**Meeting of Sharlston Parish Council held on Monday 4th April 2022 at**

**Sharlston Community Centre at 6.30 pm**

**Present:** Cllr T Arnold
Cllr P Belbin
Cllr P Boyes
Cllr A Palmer
Cllr S Pollard
Mrs L Young
District Councillor M Tennant-King

**168. Apologies for Absence**

Apologies had been received from Cllrs Barker, Mottram, Nicholson, Stebbings-Allison and Wisdom as well as District Cllr Isherwood.

**169. Declarations of Personal Interests**

There were no declarations of interest made.

**170. Minutes of the Meeting held on Monday, 7th March 2022**

The minutes of the meeting held on Monday 7th March 2022 were accepted as a true record.

**171. Progress Report**

The Clerk advised that she was still awaiting a photograph and wording from Cllr Nicholson, then she would send all of the updated information to OnScreen.

It was noted that work to install the sustainable street lighting was now taking place. The Chair reported that Graham West had spoken at the recent Town & Parish Council Liaison Group meeting and had advised that he had tried to contact the Clerk about working together in Sharlston. The Clerk agreed to contact him regarding a double-headed light at the Rugby Club.

The NIF bid for the community planters had been approved and the payment was expected imminently.

There had been no update from the dog warden service about working together in Sharlston.

The Clerk advised that a revised cost had been received for the Jubilee plaque. Cllr Pollard asked if it would be possible to add another photograph which the Clerk agreed to follow up as well as checking on the size of the font. It was proposed and seconded that this be accepted and the Clerk agreed to go back and request the proof.

The donated bug hotel was expected shortly. It was proposed and seconded that a small plaque be purchased once in place, stating that this was donated by the Parish Council.

An update on Christmas lighting on local businesses was deferred to the following meeting.

A number of volunteers had come forward to help water the rooted Christmas tree.

The Clerk confirmed that she had re-sent the original objection regarding a planning application that was being appealed.

**172. Ongoing Projects**

Church / Community Centre

There was no update on the new lease between the Parish Council and Church. The Clerk was asked to chase the Diocesan solicitor for an update following the last PCC meeting in February. It was also suggested that Catterall's be asked to chase this up for the Parish Council.

Rugby Club

The Club had advised that work would start on the new changing rooms within the next 8 weeks.

Taylor Wimpey transfer of land to Parish Council

It was proposed and seconded that Catterall's be instructed to act for the Parish Council in this matter. The Clerk was asked to check with them about proceeding with a valuation.

**173. Reports from Committees**

The meeting received a report from a meeting of the Finance & Personnel Committee held on 24th March 2022. Items covered included; current financial position & plans for year-end 2022, consideration of a three-year forecast in line with Parish Plan, annual review of the Financial Regulations, Grants Policy & Procedure, Asset Register, Risk Assessment, Health & Safety Inspection Sheets, annual inspection of the Rugby Club grounds, and quarterly report on the Gifts & Hospitality Register.

It was noted that the Clerk had provided a year-end reconciliation that would be considered under item 15. A separate meeting would be held to discuss a three-year forecast. It was proposed and seconded that all documents be approved following recommendation by the Committee. It was proposed and seconded that the Rugby Club inspection take place on Monday, 11th April. One item had been added to the Gifts & Hospitality Register – attendance by the Clerk at the YSP Treasure Hunt by invitation by the Community Foundation, Wakefield.

It was proposed and seconded that a meeting of the Highways Committee take place on 24th April at 10.30 am. The Clerk agreed to circulate a draft agenda to include the fishing dam and school – new entrance.

The next Allotments Inspection would be organised outside of the meeting. Cllr Arnold asked to be included in this.

**174. Training Update**

Cllr Young gave feedback on her recent attendance at the Flying Start training which she had enjoyed.

