Annual Meeting of Sharlston Parish Council held on Monday 9th May 2022 at Sharlston Community Centre at 6.00 pm

Present: Cllr T Arnold
Cllr P Belbin
Cllr P Boyes
Cllr B Mottram
Cllr J Nicholson
Cllr A Palmer
Cllr S Pollard
Cllr L Wisdom
Mrs L Young
District Councillor M Tennant-King

184. Election of Chairman

A nomination was received for Cllr Pollard but she declined this.

A second nomination was received for Cllr Wisdom. This was seconded and accepted.

185. Acceptance of Office

Cllr Wisdom accepted her term of office as Chairman and signed the relevant form

186. Election of Vice-Chairman

A nomination was received for Cllr Palmer. This was seconded and accepted.

187. Declarations of Personal Interest

There were no declarations of personal interest. All councillors were asked to sign new Register of Interest and Code of Conduct forms. It was agreed that these be emailed out for reference.

188. Apologies for Absence

There were no apologies for absence.

Two resignations had been received from Cllrs Stebbings-Allison and Barker. These were accepted and the Clerk agreed to inform the Local Authority. Both councillors were thanked for their contribution and work on the Parish Council.

189. Appointments to Committees and Outside Bodies

The following appointments were received and confirmed:

Committees

Allotment Committee	Cllrs. Arnold, Belbin, Boyes, Nicholson, Palmer & Wisdom
Finance & Personnel Committee	Cllrs. Boyes, Belbin, Pollard
Highways Committee	Cllrs. Mottram, Palmer, Pollard & Young

Parish Plan Committee	All Councillors
Planning Committee	Cllrs. Mottram, Palmer, Pollard & Young

Outside Bodies

Community Centre Management	Cllrs. Boyes, Nicholson
Town & Parish Council Liaison	Chair & Clerk
YLCA Wakefield Branch	Cllrs. Pollard (Vice Chair) & Wisdom

(one Cllr. To be non-voting)

190. Review of Delegated Decisions

There were no changes to the delegated decisions and these were agreed for a further twelve months.

191. Minutes of the Previous Meeting

The minutes of the meeting held on 4th April 2022 were accepted as a true record and signed by the Chair.

192. Progress Report

The Clerk confirmed that she had received notification from Companies House that the Sharlston Community Partnership had now been officially dissolved.
The Councillor section of the website had now been updated by Onscreen. There were some additional updates to be made and they would be covered later in the agenda.
The Clerk had emailed Graham West in the Highways Team but had not received any follow up. She suggested that the outstanding issues be discussed at the next Highways meeting.
The Neighbourhood Improvement Fund grant for the new planters still had not been received. The Chair advised that she had received notification that the signed form was still outstanding and she intended to follow this up with the New Sharlston Voluntary Group.
It was noted that the sign company were now going to provide alternative images for the jubilee plaque and that the price had increased slightly to reflect this. The Clerk would continue to chase this up to ensure it was ready for the Jubilee weekend.
The bug hotel was still delayed and the Clerk continued to chase its delivery to the school.
The 3-year Finance Forecast meeting was still outstanding and the Clerk was planning to prepare a report ready for this.
The internal audit of the Parish Council's accounts had been returned with a clean bill of health and the external accounts would be prepared for the following meeting for approval.
The annual inspection of the Rugby Club had taken place on 25th April. It had been noted that the steps between the Villa and the Club needed remedial work and it was agreed that as these had been put in by the Club, that it was their responsibility to repair them. It had also been noted that there were some roots and branches that needed to be removed as well as some old branches that had been left at the perimeter of the field adjacent to the Heathers. The Clerk agreed to email the Club to follow up on these matters.
It was then raised about the inconsiderate parking by visitors on match days. A complaint had been received by a local resident and a short discussion took place about what could be done about this. Cllr Boyes advised that he had raised this matter at the inspection but it was felt that the Club could only ask visitors to be respectful, they could not police/enforce this matter.
Standing orders were then suspended at 6.49pm to allow a member of the public to speak.
The member of the public had come to raise the issue of inconsiderate and dangerous parking on the Heathers on match days. It was noted that cars often blocked his driveway and that he had

concerns over potential accidents and emergency access. A number of suggestions were made as to how this could be alleviated and District Cllr Tenant-King agreed to look into how the District Council could support this.

