Meeting of Sharlston Parish Council held on Monday 5th September 2022 at Sharlston Community Centre at 6.30 pm

Present: Cllr P Boyes
Cllr J Nicholson
Cllr A Palmer
Cllr L Wisdom
Cllr L Young

237. Apologies for Absence

Apologies were received and accepted from Cllrs T Arnold and P Belbin as well as District Cllrs Isherwood, Tennant-King and Vickers.

The Clerk advised that she had received the resignation of Cllr B Mottram. This was accepted by the Chair and the Clerk advised that she would now forward this to Wakefield Council. It was agreed that a card should be sent to thank Cllr Mottram for her time on the council.

238. Declarations of Personal Interest

There were no declarations of personal interest.

239. Minutes of the Previous Meeting

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

240. Progress Report

The Clerk reported that all vacancies, other than the one just advised, had now passed the period of time for an election to be called so could all be co-opted to. The vacancies had been advertised on Facebook and the notice boards over summer and informal conversations had taken place with a number of residents following expressions of interest.
It was noted that the Platinum Jubilee plaque base had been seeded over at no cost by the Sharlston Gardening & Ecology Group and thanks were given for this.
The Clerk had requested a photo from the school, of pupils receiving the donated bug hotel and this had been shared on Facebook.
An update from District Cllr Tennant-King was still awaited about the match day parking issues on the Heathers.
With regards to the footbridge at the dam, ownership was still being investigated but a repair had recently been made. It was clarified that Wakefield Council had undertaken this following a report on MyAccount.
A new memorial bench had been purchased and fitted. This had been paid for by a resident and organised by the Parish Council on their behalf.
There had been no further update on the former library land and the planned demolition of unused garages but the Clerk agreed to continue to chase.

An annual website review was in progress but the Clerk advised that she may need to request a day's input (at cost) from OnScreen. This was noted.
A meeting of the Youth Council at the Community School had taken place with the Chairman and Cllr Young. A number of potential joint projects had been discussed and the Clerk was asked to follow up on another meeting once the term was underway.
Following the Platinum Jubilee celebrations in June, the Clerk had shared the two publications that the Parish Council's event had been included in. It was suggested that these be printed and made available at the next Open Day. The Clerk advised that the final cost of the event had been £881.79, under the agreed budget of £1000.
An update was required from the district councillors on any surgeries/walks planned or completed in the Parish.
The external audit (final) report on the annual accounts 2021/22 was still awaited.
The Clerk reported that a follow up request for additional action regarding vermin on one of allotment plots had been received and passed to the Allotments Committee over the summer. Potential action would be discussed at the next inspection. Additional spot-checks and a formal warning had been issued to one tenant regarding livestock concerns following the last meeting. The old signage on the exterior of the allotments would be removed during the next inspection. A new tenant had taken over the vacant plot and had started work there.
It was noted that the Clerk had emailed Cllr J Hemingway regarding local bus services but had received no response. Cllr Boyes agreed to follow this up with the Mayor of West Yorkshire.
The grant had been made to Sharlston Rovers towards the cost of new kits and a thank you had been received.
The new, closed councillor Facebook group had been trialled over the summer and feedback was positive. It was noted that this would carry on for the foreseeable future.
The Clerk had made the comment to Wakefield Council on the recent planning application with regards to signage about livestock in the road to ensure safety on what is a very busy road. It was noted that no signage had yet been placed there.
The Fidelity Guarantee had been increased with the insurance company as requested.

241. <u>Ongoing Projects</u>

<u>Church / Community Centre</u>

The Clerk had shared a timeline/detailed report of action to date with councillors over the summer. It was advised that the Parish Council now had three options with regards to progressing a new lease; continue to pursue this with the Diocesan solicitors, bearing in mind that this has taken 4 years to date; start a process with our own solicitors to 'force' a lease which could have additional cost implications both now and in relation to any rental amount; or investigate the possibility of purchasing the building. It was proposed and seconded that the current process be continued with the Diocesan solicitors but that the Clerk make initial enquiries about the process of purchasing the building.

