Meeting of Parish Council to be held on
Monday, 5th February 2024 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 Resignations & Vacancies**	• To note the resignation of Cllr P Arnold and agree any actions as necessary • To consider the co-option of new Parish Councillors and agree any actions as appropriate
4	7.25 – 7.30 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday, 8th January 2024 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 meeting of the Parish Plan Committee held on 30th January 2024 • To arrange a meeting of the Heritage & Environment Committee
8	8.00 – 8.05 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
	8.05 – 8.20 pm	**Items Requested by Councillors / Annual Schedule**	• Review of protocol regarding agenda item Items Requested by Councillors / Annual Schedule and implications for timing and conduct at meetings – report by Cllr P Belbin and to agree any actions as appropriate • Spring refresh of Community Planters signage and sponsorship - to receive recommendations and agree any actions as appropriate • To consider plans for Open Day 2024 and agree any actions as appropriate • To discuss plans for Christmas 2024 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 - Chairman - Green, Open Spaces & Trees Management Policy - Standing Orders
9	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 PACT meeting on 23rd January 2024 • To consider arrangements for Remembrance Day 2024 & D Day 80 and agree as appropriate
10	8.30 – 8.35 pm	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
11	8.35 – 8.40 pm	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
12	8.40 – 8.45 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
13	8.45 – 8.50 pm	**Summary of Projects for Publication**	• To agree on any projects to be published externally and responsibility for these
14	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)
15	8.55 – 9.00 pm	**Financial Matters**	• To consider approval of the Parish Council's Grounds Maintenance contract for 2024 and agree any actions as appropriate • To consider a grant application and agree any actions as appropriate • 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 31st January 2024
16	9.00 pm	**Date & Time of next meeting**	• Monday, 4th March 2024 at 6.30 pm

Signed by: *E King*

(Clerk to the Council)

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APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
23/02271/FUL	132 Weeland Road Sharlston Common Wakefield WF4 1DD	Change of use at first floor level from Sui Generis (hot food takeaway) to class C (2x Studio flats)	21/02/2024

APPENDIX B - DECISION NOTICES

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

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
P Arnold	Expenses relating to putting up health walk signs	5.98 bank transfer
Dunelm	Wool for Poppy Canopy Project	100.00 card
Staples	Stationery/ink	76.96 card
YLCA	Biodiversity Training – Cllr J Nicholson	33.40 bank transfer
YLCA	All Council Training	288.00 bank transfer
YLCA	Complaints training – Cllr J Nicholson	25.00 bank transfer

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Salary	
Zoe Kozlowski	Salary	
Zoom	Monthly subscription	15.59 card
Three	Clerk's Mobile Phone	35.09 DD