Standing orders were reinstated at 7.03pm.

It was noted that there were still a number of outstanding issues related to the Allotments and that these would be picked up as part of the forthcoming inspection / meeting.

The Clerk advised that Cllr Nicholson had still to arrange the second session of Flying Start training.

An update on the damaged footbridge was given. The Clerk had only received one quote to repair this so far and asked if the Parish Council was happy for her to forward this to Wakefield Council who had agreed to have the foot bridge repaired through their insurance due the damage being caused by one of their contractors. This was approved.

A meeting had taken place with the resident wishing to install a memorial bench. The resident had agreed to cover the full cost of this and the Clerk was now collecting quotes for the work to be done.

The final draft of the annual report had been circulated and the Clerk advised that she just needed the number of website hits before sending this for printing.

The Clerk was still liaising with Wakefield Council about the derelict garages on the old library land but this was proving a difficult task as many services were involved.

The Clerk had contacted the Leader of the Council about 132 Weeland Road and been advised that the recent order to secure and tidy the property had been complied with so the matter was again closed.

A new grit bin had been purchased, filled and placed at the Pharmacy.

The Chair had circulated information about how to obtain litter picking kits.

The Health Walk plans were being progressed and a full proposal would be brought to the next meeting.

Cllr Boyes was intending to attend the Featherstone Town Council Mayor Making event.

The Clerk had shared the presentations from the last Town & Parish Council meeting as requested.

It was noted that an email of thanks had been received from the Wakefield & District Swift Group following the Parish Council's grant award to them.

193. <u>Ongoing Projects</u>

<u>Church / Community Centre</u>

The Clerk shared an email from the Church's solicitors in relation to a query about the boundary of the land included in the proposed lease. It was agreed that the current plan matched the Parish Council's understanding and the Clerk agreed to confirm this with the solicitors.

<u>Rugby Club</u>

Work had now started on the new changing rooms.

<u>Taylor Wimpey transfer of land to Parish Council</u>

The Clerk had requested a valuation on the land being gifted and this was now awaited. It was reported that the fence on the land adjacent to the sports club had broken again and that the grass was very overgrown again. The Clerk agreed to report this to Taylor Wimpey.

<u>194. Reports from Committees</u>

A report from the Highways Walk that took place on 24th April was shared. The following items were noted:

Speed project: at Cow Lane, lamp post number 5 was identified as the prime location with post number 4 as an alternative if 5 couldn't be used for any reason. At The Green, lamp post numbers

11 & 12 were identified as possible positions for the speed signs. At Weeland Road, a discussion about the reasoning for favouring one side of the village over the other was undertaken and it was decided that traffic usually arrives faster from the Wakefield end of the village as the parked cars and traffic island at the Featherstone end act as natural speed reduction. It was agreed that the support of the police be sought, but that a final decision needs to be made soon. The Clerk agreed to contact Wakefield Council about the identified lamp posts.

Pot holes: multiple potholes at the end of Cow Lane, between lamp post 1 and the junction of Weeland Road were noted for reporting.

Footpaths: The footpath near the Chinese takeaway was inspected as it had been highlighted by a parishioner and it does drop away and is uneven, however it was felt that this piece of land probably belongs to the shops. This had been reported MyAccount and Wakefield Council had confirmed that it is private land and as such, The Parish Council could not intervene. Cllr Mottram agreed to speak to the shop owner. The footpath in front of Blossom was also looked at with the same outcome. The footpath on Fernside has damage where traffic crosses it near the path to Brickyard Lane. The Clerk agreed to report Fernside.