<u>Rugby Club</u>

Work was ongoing on the new changing rooms. A number of minor issues raised at the last meeting were still to be actioned by the Club. Cllrs Boyes and Palmer agreed arrange a meeting with representatives to follow these up.

Taylor Wimpey transfer of land to Parish Council

The Clerk read out an email from the Parish Council's solicitors with a number of points to note regarding the transfer of three pockets of land from Taylor Wimpey. All were agreed. It was proposed and seconded that the solicitors be advised of a potential, additional use of one area of land for recreational use.

242. Reports from Committees

A meeting of the Parish Plan Committee had taken place on 8th August. The Clerk ran through the proposals that the Committee had made:

- That an audit of seating provided by the Parish Council, in the village, be undertaken to inform future investment;
- That the Green Spaces Policy be developed to include the addition of a Tree Policy and that this be reviewed by the new Heritage Committee;
- That a property/asset map be developed for future use by the Parish Council;
- That costings for a new pit banner be investigated and considered at the next meeting;
- That potential uses for the Taylor Wimpey land be investigated and costed;
- That guidance for recognition of former councillors be developed and considered by the Finance Committee;
- That the Parish Council's recruitment materials be revisited and refreshed ahead of advertising for the current vacancies;
- That the marking of unmarked graves in Sharlston Cemetery be revisited at a later date.

All actions were approved and further updates would be provided by the Clerk as appropriate.

A Highways Walk had been planned for 22nd August but had been rearranged due to bad weather. A short meeting of the Highways Committee had taken place prior to this meeting and the following actions were proposed:

- That the collapsed drain at Long Row be handed back to residents as this is on an unadopted highway;
- That the signs and lines issues at the Community School be revisited with the Highways Department and that the Parish Council enlist the support of District Councillors in resolving this matter;
- That the lampposts not be used for Christmas decorations and that the Parish Council instead focus on other areas for this;
- That Virginia Moulton, Footpath Officer, be invited the next Highways Committee meeting to discuss current footpath issues in the village;
- That the Parish Council use its usual methods to signpost residents (using NHS templates if possible) to the surgery due to lack of appetite by Wakefield Council to provide actual signage;
- That sustainable lighting at the Rugby Club be left as it had been identified that this would not make a huge amount of difference for the cost required;
- That a hand-held speed indicator device be costed as an alternative to post mounted equipment due to difficulties with getting permission for these;
- That the Traffic Regulation Order for Grime Lane be followed up with Wakefield Council, enlisting the help of District Councillors;
- That the speed and weight signage on the Green be followed up with Wakefield Council, enlisting the help of District Councillors.

All actions were approved and further updates would be provided by the Clerk as appropriate.

It was proposed and seconded to defer the appointment to committees until the next meeting when all councillors were present.

It was proposed and agreed to find dates for the Finance & Personnel Committee meeting and the Allotments Inspection, outside the meeting.

243. Training Update

The Chairman fed back on her recent training on the Roles & Responsibilities of the Clerk and agreed to forward the resources to the Clerk.

Cllr Nicholson noted that she was awaiting the next round of Flying Start training before booking.

The Clerk advised that she was working on a training resource update and would present this to the next meeting.

The Clerk reminded the meeting about the annual YLCA Conference on 23rd September. The Chairman and Cllr Nicholson would be attending.

The Clerk highlighted a free, online event 'Scribefest' which was available to book.

244. Items Requested by Councillors

- The Chairman advised that she had followed up on the grant for the new defibrillator and that this was now being progressed. She advised that Wakefield Council required some follow up evidence from the grant for the planters and the Clerk agreed to provide these.

