Meeting of Sharlston Parish Council held on Monday 8th January 2024 at

Sharlston Community Centre at 6.30 pm

Present: Cllr T Arnold
Cllr R Beacroft
Cllr P Belbin
Cllr P Boyes (Chair)
Cllr J Nicholson
Cllr A Palmer
Cllr S Pollard
District Cllr M Tennant-King

121. Apologies for Absence

There were no apologies for absence but it was noted that the three District Councillors would be taking it in turns to attend these meetings.

122. Declarations of Personal Interests

Cllr Nicholson declared that she had received a small gift from a resident in recognition of support she had given to them. The Clerk advised that she would add this to the Gifts & Hospitality Register.

Cllr Pollard declared that she supported Woolley Edge Christmas shop on a voluntary basis, annually.

123. Parish Council Vacancies

The Clerk read out guidance from the Elections Team at Wakefield Council about criteria for becoming a councillor. She had sought this guidance as a way of tackling the current recruitment issue and had been advised that potential councillors only needed to meet one of the qualification eligibility criteria to be able to stand for election or be co-opted. As this was the case, the Clerk was asked to contact individuals that had previously applied, to advise.

124. Minutes of the Previous Meeting

The minutes of the meeting held on 4th December 2023 were accepted as a true record and were signed by the Chair.

125. Progress Report

The Clerk had chased up details of the replacement mining banner and framed photograph again and hoped to have an update for next Parish Plan Committee meeting.

The Clerk had also reported the Parish Council's concerns about the crossing patrol area at school to the Highways Department at Wakefield Council.

It was confirmed that all the signs for the health walks were now in place and councillors were asked to complete the walks and send in photographs that the Clerk could use to promote the walks.

The Clerk had received the Christmas meal report and this had been sent to the YLCA for publication in a future bulletin as well as being saved for use at the Open Day and in the Annual Report.

The Clerk advised that she and Cllr Belbin had met with the new Community Engagement Officer at Wakefield Council on 7th December. They had talked through current projects and expressed an interest in joining with other groups & initiatives that fitted with the Parish Council's objectives. They had also asked for information about potential funding streams available and the Clerk had already started to receive good links e.g. the safe streets posters that were in place on the notice boards and a weekly funding bulletin.

126. Ongoing Projects

Church / Community Centre

There had been no further update on the new lease between St Luke's Church & Sharlston Parish Council for Sharlston Community Centre. The Clerk had been advised that the Diocesan solicitors would have to arrange and have sight of the surveyors report first.

Rugby Club

The final inspection of the extension to the changing rooms was still to be arranged and the Clerk advised that she had a list of the snags that were still to be resolved. It was agreed to arrange this outside of the meeting.

The Clerk also advised that the annual inspection of the CCTV equipment was due. Cllrs Beacroft & Pollard agreed to be on site to manage this.

Taylor Wimpey transfer of land to Parish Council

Cllr Palmer gave a short presentation based on a recent visit to a neighbouring Pétanque club. He noted that he had received some advice about potential contractors and that the President of the Club had agreed to come and speak to the Parish Council / residents about how to proceed. Cllr Palmer had also received other invitations to attend other Clubs to gain more information.

It was raised that the main concerns about the potential project related to damage or vandalism to the court. Cllr Palmer and the Clerk responded that discussions had already taken place about a perimeter fence and working in partnership with the Sports & Social Club to manage the facility.

There was a discussion about how inclusive the project would be and Cllr Palmer spoke about how the project met the Parish Council's objective to provide activities in the village that would encourage community cohesion between all age groups and stated that this was working well at other clubs in the area. He noted that the court would be used on a club basis and that there would be competitions to get involved in to join villages and areas together.

In terms of next steps, it was agreed that Cllr Palmer would get some measurements for the court to aid research on the funding required. It was also agreed to ask the President of the Club that Cllr Palmer had visited, to come to a future meeting to speak about the project.