Road markings: The zig zag lines at the pelican crossing in front of the Pharmacy are faded and need to be re-painted. The Clerk agreed to request this.

Other points: The Fairy Woods; there is a concern that more additions have appeared, some up high in the trees, and the Parish Council is worried that people are adding items without permission making it impossible to manage. Signage was discussed and it was agreed to obtain a quote for this. There is a broken concrete sign post outside the Pharmacy with a plate on the front reading AV, probably broken in the recent accident, there doesn't appear to be an immediate danger but it needs reporting. The Clerk agreed to follow this up. The tree planted to signify the Queens platinum jubilee is growing well and it was decided that the lectern with the information about it should be sited on the Green side, not near the road. It was suggested that this area might benefit from additional seating & bulb planting. The footbridge that was damaged near the fishing pond should be repaired as a matter of urgency as it is a trip hazard at the moment. Some members suggested that we should look to replace the whole section of path as it is starting to show signs of rotting due to the nature of the wet land it covers and perhaps, we should be looking at a recycled plastic option to give longer service. All agreed that an opportunity had been lost when the street lighting had been renewed as a double headed light would have been good for the council car park near the Rugby Club. The Taylor Wimpey land was viewed and everyone thought that plot 1, connecting to Brickyard Lane could be left as is and possibly added to our ground's maintenance contract with Wakefield Council. Plot 2, near the club, has most of the fence laid down, this also needs the grass cutting, probably adding to the maintenance contract. A bigger conversation is needed about this plot and plot 3 at the side of the Club.
The Camber on Cow Lane was also noted. It was suggested that Virginia Moulton be invited to a future Highways meeting to discuss footpath improvements.

Finally, the Clerk was asked to report overgrown undergrowth at both the end of Fernside and on the footpath near the White Horse pub.

The next meeting of the Allotments Committee was agreed as 26th May at 6.00pm at the Community Centre. The quarterly inspection of plots would take place on 18th May at 3.30pm.

195. <u>Training Update</u>

Cllr Belbin reported back on the website accessibility training that he had attended. There had been some useful advice about how to upload documents to ensure accessibility.

The Chair reported back further on the recent YLCA conference noting specific points such as implementing a strategic tree management plan, surveying land for tree planting, having a parish tree fund, a nature recovery plan and a woodland manager. It was suggested that these ideas be passed to the Parish Plan Group to consider. With regards to communications, it was noted that communication with younger people needed to be more of an agenda item for the Parish Council. This covered ages 3 – 24 years. Items for consideration included a budget for this, how the Parish Council can actually engage with younger people, having a dedicated part of the website / Facebook, having a chair / mayor position for a younger member, linking with the local school, having an Instagram profile and having inclusive competitions.

196. Items Requested by Councillors

Parish Council subscriptions

The Clerk advised that the Parish Council currently had subscriptions to Yorkshire Local Council's Association, the Society for Local Council Clerks and the Campaign for the Protection of Rural England as well as registration with the Information Commissioners Office.

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

There had been no expenditure under this legislation.

Annual report from the Community Centre Management Committee

Cllr Boyes highlighted the main points from the annual report from the Community Centre Management Committee and the Clerk agreed to circulate this as well as include the highlights in the Annual Report. Thanks were extended to Emma Stebbings-Allison for compiling this.

Proposal to engage young people in Parish Council objectives

Following on from the feedback above, it was agreed to set up a small working group to look at this and the Chairman agreed to arrange a date to meet.

Future of the Fairy Garden

A discussion was held about recent additions to the fairy garden and the liability of the Parish Council for any injuries sustained. It was agreed that the additions without proper permission made conducting a complete risk assessment, very difficult. Comments were also made about the recent additions not being in-keeping with the environment or the original ethos of the project. Finally, the issue of land owner permission was discussed and it wads noted that the new additions had not been factored into this. It was noted that the Parish Council could not just disassociate itself from the project but could look to install signage along the lines of the guidance currently on the website. The Clerk agreed to source this and suggested that a new risk assessment take place when this is installed and then that the area be monitored for a period of 6 weeks following this before being reviewed.

