Meeting of Sharlston Parish Council held on Tuesday, 7th November 2023 at

Sharlston Community Centre at 6.30 pm

Present: Cllr T Arnold

Cllr P Belbin

Cllr P Boyes (Chair)

Cllr J Nicholson

Cllr A Palmer

District Cllrs G Isherwood, M Tennant-King & S Vickers

88. Apologies for Absence

There were no apologies.

89. Declarations of Personal Interests

Cllr Nicholson declared that she was still the Secretary for the Community Centre Management Committee.

90. Minutes of the Previous Meeting

The minutes of the meeting held on 2nd October 2023 were accepted as a true record and were signed by the Chair.

91. Progress Report

The Clerk advised that she had chased up the miner's banner and framed photograph and these were still in progress.

Following the recent grant application and additional suggested changes to the Parish Council's guidance, the Clerk had requested and received some advice from Wakefield Council's funding department. She would be reviewing this and would take these changes to the next Finance Committee before tabling for agreement at the next full meeting.

The Clerk advised that the precept request paperwork had been received from the Local Authority and would be discussed with the Finance Committee before being presented to the full Parish Council as part of the budget setting process.

With regards to the current 6 vacancies on the Parish Council which were now open to co-option, these had once again been advertised on the Parish Council's notice boards, website and via Facebook. Posters had also been handed to local businesses to place in prominent places.

The Clerk had liaised with the website host about future updates which would take place over the Christmas break. She had also sought advice on the publication of the Health Walks which were on the agenda.

The planter at Hell Lane would shortly be moved to replace the removed one opposite Spring Green Nurseries and the Chair had collected the old sign to replace once in place. The Clerk had promoted sponsorship opportunities for existing planters via Facebook but had not received any requests as yet. Cllr Nicholson gave a brief update on the issues with maintenance of the

planters and it was suggested that councillors help to refresh the planters over the winter period with a view to updating the responsibilities with regards to these at the next meeting.

The work to update the Asset Map was ongoing and was planned to be completed by the end of the year.

The updated committee lists were now on the notice boards and would be updated on the website as part of the planned updates.

Cllr Nicholson had provided the Clerk with an updated list of the Community Centre Management Committee and this would also be updated on the website as part of the planned updates.

Finally, the Clerk had confirmed the Parish Council's request for winter grit provision from the Local Authority and this would be delivered shortly.

92. Ongoing Projects

Church / Community Centre

Following the last meeting, the Clerk had responded to the Diocesan Solicitors to advise that the Parish Council still wished to renew the current lease based on a peppercorn rent as this would allow the current use of the Centre, for the community, to remain viable. A response had been received stating that to proceed, the Parish Council would need to provide the funds to cover the costs of preparing the lease. The meeting revisited the discussion and decisions made at the meeting held on 5th June 2023 where the Parish Council had agreed to take no further action with regards to pursuing a new lease until some guarantee over the terms could be given. However, after careful consideration, it was now felt that no progression could be made on this matter unless the Parish Council confirmed their willingness to proceed albeit being very clear that they still wished to maintain the current lease arrangements, specifically with regards to a peppercorn rental amount. Therefore, it was proposed and seconded to accept the Community Centre Management Committee's donation of up to £8000 to cover the costs of the preparation of a new lease as well as any surveys required in this process; and to proceed with the preparation of the new lease, on the understanding that the Committee and the management of the Centre would transfer to the Parish Council when the lease was renewed; and that all income would then be payable to the Parish Council to support the maintenance and management of the facility. The Clerk agreed to respond to both sets of solicitors on this matter.

Rugby Club

Wakefield Council's Grounds Maintenance Team had visited the Rugby Club field and spoken to members of the Club about damage to the path but it had been agreed that the damage was repairable with no cost, by the Club, and that no further action was required. The Clerk had followed up on the one-off weed spray at the car park and would ensure this was completed ahead of paying the invoice for the work.

Taylor Wimpey transfer of land to Parish Council

The information required to complete the lease for the small strip of land at the side of the Sports & Social Club had still not been provided and it was noted that this had been delayed by annual leave of Club management. Further to this, complaints had been received from local businesses and residents about vermin related to the derelict house adjacent to the Club and anti-social behaviour linked to the container in the Club's car park. There had also been comments made about the state of the fencing surrounding the larger strip of land next to the car park. It was proposed and seconded that the Clerk arrange a meeting with the Club management as soon as possible to try and resolve these matters.