Potential purchase of Wakefield Council land

Since last meeting the Clerk had received and circulated legal documentation related to the purchase of the land at Clifton Road. She had also received the results of the Coal Authority and Environmental searches. These had not shown any concerns though a note relating to higher-than-average levels of naturally occurring radon gas had been highlighted. A discussion took place and it was stated that this could be managed effectively through building works so was not a major concern. The Clerk agreed to circulate details of the remaining searches when they arrived shortly.

127. Reports from Committees

The Committee Membership for 2024 was reviewed and changes agreed. It was recommended that committees consider the recruitment of co-opted volunteers to support with specific projects.

The Allotments Committee fed back in relation to a follow up visit on 5th December. It was recommended that a formal letter be sent to one tenant who was still not progressing with their plot. It was proposed and seconded that this clearly state the expectations and include a deadline by which these should be met.

It was further proposed and agreed that the Allotments Committee arrange a meeting to discuss and make proposals regarding the outstanding issues of developing plot 1A and supporting the new tenants, quotes for pruning the tree on plot 1B, the removal of waste from the site, joining the National Allotments Society and checks on the waiting list.

The meeting then received a report from the Finance & Personnel Committee held on 11th December. It was proposed and agreed that the Clerk purchase a new photocopier/scanner as recommended by the Committee. It was also noted that the Committee had deferred responsibility to the Clerk to arrange a new mobile phone contract and handset.

The Clerk then gave an update on the data collected by 'Sharlston SID' since it had been purchased a year ago. She had liaised with Cllr Beacroft to show her the data and it had been suggested that she contact the company where the device had been purchased to gain further advice on how this could be presented to the Parish Council, the Highways Department and the Police. The Clerk further noted that a rota for future use was still to be arranged. It was proposed and agreed that Cllr Palmer cover January and Cllr Arnold cover February. Cllr Beacroft agreed to support the Chairman with a weekend outing.

It was proposed and agreed that the next meeting of the Parish Plan Committee take place on Tuesday, 30th January at 6.00 pm at the Community Centre.

128. Training Update

Cllr Nicholson had booked to attend the following sessions:

- Biodiversity - 10th January
- Levelling Up - 31 January
- Social Media – 28 Feb
- Community Transport – 27th March.

She had also expressed an interest in attending the second part of the Allotments training when a new date was agreed.

The Clerk reminded everyone about the 'All Council' training taking place on 16th January between 6.00 and 9.00pm on Zoom.

129. Items Requested by Councillors

Cllr Nicholson presented an item relating to the road markings outside Sharlston Community School. She advised that she had concerns that the lines did not cover enough of the road and that the area outside the nursery entrance had been left vulnerable to double parking, leaving a dangerous situation for the youngest pupils. The Clerk advised that she had reported this to the Highways Department and had been advised that this was part of the ongoing Traffic Regulation Order to align the signs and lines at the school.

Cllr Nicholson then presented an item relating to a proposed anti-dog fouling / littering campaign. It was proposed and agreed that the Clerk investigate a week-long awareness campaign to be shared via Facebook. It was proposed and agreed too to participate in the annual British Spring Clean run by Keep Britain Tidy and the Clerk agreed to share the date / promote this in due course. It was further proposed and seconded that the Clerk request the re-painting of anti-dog fouling stencils around the village and councillors agreed to forward details of the roads to be targeted. Finally, it was proposed and agreed to heighten awareness of the Parish Council's 'Sharlston Against Litter' page on Facebook and try and encourage more volunteers to litter-pick in the village.

Cllr Pollard presented an item relating to changing perception within the community. She suggested holding a meeting to discuss revising the survey of residents about what they want to see from the Parish Council. It was proposed and agreed to defer this to the Parish Plan Committee meeting.

Cllr Pollard presented an item relating to Facebook administration. She asked who the second administrator was that supported the Clerk in this area and it was noted that this was Cllr Nicholson. The Clerk explained that this had been discussed a few months before but had been delayed due to capacity on the Council and would be completed as soon as possible now. Cllr Pollard also raised concerns that Facebook was not being used as much as it could be and the Clerk reminded the Council that there was a standing item on every agenda to raise items to be shared with the community. Finally, it was proposed and seconded that the Parish Council develop an Instagram presence to complement the use of Facebook.

