Meeting of Sharlston Parish Council held on Monday 4th March 2024 at

Sharlston Community Centre at 6.30 pm

Present: Cllr R Beacroft
Cllr P Belbin
Cllr P Boyes (Chair)
Cllr J Nicholson
Cllr S Pollard
District Cllr M Tennant-King
2 members of the public

Prior to the meeting, the Chairman reminded all present of the Parish Council's expectations for the audio or visual recording of the meeting.

155. Apologies for Absence

Apologies had been received from Cllr A Palmer as well as District Cllrs Isherwood & Vickers. Reasons for apologies were considered. It was proposed and RESOLVED that these absences be approved for this meeting.

156. Declarations of Personal Interests

No members of the Council had any declarations or requests for dispensations.

157. Parish Council Resignations & Vacancies

The Clerk confirmed that Wakefield Council had advised that there had been no request for an election and therefore the vacancy left by Cllr Arnold was now open to co-option. The Parish Council now had four vacancies open to co-option.

A prospective new Parish Councillor was in attendance to observe the meeting.

158. Minutes of the Previous Meeting

It was proposed and RESOLVED that the minutes of the meeting held on 5th February 2024 be accepted as a true record and signed by the Chair. The Clerk confirmed that draft minutes were now being placed on the website within 7 days of the meeting.

159. Progress Report

The Clerk advised that she had received no update on the commemorative mining banner / framed photograph but would continue to chase.

It was also noted that there had been no further updates on the school lines & signs or the mini roundabout at Grime Lane. Both items would be added to the Parish Plan for chasing every six months.

The Clerk reminded the meeting that a rota for Sharlston SID was still outstanding and it had not been out in January or February. Weeland Road had been suggested as the next place to monitor.

The Clerk had received guidance to set up an Instagram page for the Parish Council and was on with arranging this.

It was noted that the new sign for the planter near the Red Wheel on Weeland Road had been received and would be fitted during the Spring refresh. The damaged planter would also be addressed then.

The Clerk had not received any comments / issues for the Highways Committee to consider but the positions for the byelaw signs to be re-fitted were still to be discussed. The Clerk was asked to seek a quote from Wakefield Council for installing metal posts for these.

The Clerk had written and circulated for comment, a letter to Sharlston Fisheries. One further comment was received and the Clerk was advised that she'd be notified when this could be sent.

The Clerk was still researching bid-writers and would provide information to the next Finance Committee to consider.

It was noted that the Clerk had re-circulated the feedback forms from the all-council YLCA training.

The Clerk had altered the agenda to allow more time for the Councillor Request item and the meeting was reminded about the importance of completing the agenda item report and preparing properly for meetings. The Clerk RESOLVED to create a word version of the form and re-circulate.

Finally, the Clerk had placed the suggested comments on planning portal as discussed at the last meeting.

160. 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.

Rugby Club

The final inspection of the extension to the changing rooms was still to be arranged and would need to take place in the spring as the teams were currently training indoors.

The annual inspection of the CCTV equipment had taken place and it had been discovered that Committee had changed the gate keys on site. The Clerk was chasing a copy of the key.

Taylor Wimpey transfer of land to Parish Council

Cllr Palmer was still to arrange a meeting to discuss a possible pétanque court on the largest piece of land.

The Clerk had chased up the solicitors regarding the signed lease for the piece of land adjacent to the Sports & Social Club.

The updated Grounds Maintenance contract included grass cutting / tidying of the smallest and largest pieces of land and was on the agenda.

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Purchase of Wakefield Council land at Clifton Road

The Clerk read out the comments raised at the working group meeting held on 26th February. These had mainly related to garages on site and the Clerk had asked all the questions raised, via the solicitor, and awaited feedback. It was RESOLVED to complete a walk of the site on Tuesday, 5th March.

161. Reports from Committees

The working group meeting to discuss Christmas 2024 arrangements had taken place on Tuesday, 13th February. The following recommendations were put to the meeting to consider:

- That a letter be written and circulated for comment, ready to present to new and existing businesses, setting out the expectations for hosting a small, lit Christmas tree for the Christmas period;
- That a Christmas carol event be organised for Friday, 20th December to include a professional singer to lead the singing & refreshments at the Community Centre. It was suggested that a budget of £200 be set for this;
- That the current Christmas meal be brought forward to be held in the autumn and have more of a focus on autumnal activities;

It was proposed and RESOLVED that these three recommendations be approved and that other suggestions be considered further at forthcoming meetings.