The grass cutting on the larger strip of land behind the Club had now been completed.

With regards to the proposal to create a Pétanque court on this larger strip of land, funding opportunities had now been identified and would be investigated. It was felt that further promotion of this project should be made and Councillors were asked to pull together content for a flyer for agreement at the next meeting.

Potential purchase of Wakefield Council land

The Clerk advised that the paperwork to proceed with the purchase of the land at Clifton Road had now been received from the Parish Council's solicitors. She briefed the meeting on the main elements of this including the cost for managing the sale, the service and checks provided, the support provided with additional searches on the land if and when required, the timescale expected for completion and the cooling off period.

A short discussion took place about next steps and the Clerk confirmed that as the decision to purchase the land had been taken back in May 2023, this item was just for noting, rather than decision. She advised that if the Parish Council now wished to rescind the decision to purchase the land, this was possible but all related charges relating to the purchase, both for the Parish Council and Wakefield Council, would still be payable.

The Chair agreed to complete the form with the Clerk and return this promptly. It was noted that completion of the sale could take up to 12-15 weeks and that the funds for purchase would not be drawn down until that time meaning the interest rate on the borrowing could increase or decrease. The Clerk would keep the Parish Council informed of any changes.

93. Reports from Committees

Cllrs Nicholson and Arnold gave a report back on the autumn inspection of the allotments held on 15th October. The following proposals were made and agreed;

- Arrange a meeting/inspection with one tenant who had been unavailable at the inspection;
- Arrange a meeting with another tenant to check on progress following concerns at inspection
- Collect quotes for pruning of the tree at the Fernside end
- To arrange the clearing and covering of the path between plots 1 A, B & C
- To allow 3 tyres on plot 1B for the purposes of exercising chickens
- To remove an old fridge from the site
- To check and replace the lock at the Fernside entrance if required
- To request the autumn cut of the perimeter hedge.

The Clerk then reported back on the meeting of the Highways Committee with the Highways Department at Wakefield Council, held on 11th October. The following assurances had been given as a result of the meeting;

- Progression of Traffic Regulation Order for speed limit on Weeland Road
- Progression of Traffic Regulation Order for parking restrictions at junction of Weeland Road and Grime Lane
- Refresh of zig zag markings at pedestrian crossing on Weeland Road.

In addition, the Highways Committee had shared concerns about discrepancies in weight and speed restrictions between West Lane and Weeland Road on Middle Lane and requested that the signs and lines legislation / repainting be prioritised outside the school on Hammer Lane.

Other items discussed were an increase in powers for the Local Authority with regards to enforcing inconsiderate and dangerous parking, the reporting of traffic accidents and near misses to build up evidence for perceived speeding hotspots, the evidence being collected by

the Parish Council's Speed Indicator Device, the use of speed bumps, and the provision of a pathway on West Lane. The Clerk agreed to continue to chase these matters for resolution.

It was proposed and agreed to hold the next meeting of the Highways Committee, including village walk on 30th November from 11.00 am. The November date for taking out 'Sharlston SID' was to be arranged via WhatsApp and the Clerk agreed to pass on the suggestions for locations made by residents.

It was agreed that the Heritage & Environment Committee would be deferred until more members could be co-opted.

94. Training Update

Cllr Nicholson had attended the 'Role of the Clerk' training and reported back that this had been useful. She was attending 'Allotments' training on 8th November.

The Chair & Cllr Nicholson were attending 'Talking Tables' training on 10th November.

Cllr Arnold was attending 'Grant & Funding' training on 23rd November.

The Clerk reminded all Councillors to respond with availability for the all-council training being delivered by the YLCA. She agreed to recirculate the email for reference.

Finally, Councillors were reminded about the NALC 'Make a Change' event taking place on 14th November which was focused on the benefits of volunteering in your community.

95. Items Requested by Councillors

The Clerk reported that the final content for the Village Health Walks had been sent to the website host due to some technical issues with separating and uploading images related to the walks. It was hoped that the walks could now be finalised and published.

It was proposed and seconded that replacement signs to promote/guide the walks could be purchased once the walks were live.

