Meeting of Sharlston Parish Council held on Monday 5th February 2024 at

Sharlston Community Centre at 6.30 pm

Present: Cllr R Beacroft
Cllr P Belbin
Cllr P Boyes (Chair)
Cllr A Palmer
Cllr S Pollard

138. Apologies for Absence

Apologies had been received from Cllr J Nicholson as well as all three District Councillors. Apologies were accepted.

139. Declarations of Personal Interests

There were no declarations or requests for dispensations.

140. Parish Council Resignations & Vacancies

The Clerk advised that she had received Cllr P Arnold's resignation as Parish Councillor. This was accepted by the Chair. The Clerk confirmed that she would now advise the Elections Team at Wakefield Council, of the casual vacancy, and start the process to advertise this. If no election was requested, the Parish Council could co-opt to the vacancy after fourteen days.

It was then proposed and agreed that Julie Craig be co-opted to the Parish Council. Cllr J Craig was welcomed to the meeting and the Clerk advised that she would forward induction materials shortly.

There had been a further application to the Parish Council and the applicant had been invited to attend the following meeting. A third application had unfortunately been withdrawn.

141. Minutes of the Previous Meeting

The minutes of the meeting held on 8th January 2024 were accepted as a true record and were signed by the Chair.

142. Progress Report

The Clerk advised that the mining banner and framed photograph were expected soon and that follow on plans had been discussed at the recent Parish Plan meeting.

A response from the Highways Team at Wakefield Council was read out by the Clerk. It confirmed that the Parish Council's concerns over the lines and signs enforcement at the Community School would be picked up as part of a District-wide exercise to improve safety and enforcement at schools. Furthermore, the recent request to consider a mini-roundabout at the top of Grime Lane (junction of Middle Lane) would be considered when budgets allowed but at present, there was no funding for this.

The Clerk noted that the two Health Walks had been publicised on Facebook but suggested that further marketing of these be completed in the summer when weather improved.

The committee membership had been updated following review at the last meeting and was now on the two notice boards. This would be added to the website as part of the next lot of updates.

The Clerk advised that she had received a proposal from the Allotments Committee as follows:

- to consider and approve quotes for the pruning/pollarding of the large oak tree on plot 1b
- to consider and approve quotes for the removal of the concrete foundations on plot 1a
- to agree to make improvements to the entrance path from Fernside onto the allotments (plots 1a, b & c)
- to arrange for removal of the scrap fridge on plot 1a
- to arrange for the successful contractor to remove the old shed/wood pile from plot 1a
- to prioritise the cutting of the perimeter hedge under the new ground's maintenance contract
- to approve the Parish Council joining the National Allotments Association at a cost of £55 per year

The Clerk advised that the meeting could either refer a decision on these recommendations to the Finance Committee or defer this item to the next meeting. It was proposed and seconded to defer to the March meeting.

The Clerk then gave an update on waiting lists, noting that this was down to 7 people, the longest wait being since mid-2022. She also advised that tenancies for 2024/25 would be issued at the beginning of March so it was imperative that there was some movement on these recommendations.

Finally on allotments, the Clerk confirmed that she had written to the tenant as requested at the last meeting and set a deadline of May 2024 for improvements to be seen.

The Clerk then fed back on alternative stands for the Speed Indicator Device but highlighted that the only alternative was to have this placed in a semi-permanent position for a length of time. It was agreed that the mobility of the device was key to its success. The Clerk reminded the meeting that the device had not been used in January and needed to be used before the end of February.

The Clerk advised that she had sought guidance from the website host regarding the use of Instagram for the Parish Council. This was questioned and the Clerk confirmed that she had no experience of the app and wanted to be clear on the protocol and use of it. Cllr Belbin agreed to link the app to the Parish Council's Facebook page in the interim. The Clerk confirmed that she would be re-presenting the case for a monthly contract with the website host to the Finance Committee at its next meeting.

The Clerk had ordered the replacement sign for the planter on the Common near the red wheel and would advise when it had been collected.

The insurance renewal for the Parish Council had been completed with an alternative provider at a cost saving on the current contract. The Clerk would provide a schedule for display at the Community Centre.