- The Clerk gave a verbal update on the annual Asset Walk which had taken place on 22nd July. It was noted that there had been no major concerns and that findings would feed into the asset map that the Clerk was developing. It was suggested that the notice board at New Sharlston may need to be moved in the future as the weather on the open corner was causing damage. It was noted that up to 5 planters required replacement in the new budget. The Clerk was asked to circulate the list of volunteers and contact these to thank them for their ongoing support. It was proposed and seconded that a £200 budget be set for plant replacement over the autumn. With regards to the Fairy Wood, it was proposed and seconded that, following extensive review over the summer, this should be removed. The logistics of this were deferred to the next meeting.

- Cllr Palmer had completed an audit of seating in the village. It was noted that these findings would feed into the asset map and the new budget planning.

- As discussed earlier, the lamp posts would not be used for Christmas decorations. The Clerk was asked to write to local businesses to formally find out if they were happy to host a small Christmas tree again. Cllr Palmer agreed to confirm with the Rugby Club that lights could be placed on the railings. Lights would be placed in the usual places – Red Wheels and rooted Christmas tree. The usual two large trees would be purchased and fitted by Wakefield Council and a third by the Parish Council at the end of Long Row. The Clerk was asked to write to those involved in the annual meal for the elderly to begin arrangements.

- It was proposed and agreed to sign the Civility and Respect Pledge. The Clerk had circulated full details of this including training opportunities, prior to the meeting.

- The review of the Allotments Policy was deferred until the December meeting.

- It was proposed and seconded to approve the Parish Council's Complaints Policy for another year.

- It was proposed and agreed to order a Remembrance Wreath for 2022 and to donate £50 to the Royal British Legion in lieu of this.

- The options for promoting the health walks were deferred until the next meeting.

245. Events/Attendance at Meetings

Unfortunately, nobody had ben available to attend the YLCA AGM on 23rd July.

It was noted that the Normanton Gala and Flower & Vegetable Show was planned for later in the month.

246. Planning Applications

There were no applications to consider.

247. Planning Decisions

One decision was noted without comment.

248. Correspondence

In addition to that listed, Councillors noted correspondence from the YLCA – extension to Dementia Friendly Survey, White Rose Bulletin - 2/9/22 and NALC CEX Bulletin 2/9/22.

249. Summary of Projects for Publication

It was suggested that key updates be shared via Facebook.

250. Future Agenda Items

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the October meeting was 25th September.

251. Financial Matters

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
Curry's	12 month laptop care & repair cover	£70.00 DD
CPRE	Annual subscription	£36.00 DD
Sharlston Villa Club	Reimbursement for bouncy castle hire at Jubilee Event	£80.00 bank transfer
ICO	Annual Data Protection Fee	£35.00 DD
YLCA	Annual Conference attendance J Nicholson	£120.00 bank transfer
Viking	New box files	£70.18 card
Post Office	Postal order for land registry	£9.00 card
Emma King	6 month mileage claim	£66.96 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 card
O2	Clerk's Mobile Phone	£24.12 DD
Planning Maps Ltd.	New Boundary Maps	£195.00 card
Moonpig	Leaving card	£4.44 card
Etsy	Leaving gift	£46.68 card
Catteralls	Fee for managing transfer of Heathers Land	£50.00 bank transfer
Sharlston Rovers Juniors	Grant	£500 bank transfer
YLCA	Roles & Responsibilities webinar – L Wisdom	£25.00 bank transfer
Daniel Verity	Fitting of memorial bench	£150.00 bank transfer

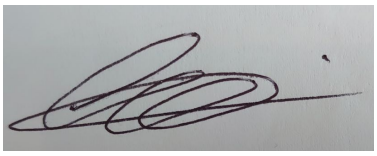
The Clerk had previously circulated bank reconciliations to the end of July & August.

252. Date & Time of Next Meeting

The next meeting was noted as Monday, 3rd October at 6.30 pm.

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

Signed



Lei Wisdom, Chair

Date : 3rd October 2022