Cllr Pollard presented an item relating to planter signage and sponsorship. She raised concern that the current sponsorship sign was not in keeping with the village in bloom signs and was not in the correct position on the planter. The Clerk was asked to investigate a quote for a new sign, the same size as the current village in bloom signs but with a white background/black writing. It was suggested that the signage on all planters be reviewed in the spring.

It was proposed and agreed that the item on Christmas 2024 be deferred to a separate meeting due to the meeting overrunning.

The Clerk updated the meeting on her investigations regarding a position for the new defibrillator for New Sharlston. She advised that Wakefield Council would allow this to be positioned on a public highway subject to the completion of the appropriate license. It was proposed and agreed that the Highways Committee arrange a walk to look at potential spots for this.

It was proposed and seconded to approve the updated Allotments Policy (including tenancy agreement) and Allotments Policy Annex A - Livestock Guidance for a further 12 months.

130. Events/Attendance at Meetings

The Clerk confirmed that there were no forthcoming events or meetings to be aware of.

The Chairman confirmed that he had shared the report from the PACT meeting on 12th December. The next meeting would be held on 23rd January.

The Clerk advised that she had asked to be part of Featherstone Town Council's events planning to mark D Day 80 and would keep the Council updated on this. She also advised that guidance for the day had been received from the YLCA.

With regards to marking Remembrance Day 2024, Cllr Pollard & Nicholson updated the meeting on a proposed community project – 'Sharlston Poppy Canopy Project' focused on creating a 'poppy canopy' to be displayed in the village. The Parish Council had been approached to support this project and it was proposed and agreed to donate £100 towards wool for this.

At this point it was proposed and agreed to suspend standing orders to be able to complete the business on the agenda.

131. Planning Applications

One planning application was considered without comment.

132. Planning Decisions

One planning decision was noted without comment.

133. Correspondence

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

- 01.01.24 MOP Parking on the Green
- 02.01.24 YLCA D Day 80 Letter & Information from the Pageant master Bruno Peek
- 03.01.24 Keep Britain Tidy Buy Nothing New Resources
- 03.01.24 MOP observations following responses to public at Nov meeting
- 04.01.24 Wakefield Council Things we think you'd like to know
- 05.01.24 YLCA Councillor password for YLCA

134. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook. Items for this month included; meeting summary, PACT meeting (23rd January), anti-littering/dog-fouling campaign and health walks.

135. Future Agenda Items

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the next meeting was 28th January.

Cllr Nicholson asked that the Planters be an item on the next agenda.

136. Financial Matters

The Clerk advised that she had received the renewal invite from the current insurance provider but there had been a huge increase in the premium from last year. She had sought two further quotes and whilst one provider had given a ball park figure, a second was still awaited. Given the timescales, it was proposed and agreed that the Clerk be given deferred responsibility to pursue the second quote and arrange the insurance with the provider who gave the most competitive quote, taking into consideration the Parish Council's full requirements.

The Clerk then took the meeting through her proposed budget for 2024/25 as recommended by the Finance Committee. This was proposed and agreed by the meeting.

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
Thomas Evans	Singer at Christmas Meal	70.00 bank transfer
Amazon	Large re-usable cheque	27.58 card
Cllr Arnold	Expenses relating to Christmas meal	8.80 bank transfer
Christmas Direct	Replacement lights for Red Wheel	53.93 card
Woolley Edge Xmas Tree Farm	Large tree at end of Long Row	110.00 bank transfer
The Sign Shed	New signs for health walk	51.95 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 (old contract)	28.28 DD
Three	Clerk's Mobile Phone (new contract)	35.09 DD

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

137. Date & Time of Next Meeting

The next meeting was agreed as Monday, 5th of February at 6.30 pm.

There being no other business the meeting closed at 9.45 pm

Signed

Philip Boyes

Chair

Date 5th February 2024