143. 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 it was suggested that this be arranged for later in the week. The Chair asked the Clerk to forward the inspection check lists again.

The Clerk also advised that the annual inspection of the CCTV equipment would take place on Wednesday and that Cllrs Beacroft and Pollard had agreed to be on site for this.

Taylor Wimpey transfer of land to Parish Council

Cllr Palmer advised that he was still to arrange a site visit to the proposed pétanque court but would follow this up shortly.

Potential purchase of Wakefield Council land

The Clerk confirmed that she had received the remaining site surveys and read out the comments on these. As the process was now nearing completion, she suggested that a working group meeting be arranged to consider these documents in detail and be briefed on the next steps for completion of the sale. It was proposed and agreed to meet on Monday, 19th February at 7.00 pm at the Community Centre.

144. Reports from Committees

The Parish Plan Committee had met on Tuesday, 30th January and the notes of the meeting were considered. The following recommendations from the meeting were proposed and agreed:

- That all Parish Councillors undertake a Highways Walk at their convenience and submit concerns / suggestions to the Clerk for consideration at the next Highways Committee meeting.
- That the Clerk draft a letter of thanks / well wishes to the owner of Sharlston Fisheries to mark the business being sold.
- That the Clerk conduct enquiries with regards to bid writer services to consider at a future meeting.
- That all Parish Councillors consider and submit questions for a proposed community survey.
- That thought be given to a Parish Council newsletter e.g. content, frequency etc. and that this be an item on the agenda for the March meeting.

It was further agreed to arrange a meeting of the Heritage & Environment Committee via WhatsApp.

145. Training Update

The Clerk advised that she had received an email from the YLCA expressing disappointment in the number of evaluations as well as the negativity expressed in these following the All-Council training last month. She highlighted that comments had been made about the timing and focus of the training which had been agreed by the Parish Council, and a comment had been made about the training being mandatory which had not been the case. Those councillors that had responded felt that their feedback had been warranted but it was proposed and agreed that the remaining councillors be asked to respond with their thoughts and the Clerk agreed to re-circulate the feedback forms to all.

The Clerk confirmed that resources from recent sessions on biodiversity & funding sources had been shared to the Councillor Hub. Cllr Pollard then gave a short presentation on a Community Lottery scheme that she thought may be a good way of raising funds in the village. It was proposed and agreed that a question on this be included in the community survey.

146. Items Requested by Councillors

Cllr Belbin introduced an item concerning the review of protocol on agenda items and implications for timing and conduct at meetings. He reported that he felt that there was not enough information provided by councillors in advance of meetings and that the agenda item for this part was not long enough meaning it often overran with an impact of the finish time of meetings. He proposed that a standard report template to provide specifics for agenda items be introduced and also that this item have a longer timeframe attached to it. These proposals were agreed.

With regards to the Spring refresh of the community planters, it was noted that Cllr Nicholson was not present and suggested that this item be deferred to the next meeting. A discussion did take place about potential ways forward though, including an annual sponsorship package whereby interested parties pay an amount to sponsor a planter for 12 months and the Parish Council use this funding to plant and maintain the planters. An alternative was suggested whereby interested parties could 'adopt' a planter for a year and plant and maintain it however they wished. It was suggested that ideas be worked up and brought to the next meeting for consideration before expressions of interest be sought.

It was reported that the planter near the wishing tree had been damaged and the Chair agreed to look at repairing this.

Plans for Open Day 2024 were then considered. It was noted that this would take place on Saturday 18th May and it was proposed and agreed that the timings be extended to run from 10 am to 3 pm given that there were more councillors available this year. It was noted that the Poppy Canopy Project would be happy to have a display at the event and proposed and agreed to contact all local groups to invite them to be there. It was noted that the plant giveaway organised by the Sharlston & Surrounding Areas Gardening and Ecology Group in 2023 had been a great success and proposed/agreed that this be repeated. The Clerk was asked to co tact the Neighbourhood Police Team and Fire Service to invite them and it was further suggested that a presentation on the Speed Indicator Device 'Sharlston SID' and basic First Aid be organised. Refreshments were agreed and it was suggested that a pizzas could also be offered.