Arrangements for Christmas 2022

Cllr Mottram advised that the Chinese takeaway had agreed to look at installing an outside socket for the purposes of hosting a lit Christmas tree. She would speak with the fish & chip shop shortly. The shop already had a socket fitted. The Kismat was still considering this. The hairdressers and tanning shop were still to be approached. The Clerk agreed to speak to Dan Hodgson about quoting at the Chinese takeaway. Cllr Palmer agreed to speak to the Rugby Club about having LED lights along the railings. With regards to the Advent window displays, it was agreed to manage this via Facebook of Sharlston Together were not organising this in 2022.

Request to purchase a new defibrillator in New Sharlston

The Chairman agreed to follow up the funding request for this once the grant for the planters had been received.

Proposal to site posts for new speed cameras

This had been covered under an earlier agenda item.

Parish Council website

It was noted that the following items required updating on the Parish Council website:

- Main page states April 2019.
- Under list of powers: Still states we are working on a new community build & we provide hanging baskets.
- Money & Finance: States April 2019 & is the figure, right?
- Information section: The write up about New Sharlston doesn't include the new builds. It reads there's only 3 streets.
- Meeting calendar: States we still have all meetings on zoom.

The Clerk agreed to forward these to Cllr Belbin to be updated. Cllr Belbin noted that Onscreen may have to assist with the updating of committees. The Clerk agreed to do a further review in the summer.

197. Events/Attendance at Meetings

An invitation had been received to attend Normanton Town Council's Mayor Making event on Friday 13th May. Unfortunately, nobody was available to attend.

The Chairman and Cllr Pollard would be attending the YLCA Branch meeting on 16th June.

The rota and arrangements for the Open Day were agreed. The Clerk agreed to share the invitation to the school for circulation amongst parents and carers.

198. Planning Applications

A planning appeal was noted without comment.

199. Planning Decisions

Three planning decisions were noted without comment.

200. Correspondence

In addition to the list circulated, the Clerk highlighted correspondence from the YLCA – White Rose Update and the British Red Cross – Free Community Education Workshops. She agreed to forward the latter to Cllr Boyes for the attention of the Community Centre Management Committee. An email from a local resident was also discussed and a response agreed with regards to improvements to a new business/property.

201. Summary of Projects for Publication

There was nothing else to report under this item

202. Future Agenda Items

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the June meeting was 27th May.

It was requested that the following item be included:

- Quotes for water supply to the allotments/schemes to support

203. Financial Matters

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
Yorkshire Internal Audit Services	Internal Audit of 2021/22 Accounts	285.00
Clerks & Councils Direct	Annual Subscription to Publication	132.00
YLCA	P Belbin – Websites & Accessibility Webinar	16.70
Onscreen	Update of Website – Councillor Info	120.00
Gritbins.net	New grit bin for pharmacy	112.35
Wakefield & District Swift Group	Grant	250.00
Wakefield Council	Skip hire - allotments	200.00
Post Office	Post annual accounts to internal auditor	4.45
Groupon	Jubilee decorations	78.46
Amazon	Jubilee rosettes	110.03
Express Signs	Allotment signage	33.36
Euroloo	Portable Toilet hire for allotments (1 Mar to 13 May)	361.55

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	£25.08

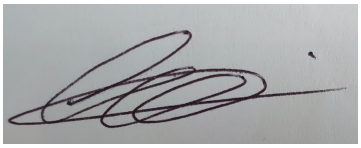
The Clerk had previously circulated a bank reconciliation to the end of April.

204. <u>Date & Time of Next Meeting</u>

The next meeting was noted as Monday, 6th June at 6.30 pm.

There being no other business the meeting closed at 8.55 p.m.

Signed



Lei Wisdom, Chair

Date 6th June 2022