Meeting of Sharlston Parish Council held on Monday 6th February 2023 at

Sharlston Community Centre at 6.45 pm

Present: Cllr T Arnold
Cllr P Belbin
Cllr P Boyes
Cllr J Nicholson
Cllr A Palmer
Cllr L Wisdom
Cllr L Young
District Cllrs Isherwood & Vickers

318. Apologies for Absence

Apologies were received from District Councillor Tennant-King.

319. Declarations of Personal Interest

Cllr Nicholson declared her role as secretary of the Community Centre Management Committee.

320. Minutes of the Previous Meeting

The minutes of the meeting held 9th January were accepted as a true record and signed by the Vice Chair.

321. Progress Report

The Clerk confirmed that she had advised Wakefield Council of the latest vacancy and continued to share details of all the vacancies on the Parish Council. It was unfortunately too late to change the Parish Council's constitution as the Governance Review had now closed. This was an item later in the agenda.

It was noted that Community School had purchased its play equipment and this had now arrived. The Clerk would post the cheque for the grant that week and would contact the school about dates to present this.

The Clerk had now set up the planter WhatsApp group and shared the privacy notices with all those involved. There were still three volunteers that hadn't joined the group and the Clerk advised of these so that they could be contacted again.

It was noted that the website audit was now complete and there were a number of items that needed attention. The Clerk suggested contacting the website host to complete this work but it was felt that this would be better done after the annual meeting.

The Clerk was still adding the training materials to the files.

With regards to the warm hub idea, the Parish Council's contact at the club had now left and the Clerk was therefore directing any enquiries to Wakefield Council.

There was no update on the application for the new defibrillator.

With regards to the village walk, a date was still to be arranged. A possible achievement statement to deliver to residents was an item later on in the agenda.

Cllr Arnold had found a supplier for the points of interest signs to complement the 10,000-step walk. She would forward details to the Clerk.

The Clerk had chased up the expression of interest for land in the village and a Heads of Term document was now expected within two weeks. Details of the Parish Council's solicitors had been shared with Wakefield Council.

The new speed camera had arrived. Training and a plan of usage was now needed. It was suggested that this be completed ahead of the next meeting.

The Clerk had followed up on the tree issue following two letters from residents and had spoken with/forwarded the letters to WDH and asked to be copied in to responses.

For information, it was noted that the Zoom licence would be increasing by £1 from March 2023.

Finally, the Parish Council's insurance had been renewed for the following year.

322. Ongoing Projects

Church / Community Centre

The Church had suggested that the Clerk contact the solicitors via telephone as her numerous emails to them remained unacknowledged /unanswered. It was noted that it was now almost 5 years since the last lease had expired and the Parish Council had been trying to renew this consistently since then.

Rugby Club

The Clerk confirmed that the annual service for the CCTV equipment was now due and asked for volunteers to support with this. It was noted that the inspection of the grounds was scheduled for March and that there were a number of items to check on as reported by a local resident.

Taylor Wimpey transfer of land to Parish Council

Unfortunately, there had been another delay owing to the plan that Taylor Wimpey had provided not being acceptable to Land Registry because it had been scaled down from A2 size. The Parish Council's solicitors had asked Taylor Wimpey to either provide a new copy which is at A3 size or to provide the plan at the correct A2 size by post. There would be no other changes to the plan, only its size. The Parish Council was asked if they were happy for their solicitors to sign this on their behalf in order to speed up this process and this was agreed.

323. Reports from Committees

The Clerk reported back on the meeting of the Allotments Committee held on 17th January. It was noted that an update on the new entrance and request for ducks on one of the plots had been requested but there had been no response yet. It had also been raised that there was a large pile of rubbish ready for burning on the plot but as it had been there a while, it may now contain wildlife. The committee had suggested that an inspection may be necessary.

Cllr Nicholson had made an offer to model an allotment garden for new / inexperienced tenants.

It had been suggested that future management of the allotment site could be an item at the forthcoming YLCA meeting.

An update of the waiting list had been given. The committee had considered the option of splitting plots to enable more residents to have a plot.

Work had taken place to support a tenant with tidying their plot. Photographs had been shared and the work was of a high standard. Inspections would take place to ensure the standard was maintained.

