Meeting of Parish Council to be held on
Monday, 4th December 2023 at 6.30 pm at Sharlston Community Centre

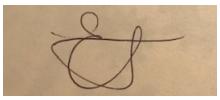
The Parish Council will permit members of the public to address the Council between 6.30 and 7.00 pm. The Parish Council reserves the right to prohibit admittance to the meeting.

The quorum of this meeting is the lesser of 1/3 of members entitled to vote or 3 members

AGENDA

1	7.00 – 7.05 pm	**Apologies for Absence**	• To receive apologies and approve reasons for absence
2	7.05 – 7.10 pm	**Declarations of Personal Interests**	• To receive any declarations of interest not already declared under the Council's code of conduct or members Register of Disclosable Pecuniary Interests • To receive, consider and decide upon any applications for dispensation
3	7.10 – 7.25 pm	**Parish Council Vacancies**	• To consider & approve applications to be co-opted onto the Parish Council
4	7.25 – 7.30 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Tuesday, 7th November as a true and correct record
5	7.30 – 7.40 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
6	7.40 – 7.50 pm	**Ongoing Projects**	• To note updates and agree next steps on the following projects; - Lease between St Luke's Church & Sharlston Parish Council for Sharlston Community Centre - Extension of Sharlston Rovers Rugby Club - Use of former Taylor Wimpy land on The Heathers - Purchase of Wakefield Council land at Clifton Road
7	7.50 – 8.00 pm	**Reports from Committees**	• To receive a report from the Allotments Committee following a follow up visit on 3rd December • To receive a report from the Highways Walk held on 30th November and agree any action as appropriate • To receive an update on the data collected by 'Sharlston SID', a rota for future use and agree any actions as appropriate • To note the date of the next Finance & Personnel Committee – 11th December • To agree a date for the next meeting of the Parish Plan Committee including Annual Review
8	8.00 – 8.05 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
	8.00 – 8.20 pm	**Items Requested by Councillors / Annual Schedule**	• To receive an update on plans to refresh the village planters for 2024 • To receive an update on the launch of the village health walks • To receive an update on arrangements for Christmas 2023 and agree any action as appropriate • To receive an update on arrangements to purchase a new defibrillator for New Sharlston • To consider approving the following for a further twelve months: - Acceptance of Office - Councillor - Allotments Policy (including tenancy agreement) - Allotments Policy Annex A - Livestock Guidance - Gifts & Hospitality Policy - Scheme for Members Allowances - Insurance Register - Health & Safety Policy
	8.20 – 8.30 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To receive an update from the Town & Parish Council Liaison Group meeting held on 14th November • To receive a report from Remembrance Day 2023 • To consider arrangements for D Day 80 and agree as appropriate
	8.30 – 8.35 pm	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
	8.35 – 8.40 pm	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
	8.40 – 8.45 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
	8.45 – 8.50 pm	**Summary of Projects for Publication**	• To agree on any projects to be published externally and responsibility for these
	8.50 – 8.55 pm	**Future Agenda Items**	• To notify the Clerk of matters for inclusion on the agenda of the next meeting (please note that any motions for consideration are to be received 7 days in advance of the agenda being circulated)
	8.55 – 9.00 pm	**Financial Matters**	• To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To receive a bank reconciliation and budget comparison to 30th November 2023 • National Cost of Living Increase – to receive an update & agree any actions as necessary • Budget Setting & Precept 2024/2025
	9.00 pm	**Date & Time of next meeting**	• Meeting Dates 2024 – to be agreed

Meeting of Parish Council to be held on
Monday, 4th December 2023 at 6.30 pm at Sharlston Community Centre

Signed by:  Emma King, Clerk to the Council

APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*

APPENDIX B - DECISION NOTICES

Application no.	*Location*	*Details*	*Decision*

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Amazon		28.66 card
Amazon		35.78 card
Catterall's	Payment of fees in relation to preparation of lease between PC & Church for Community Centre (offset by donation from CCMC)	6770.00 bank transfer
Amazon	Replacement Batteries for Xmas lights	156.88 card
NALC	Training Courses J Nicholson	156.88 card
Royal British Legion	Donation in lieu of wreath	50.00 cheque
SLCC	Annual membership	144.00 bank transfer
YLCA	Allotments training J Nicholson	25.00 bank transfer
Sharlston School	Christmas Donation	500.00 bank transfer
Community Foundation For Wakefield District	Winter Fuel Donation (doubled by Charity)	500.00 card
YLCA	Grant Applications training J Nicholson / T Arnold	66.80 bank transfer
Dan Verity	Hanging of Xmas Trees	275.00 bank transfer
Onscreen	Support with loading Health Walks to website	180.00 bank transfer

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
S Pollard	Expenses relating to Christmas Meal	76.37 cheque
Emma King	Salary	
Zoe Kozlowski	Salary	
Zoom	Monthly subscription	15.59 card
O2	Clerk's Mobile Phone	28.28 DD