Cllr Pollard and Cllr Wisdom had provided feedback from their attendance at the YLCA Conference on 25th March. The following points were noted:

**Allotments Session:**

The benefits to a community having allotments include; fresh air, fresh food, physical and mental health; provides a wildlife corridor, social benefits for ill health recovery, green space, community spirit and engagement. Members of the National Allotments Association can access free seeds. Access to water was discussed.

**Chairing a Meeting Session**

- Acknowledge that you listen

- What do we need to do / what can we do?
- If you're not in a position to do something, what else can be done?
- Recognition and praise

**Amberol Session**

- Operated for 50 years
- Planting helps the community feel good about where they live
- Seating and planters go hand in hand
- Stop people parking inconsiderately
- Idea from this was to get businesses to sponsor a bench (partnership)

**Play Areas Session - Street Scape**

- Work with community e.g., a school project - give them the costs and budget to enable them to make decisions
- Swings are the most popular play product and have the broadest age group attraction
- Always look at maintenance costs with budgets as some equipment costs more to maintain
- Ground covering is key to the use equipment can have all year round

**Engagement with Younger People, Good Governance & Trees**

Some useful points that may need delegating to committees to action.

**175. <u>Items Requested by Councillors</u>**

**Code of Conduct, Register of Interest Forms, Committee Terms of Reference and Induction Materials**

It was proposed and seconded that these documents be approved following annual review.

**Quotes for the repair of the footbridge at Sharlston Dam**

The Clerk advised that the footbridge at Sharlston Dam had been damaged by a Wakefield Council contractor. The Council had agreed to cover the cost of repair through its insurance but the Parish Council would need to provide quotes. The Clerk was currently collating quotes and would liaise with Wakefield Council on this matter.

**Request for placing of a memorial bench**

A request to place a memorial bench in the village had been received. It was proposed and seconded to approve the request, subject to the landowner providing permission. If this was granted then the Clerk was asked to provide details of the benches already in the area for consistency. The Parish Council would consider paying for the base / labour to fit if required.

**Annual Report 2021/22**

The Clerk advised on the missing sections and reminded that these needed submitting as soon as possible. A request for photographs was made. Cllr Pollard suggested that the report be given a Jubilee theme and the Clerk agreed to request this from the printers. The Clerk provided a quote for printing which was proposed and seconded. It was agreed that this would be ready for the Open Day if possible.

**Garages on the old library land**

WDH had confirmed that they do not own the garages and the Clerk asked the Parish Council how they wished to proceed. It was suggested that a plan of where the garages are be passed to District Councillors to look into.

**132 Weeland Road**

Despite recent remedial work to the derelict property at 132 Weeland Road, the Parish Council were still concerned that actions did not go far enough to resolve the issues that had been present for many years. The Clerk was asked to collate the information received to date and forward this to Cllr D Jeffrey, Leader of Wakefield Council requesting support.

**Fernside Allotments**

The Clerk gave an update on work / issues at Fernside Allotments. She was asked to confirm ownership of the fencing between the site / the adjoining stables before collating quotes to repair / replace.

The Clerk provided quotes to remove the asbestos panels at the site. She was asked to check on the presence of asbestos in the soil and potential risks before proceeding.

It was proposed and seconded that the allotment inspection form be amended to ask tenants to sign.

The perimeter hedge had been cut and the Clerk had requested that this be added to the Parish Council's grounds maintenance contract. It was noted that this had not been discussed at the February meeting as advised at the last meeting.

It was proposed and seconded that new signage be purchased for each entrance of the allotments stating the ownership and management of the site.

**Additional seating in the village**

It was suggested that this be added to the three-year budget forecast and linked to the Parish Plan. Councillors were asked to collate potential quotes as research for this.

**Replenishment of grit bins in the village**

It was proposed and seconded to purchase a replacement grit bin for outside the pharmacy following the damage to the last one in a car accident.

**Pharmacy defibrillator**

It was noted that the pharmacy defibrillator had been checked following the accident.

**Update on litter picking in the village**

The Clerk was asked to share details of the Streetscene initiative to circulate litter picking equipment. It was discussed whether a litter picking station could be set up but agreed that this would take a lot of looking after and be costly to maintain.