The Finance & Personnel Committee had met on Wednesday, 28th February. The following recommendations were put to the meeting to consider:

- That Julie Winham be appointed as the Parish Council's new internal auditor for the year ending 31st March 2024, following a rigorous tendering process;
- That an additional column be created within the budget for 2024/25 to identify legal costs to the Parish Council;
- That further sponsorship / fundraising opportunities be considered by the Parish Council to support future projects;
- That a monthly contract for website hosting and support be entered into subject to review annually.

It was proposed and RESOLVED that these three recommendations be approved and that the management of the Community Centre be considered further at a future meeting, once the lease had been renewed.

The Finance Committee had also considered the proposals put forward by the Allotments Committee, prior to them being considered at this meeting. The Clerk confirmed that she had not received all the appropriate quotes ahead of the meeting. It was proposed and RESOLVED that a budget of £800 be set to complete the work to prune the oak tree on site and remove the concrete base from the newly created plot. It was further proposed and RESOLVED that membership of the Allotments Society was not required at this point.

It was noted that the next meeting of the Heritage & Environment Committee would take place on Tuesday, 12th March at 6.00pm via Zoom.

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162. Training Update

The Clerk advised that Cllr Beacroft had completed the Flying Start training and that the suggestions made had led to the Clerk updating the current induction materials. She would circulate these to new councillors ahead of the next meeting.

The Chair reminded all councillors to continue to seek training opportunities to ensure they remained skilled in their roles.

163. Items Requested by Councillors

Cllr Nicholson spoke to her item concerning a proposal to introduce emergency first aid and defibrillator training for the village. Cllr Beacroft confirmed that she would be happy to deliver short, focused training sessions around what to do in an emergency and developing confidence in using the defibrillator. It was proposed and RESOLVED that these be launched at the forthcoming Open Day. It was further proposed and RESOLVED that as the Open Day fell during mental Health Awareness Week, that local mental health charities be approached to attend and/or provide resources for the event so that the Parish Council could signpost residents to support available.

Cllr Pollard spoke to her item about developing a process for managing the community planters in the village. Two options were considered and it was proposed and RESOLVED that the Parish Council commence with a spring refresh of the current planters before reviewing the current volunteer list and advertising for more volunteers to care for and maintain the planters in 2024. Once the volunteer database had been built back up, sponsorship by residents and local businesses could be readdressed. It was RESOLVED that plants be costed up and a quote be brought to the next meeting.

Cllr Pollard then spoke to her item on a potential survey for residents about what they want from their Parish Council. The suggested questions were reviewed and suggestions made for tweaking these. It was proposed and RESOLVED that the Clerk work these up into a survey and circulate to all councillors for comment before launching it with a deadline to allow feedback to be considered ahead of the Open Day.

With regards to a Parish Council Newsletter, it was RESOLVED to reconsider this once the feedback from the survey had been reviewed.

The meeting then considered a proposal by a resident to create a 'friends of the Parish Council' group. However, it was felt that until the survey had been launched and feedback reviewed, this proposal could not fully be considered.

The Clerk then updated the meeting on information relating to the Parish Council Domain Helper Service. This had been set up to support Parish Council's with obtaining a .gov domain. Whilst this was not a statutory requirement yet, it was certainly expected and recommended that Parish Council's consider this now. The Clerk advised that Sharlston already had the domain and that this was used by the website and the Clerk's email address. It was proposed and RESOLVED that the Clerk work with the Parish Council's website host to create email addresses for all Parish Councillors too.

The Clerk then presented information relating to the Martyn's Law Standard Tier Consultation. She advised that this related to new guidance and legislation for all venues holding public gatherings. For the Parish Council this would affect Sharlston Community Centre and Sharlston Rovers Rugby Club and so she would be forwarding the information onto them. She encouraged councillors to research the information to ensure they were knowledgeable about it and to complete the consultation if they wished.

