now too late to progress lights on residential properties but that key businesses could be asked to host a light display. The meeting agreed wording for a letter to be passed to business owners about this and Cllrs Mottram and Arnold agreed to take these in. It was also agreed that a resident in New Sharlston be contacted to work in partnership with the Parish Council to provide an additional 12ft tree. In addition, Cllr Pollard agreed to work with the Clerk to source lights for the red wheels. The meeting was provided with quotes for alternative gifts for the Community School and it was agreed to provide seed bombs in hand made gift bags. The Clerk agreed to contact the school to get up to date numbers and to suggest attendance at an assembly to present these / advise about how to use, in conjunction with the Sharlston Ecology Group . Cllr Pollard updated the meeting on the donations received so far for the meal for residents with dementia following a request at the Parish Plan meeting. It was proposed and seconded that a £60 budget be made available for decorations for the event. It was proposed and seconded that Christmas Arrangements be an item on the agenda for February next year. The meeting had also considered providing clean air signs for around the school and the Clerk was asked to contact the school about whether these could be placed on their property. Finally, the Clerk noted that following the meeting she had contacted bereavement services again about the unmarked graves and was awaiting a response.

The meeting then agreed to propose a date of Monday, 11th October for the forthcoming Highways meeting. The Clerk agreed to confirm this with the Highways Department and forward the suggested agenda.

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77. Training Update

No training had taken place since the last meeting but Cllr Palmer was booked to attend the Flying Start training.

78. Items Requested by Councillors

The proposal to purchase winter flowers for the village planters and spring bulbs for the annual bulb plant had been covered earlier in them meeting

It was proposed and seconded that Co-option Policy & Procedure approved for another year.

A proposal for a half-year Parish newsletter or community meeting was considered but it was felt that the refreshed coffee morning at the Community Centre would provide an opportunity for the Parish Council to consult with an update residents. A date for the first one after half term would be circulated outside the meeting.

With regards to the annual gritting arrangements, it was noted that there may be an opportunity to store additional grit elsewhere but this would have to be provided ij smaller bags. The Clerk agreed to ask whether this was possible.

79. Events/Attendance at Meetings

Cllr Wisdom gave a brief report on her attendance at Normanton Gala the previous month. She moted that this had been well attended and organised despite there being no floats.

The Clerk advised that she had still not received an update on forthcoming PACT meetings but would continue to chase.

The Chairman confirmed that a pavement poppy would be shortly installed outside the Church courtesy of Wakefield Council. The Clerk confirmed that she had ordered a poppy wreath for the forthcoming remembrance service.

It was noted that the Chairman and Vice Chairman would be attending the YLCA Branch meeting on 14th October.

Cllr Pollard confirmed that the annual tree planting would take place the last week in November with a date to be confirmed at the next meeting. The Clerk noted that there had been an offer of some donated trees from a member of the public but that this would need to be declined as the Parish Council already had a large number of saplings. Finally it was noted that the summer plants had been recycled by the same member of the public.

80. Planning Applications

There were no planning applications to consider.

81. Planning Decisions

There were no planning decisions to note.

82. Correspondence

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

- Correspondence with the landowner regarding the pharmacy car park and issues raised by residents.
- New log-ins for the YLCA website which would be forwarded to all councillors.

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83. Summary of Projects for Publication

Cllr Pollard highlighted that there was a need to start recording projects / good news stories with reports and photographs so that these could be shared with local and regional publications for promotional purposes. Cllr Barker agreed to take on this role. It was also suggested that quotes from residents could be used on Facebook / in the annual report.

84. Future Agenda Items

Councillors were reminded to forward any items for the agenda to the Clerk, seven days in advance of circulation. It was requested that the following items be included:

- Finance Proposals
- Plaque for Jubilee Tree
- Winter Fuel Donation

85. Financial Matters

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
Newstead Nurseries	Plants / bulbs for winter	£459.70 card
Post Office	Postage	£2.55 card
Onscreen	To add finance documents to website	£30 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	£43.73 DD
Zoom	Monthly subscription	£14.39 DD
Express Signs	Plaques for planters	£142.20 card
PKF Accountants	External Audit Fees	£360 bank transfer

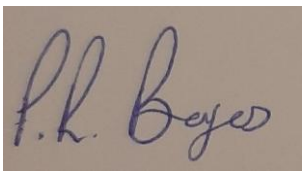
The Clerk had previously circulated a bank reconciliation to 30th September 2021.

It was noted that OnScreen should be approached to update the committee section of the website. The Clerk agreed to organise this. This would be done in conjunction with the councillor section and the new councillors were reminded to provide photos and biographies for inclusion.

86. Date & Time of Next Meeting

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

There being no other business the meeting closed at 8.40 p.m.

Signed  Philip Boyes, Chair

Date 1st November 2021

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