It was proposed and agreed that plans for Christmas 2024 be discussed at a separate working group meeting on 13th February at 6.30pm at the Community Centre.

With regards to arrangements for purchasing a new defibrillator for New Sharlston, Cllr Beacroft had done some research on a position for this and reported back. It was suggested that the best position would be adjacent to the Red Wheel on High Street, New Sharlston and proposed and agreed that the Clerk make the application to Wakefield Council for a license to install this. It was further proposed and agreed that the Clerk obtain prices for a new notice board due to the current one being damaged. This was with a view to moving the position of the notice board as the current position made it very vulnerable to adverse weather. Finally, the Clerk was asked to place 'Purchase of a new Defibrillator for New Sharlston' on the agenda for the next meeting.

The following policies were then agreed for a further twelve months:

- Acceptance of Office - Chairman
- Green, Open Spaces & Trees Management Policy
- Standing Orders

Clarification on whether the Clifton Road land would be added to the Green, Open Spaces & Trees Management Policy was sought and the Clerk agreed that it would, with a caveat regarding future use.

147. Events/Attendance at Meetings

The Clerk shared details of a number of events being planned by Featherstone Town Council and agreed to circulate these via the Councillor Hub. The Clerk expressed disappointment that she had not been invited to the events planning group as requested and agreed to follow this up.

Cllr Pollard then made a proposal to install a rainbow bench to commemorate the 20th Anniversary of Wakefield Pride. This was agreed and the Clerk was asked to obtain prices for a bench whilst Cllrs Palmer and Pollard agreed to speak to the landowner about placing this near the Red Wheel on Weeland Road.

The Chair agreed to try and attend the YLCA Branch meeting on 7th February.

A report from the PACT meeting on 23rd January had been circulated to all councillors and the Chair briefly spoke to this.

There was no further update on plans to commemorate Remembrance Day 2024 & D Day 80 but it was agreed to keep this on the agenda.

148. Planning Applications

Planning application 23/02271/FUL was considered and the Clerk was asked to raise the following questions via the Planning Portal:

- Are the current metal steps to the upstairs level planned to be the official entrance and egress for the proposed property as if so, the Parish Council would like to raise a concern over the safety of these given they could become wet and slippery in the open.
- Where are the proposed 2 parking spaces associated with the plans as these aren't clearly shown and parking is already an issue in this area.

149. Planning Decisions

There were no planning decisions to note.

150. Correspondence

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

- Morley Town Council – request for a role profile for a leader
- MOP – update on litter bin repair/provision
- YLCA – BBC news story on abuse and intimidation of councillors by members of the public
- YLCA – NALC CEX Bulletin 1st February
- Wakefield Council – Things we think you'd like to know
- YLCA – Law & Governance Bulletin January 2024
- YLCA – White Rose Bulletin 2nd February
- MOP – response to emails in January 2024

151. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook. It was further suggested that the Poppy Canopy Project be shared with the YLCA/local publications once completed.

152. Future Agenda Items

The Clerk reminded everyone to forward any items seven days in advance of agenda preparation which for the next meeting was 25th February.

Agenda items had been noted throughout the meeting.

153. Financial Matters

The Clerk advised that the Parish Council's Grounds Maintenance contract with Wakefield Council for 2024 had been received but included old detail so she had returned this and asked for it to be updated. It was proposed and agreed that this be agreed in principle providing the detail was correct and the price did not exceed that already stated. If the price increased, this would be brought back to the next meeting.

The expected grant application had not yet been received.

The following accounts were then approved for payment.

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
Dan Verity	Removal of Xmas trees	165.00 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
Three	Clerk's Mobile Phone	35.09 DD

The Clerk had previously circulated a bank reconciliation to 31st January 2024. Cllr Beacroft asked for clarification over the training budget and detail underneath the main headings which was clarified by the Clerk.

154. Date & Time of Next Meeting

The next meeting was agreed as Monday, 4th March 2024 at 6.30 pm.

There being no other business the meeting closed at 8.55 pm

Signed *Philip Boyes* Chair

Date 4th Match 2024