The Clerk advised that the Parish Council was eligible to apply to receive a free portrait of His Majesty the King. It was proposed and RESOLVED to do this and place it in the Community Centre.

Finally, it was proposed and RESOLVED that the Grant application form and guidance be approved for a further twelve months.

164. Events/Attendance at Meetings

The Clerk shared details of a forthcoming tea party event being hosted by Normanton Town Council.

The meeting was advised that the Clerk had followed up with Featherstone Town Council about their plans to celebrate Remembrance Day 2024 & D Day 80 and had received an update on what they had planned. The Parish Council were invited to join these plans if they were able to make a financial contribution to them. This was discussed and it was felt that with the Parish Council's support of the Poppy Canopy Project and a potential event to be held at Sharlston Rovers, they had this covered so did not feel the need to join up with Featherstone.

The Chair had not been able to attend the YLCA Branch meeting on 7th February.

A report from the PACT meeting in February had been circulated to all councillors.

165. Planning Applications

There were no planning applications to consider.

166. Planning Decisions

There were no planning decisions to note.

167. Correspondence

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

YLCA – White Rose Bulletin 1st March

Wakefield Council – Things we think you'd like to know

YLCA – Chief Executives Bulletin

Bradley Environment – Your Duty to Manage Asbestos

168. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook. The Clerk had noted the following to share; Great British Spring Clean, PACT Feedback.

169. Future Agenda Items

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the next meeting was 31st March.

The following item for the next agenda was RESOLVED: proposal for hedge on entrance to Heathers.

170. Financial Matters

The Clerk advised on the balances for the Parish Council's two back accounts as at the end of February 2024.

The Clerk had previously circulated a bank reconciliation to 29th February 2024.

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
Featherstone DIY	New lock for allotments (emergency spend)	£28.00 cash
Wakefield Council	Christmas trees & lights 2023	£4526.57 bank transfer
YLCA	Flying Start Training 1 & 2 _ Cllr Beacroft	£66.80 bank transfer
Emma King	Mcafee Virus protection – recharge	£109.99 bank transfer

The following payments had been previously approved and made between meetings.

Supplier	Details	Amount/Type
Express Signs	New planter sign	£12.00 card
Hall & Rhodes	CCTC inspection/service at Rugby Club	£118.80 bank transfer
Zurich	Insurance Renewal 2024	£1510.82 bank transfer
Printerland	New printer/copier	£1009.54 card
Emma King	Salary	
Zoe Kozlowski	Salary	
Zoom	Monthly subscription	15.59 card
Three	Clerk's Mobile Phone	29.40 DD

The Clerk then presented three quotes for a replacement noticeboard at High Street, New Sharlston. The quote from Greenbarnes Noticeboards for £1148.18 (plus VAT & delivery) was proposed and RESOLVED.

The Clerk confirmed that she had completed the request to Wakefield Council for the siting of the new noticeboard and defibrillator in New Sharlston. It was confirmed that the Parish Council wanted to purchase a like for like defibrillator to the one currently on the Pharmacy but that it would need to fit onto a freestanding post. The Clerk RESOLVED to get quotes for this ahead of the next meeting.

The Clerk presented quotes for a rainbow bench to commemorate the 20th anniversary of Wakefield Pride. The quote from Earth Anchors for £413 (plus VAT & delivery) was proposed and RESOLVED. The Clerk advised that fitting would be around £165 and that she would seek advice from Wakefield Pride over wording for a plaque on the bench.

The Clerk advised that she had had some trouble getting an accurate quote from Wakefield Council for the Grounds Maintenance contract for 2024 and the price for hedge cutting was still awaited. It was proposed and RESOLVED to accept the contract in principle providing this did not exceed the £1200 figure originally quoted before the changes.

The grant application from Sharlston Cricket Club was still awaited.

171. Date & Time of Next Meeting

The next ordinary meeting was RESOLVED as Monday, 8th April 2024 at 6.30 pm.

There being no other business the Chair thanked all for attending and closed the meeting at 9.00 pm

Signed ……. Chairman

Date …….

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