**Funding request for a new defibrillator in New Sharlston**

This item was deferred to the next meeting.

**Health walk including signage to promote**

It was noted that the 5k route was set up but the 10k one was still to confirm. It was suggested that a walking app could be used to support this.

**176. Events/Attendance at Meetings**

An invitation had been received from Featherstone Town Council to its Mayor Making Event. The Chairman agreed to attend.

The Chairman reported back on the Town & Parish Council Liaison Group held on 29th March 2022. The Clerk agreed to share the presentations from the meeting.

The Clerk had shared the date for the next YLCA Branch meeting on 16th June which would be held in Ackworth.

The forthcoming Open Day was then discussed. It was suggested that a leaflet drop be completed after the elections, promoting the event. The timings of 10.00 am to 2.30 pm were agreed and the Clerk suggested that she create a schedule for councillors to indicate their availability throughout the day. Cllr Pollard suggested getting the Parish Council banner out for the event and it was agreed that the Annual Report and Health Walk could be shared on the tv screen. The Clerk agreed to speak to Cllrs Stebbings-Allison and Barker about refreshments.

It was proposed and seconded that £1000 be ring-fenced for the costs associated with the Jubilee Event.

**177. Planning Applications**

Two planning applications were considered without comment.

**178. Planning Decisions**

The planning decision was noted without comment.

**179. Correspondence**

In addition to the list circulated, the Clerk highlighted correspondence from the YLCA – White Rose Update and Wakefield Council – Wakefield District Local Plan 2036 & consultation events.

**180. Summary of Projects for Publication**

There was nothing else to report under this item

**181. Future Agenda Items**

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the May meeting was 1st May.

It was requested that the following item be included:

- posts for speed cameras

**182. Financial Matters**

The following accounts were then approved for payment.

| Supplier | Details | Amount/Type |
|---|---|---|
| YLCA | Flying Start Part 1 & 2 for Cllr Young and Part 1 for Cllr Nicholson | £90.00 bank transfer |
| YLCA | Conference attendance for Cllrs Pollard, Nicholson & Wisdom | £120.00 bank transfer |
| YLCA | Membership renewal 2022/23 | £743 bank transfer |
| A J Richardson | Cutting of allotment perimeter hedge | £180 bank transfer |
| Garden Nature | Purchase of Bug Hotel for donation to the Community School | £189.95 card |
| Will Easterby & Sons | Repair to bunding at top of Green | £540.00 bank transfer |
| Post Office | Stamps (bulk buy to avoid price increase) | £95.04 card |
| YLCA | Writing Grant Applications training – Cllr Nicholson | £30.00 bank transfer |
| Wakefield Council | Christmas Lights Provision 3 years 2019, 2020, 2021 | £10,947.17 bank transfer |

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

| Supplier | Details | Amount/Type |
|---|---|---|
| Emma King | Salary | |
| Zoe Kozlowski | Salary | |
| Zoom | Monthly subscription | £14.39 DD |
| O2 | Clerk's Mobile Phone | £10.80 DD |

The Clerk circulated a bank reconciliation to the end of March which showed the year end position. Councillors were taken through the narrative for the final financial position. The Clerk noted that she would now begin preparing the final accounts for audit.

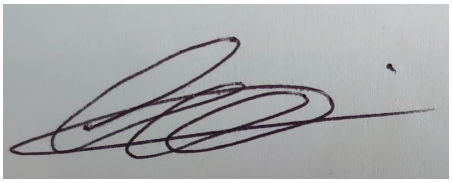
The grant application from Wakefield District Swift Group was approved following the receipt of additional supporting information.

**183. <u>Date & Time of Next Meeting</u>**

The next meeting was noted as Monday, 9th May at 6.30 pm.

There being no other business the meeting closed at 9.05 p.m.

Signed



Lei Wisdom, Chair

Date 9th May 2022