The Clerk advised that she had still not received final arrangements for the Christmas meal to share with the Parish Council and Cllr Arnold agreed to chase this up with Mrs Pollard. The Chair confirmed that the Community Centre Management Committee had donated funds to purchase additional items of crockery and utensils to support the meal. Cllr Arnold asked whether any re-usable items should be returned to the Parish Council and this was confirmed. The Chair and Cllrs Nicholson and Palmer confirmed that they were still available to support the event. The Clerk advised that she had now received several invoices for items relating to the meal and would create an expenses claim based on these to be approved after the event. Invoices totalling £77.37 had so far been received and the additional cost of £80 for a singer previously agreed so the event was still well within the agreed budget.

The Clerk would be chasing up the school with regards to the Christmas donation and what they wanted to spend this on.

The two large Christmas trees were now in place and the 22nd November had been chosen for the lights switch on if possible. The Clerk had arranged for the small trees to be fitted ahead of this and was liaising with the resident at Long Row with regards to the tree up there. It was proposed and seconded that replacement lights be provided for this tree. The Chair and Cllr Palmer agreed to decorate the Red Wheels/trees in the village and it was proposed and agreed that the Clerk buy new tie wraps for this purpose.

With regards to the proposal to provide a second defibrillator in the village, based in New Sharlston, it was proposed and agreed to add to the funding donated by the New Sharlston Voluntary Group and purchase this. Cllr Palmer agreed to speak with the owner of the gym in New Sharlston to ensure 24-hour access could be provided to the defibrillator once in place and reconfirm the intention to cover the running costs for this.

It was proposed and seconded to agree the Co-option Policy for a further twelve months.

96. Events/Attendance at Meetings

The Clerk shared feedback from the West Yorkshire Brance SLCC meeting that she had attended on 25th October. Details of the Regional Membership Survey, banking issues in small villages and towns, legislation relating to virtual meetings, internal audit training, the Civility & Respect project extension and changes to Grievance & Disciplinary policies had been shared.

The notes from the PACT meeting on 31st October had been shared. Cllr Nicholson made a point about the figures shared not being a full representation of the true crime levels in the area and noted that the national crime map should be referred to for this.

Details of forthcoming events were shared. These included Normanton Town Council – Remembrance Sunday 12th November, Christmas Lights Switch On 24th November and Christmas Community Celebration 14th December.

Cllr Nicholson gave feedback from the recent South Pennine Branch meeting of the YLCA. She had attended virtually but the meeting had been hybrid and some technical issues had been encountered. There had been a useful presentation on Biodiversity Net Gain which the Clerk was asked to follow up.

It was proposed and agreed that members of the Parish Council attend to lay a wreath at St Luke's Church on Remembrance Day. The Chair had arranged to loan a blue-tooth speaker from the Community Centre to the Church to broadcast the service.

Finally, it was agreed that when details of Wakefield Council's plans for D-Day 80 were released, the Parish Council should consider joining /signposting to these.

97. Planning Applications

There were no planning applications to consider.

98. Planning Decisions

One planning decision was noted without comment.

99. Correspondence

The Clerk had previously circulated a list of correspondence from October. Items received after this included:

- Featherstone Christmas Lights Swich-on
- NALC Chief Executives Bulletin
- Wakefield Council Latest News
- YLCA White Rose Bulletin
- Community Coordination & Engagement Service (Wakefield Council)
- YLCA – Co-option Guidance

The Community Coordination & Engagement Service was specifically highlighted as this may be a good lead to discuss forthcoming projects and seek advice.

100. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook. Items for this month included; winter grit provision, Remembrance Service and Health Walks if completed.

101. Future Agenda Items

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

102. Financial Matters

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
Onscreen	Website Updates	180.00 bank transfer
Sharlston School PTA	Grant	350.00 bank transfer
YLCA	Publications	16.14 bank transfer
Stocksigns	Replacement Battery	125.40 bank transfer
Sharlston Community Centre	Room hire for year	345.00 bank transfer
YLCA	Role of the Clerk training – J Nicholson	25.00 bank transfer
Wakefield Council	One off weed spray at Sharlston Rugby Club	48.96 bank transfer
YLCA	Talking Tables Training J Nicholson/P Boyes	140.00 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	15.59 card
O2	Clerk's Mobile Phone	28.28 DD

The Clerk had previously circulated a bank reconciliation to 31st October 2023.

103. Date & Time of Next Meeting

The next meeting was agreed as Monday, 4th December at 6.30 pm.

There being no other business the meeting closed at 9.05 pm

Signed

Philip Boyes, Chair

4th December 2023