The deadline had now passed for feedback on the increase to rent and the updated Allotments Policy/rental agreement. There had been no comments and three rentals had already been paid.

The committee had proposed that inspections take place in May & October (as well as ad-hoc when necessary) and this was seconded and agreed.

The Clerk had shared the Land Registry documentation with regards to the boundary of the allotments with all councillors.

The meeting then considered three quotes for replacement fencing at the allotments. A quote was accepted and the Clerk agreed to contact the contractor to make plans for the work to start. The committee had suggested that the Parish Council politely inform a neighbouring resident about removing any plants that had been planted on Parish Council land, before the fence was installed. There had also been a suggestion about moving the entrance to the bottom plots.

The committee had then considered points raised by a tenant at the last meeting. They agreed that they had already responded about some issues but that they needed to clarify a comment made about the removal of asbestos. With regards to the overhanging tree, it was agreed that the tenant can cut this back or ask the Parish Council to arrange this. The tenant would also be reminded that any issues with neighbouring residents must be reported to the Parish Council. It was agreed that the Clerk should now respond formally in writing to the tenant.

It was agreed that the next meeting of the Parish Plan Committee should take place on Monday, 27th February at 6.00 pm at the Community Centre.

324. Training Update

There was no training to report on.

325. Items Requested by Councillors

The Clerk advised of the actions that had been taken to fill the Parish Council's current vacancies. She noted that as it was an election year, further information would shortly be circulated about what this would mean for the Parish Council.

The Acceptance of Office for Chairman Form was approved for a further 12 months with the addition of a line about responsibility for the Chairman's Badge of Office.

It was proposed that the Green, Open Spaces & Trees Management Policy be referred to the Parish Plan Committee for review.

The Parish Council's Standing Orders were agreed for a further 12 months.

There was a discussion about plans for the Parish Council's Open Day in 2023. It was suggested that external partners be approached to have a presence at the event to add interest. Councillors were encouraged to send ideas for who may wish to be involved. It was agreed that all other plans would remain the same as the last couple of years.

The Clerk made a suggestion for an achievement statement that could be delivered on the village walk with District Councillors before the elections. This was accepted and the Clerk agreed to make arrangements for this. A date for the walk was still to be organised.

326. Events/Attendance at Meetings

Events being held by Normanton Town Council in 2023 were shared for information.

Cllr Boyes noted that he would be attending the PACT meeting the following evening and would provide a written report afterwards. It was also expected that dates for the remainder of the year would be circulated at this meeting.

The Clerk reminded everyone that the YLCA Branch meeting would be held via Zoom on 28th February and asked that any items for the agenda be forwarded before 14th February. She also reminded the meeting that two councillors could attend.

327. Planning Applications

There were no applications for consideration.

328. Planning Decisions

One planning decision was noted without comment.

329. Correspondence

In addition to that listed, Councillors noted that the following items had been received since the papers had been circulated:

- NALC CEX Bulletin 03.02.23
- White Rose Bulletin/Training & Discussion Bulletin 03.02.23
- Wakefield Council – Things we think you'd like to know

330. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook.

331. Future Agenda Items

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the January meeting was 26th February.

332. Financial Matters

The following accounts were then approved for payment.

Payments Requiring Authorisation

Supplier	Details	Amount/Type
BHIB	Parish Council Insurance Renewal	1804.42 bank transfer
Dan Verity	Removal of small Xmas trees	110.00 bank transfer
Aurora Installations	Clearing of Allotment 3A	460.00 bank transfer
Sharlston Community School	Grant Payment	401.64 cheque

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

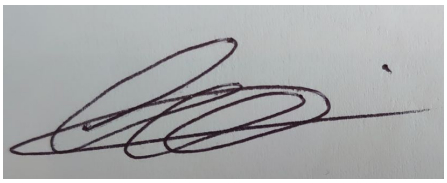
The Clerk had previously circulated a bank reconciliation to 31st January 2023. There were no comments on this.

333. Date & Time of Next Meeting

The next meeting was agreed as Monday, 6th March at 6.45 pm.

There being no other business the meeting closed at 8.30 p.m.

Signed



Lei Wisdom, Chair

Date: 6th March 2023