Meeting of Sharlston Parish Council to be held on Monday, 3rd June 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. Members of the public will adhere to the rules set by the Parish Council for this session. 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

7.00	**Reminder by the Chairman of the Parish Council's expectations for the audio or visual recording of this meeting.**	
7.00 – 7.05 pm	**Apologies for Absence**	• To receive apologies for absence and record these in the minutes • To consider the approval of reasons for absence given by councillors
7.05 – 7.10 pm	**Declarations of Personal Interests**	• To receive, consider and decide upon any applications for dispensation • To receive any declarations of interest not already declared under the Council's Code of Conduct or a member's Register of Disclosable Pecuniary Interests
7.10 – 7.20 pm	**Parish Council Vacancies**	• To consider the co-option of new Parish Councillors and agree any actions as appropriate • To consider plans for recruitment to current vacancies and agree any action as appropriate
7.20 – 7.25 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Annual Meeting held on Monday, 13th May 2024 as a true and correct record
7.25 – 7.30 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)

7.30 – 7.40 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
		  • Use of former Taylor Wimpy land on The Heathers
		  • Purchase of Wakefield Council land at Clifton Road

7.40 – 7.50 pm	**Reports from Committees**	• To receive and consider for decision any recommendations from the Parish Council's Committees: • To agree a date for the next meeting of the Finance & Personnel Committee • To note the date of the next meeting of the Heritage & Environment Committee
7:50 – 7.55 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities

7.55 – 8.20 pm	**Items Requested by Councillors or Dictated by the Annual Schedule**	• To consider a report from Cllr R Beacroft on the Parish Council Communication Survey and agree any action as appropriate
		• To consider a proposal from Cllr S Pollard on the Empower your Council with Technology App and agree any action as appropriate
		• To receive an annual report from the Community Centre Management Committee
		• To consider the approval of the Annual Report 2024
		• To consider plans to collate and analyse the results of the Community Survey 2024 and agree any action as appropriate
		• To consider and decide on action to lobby the relevant authorities about bus services in Sharlston
		• To consider and decide on plans for Christmas 2024 – standing item
		• To consider approving the following for a further twelve months:
		  - Freedom of Information Policy
		  - Data Protection Audit
		  - Press & Media Policy
		  - Privacy Notices
		  - Publication Scheme
		  - Recording of Meetings Policy
		  - Records Management Policy
		  - Rules for Public Session
		  - Security Incident Policy
		  - Social Media Policy
		  - Vexatious Requests Policy
		  - CCTV Sharing Agreement & Policy

8.20 – 8.25 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To receive feedback from Open Day 2024 and agree any action as appropriate
8.25 – 8.30 pm	**Planning Applications**	• To consider and decide upon the planning applications as detailed in **Appendix A**
8.30 – 8.35 pm	**Planning Decisions**	• To receive and note the decision notices as listed in **Appendix B**
8.35 – 8.40 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide further action where necessary
8.40 – 8.45 pm	**Summary of Projects for Publication**	• To agree on any projects to be published externally and responsibility for these

Sharlston Parish Council, 74 Thorntree Avenue, Crofton, Wakefield WF4 1NT Tel: 07379 653672
E-mail: theclerk@sharlstonparishcouncil.gov.uk

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8.45 – 8.50 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 and should be accompanied by a brief report)
8.50 – 9.00 pm	**Financial & Employment Matters**	• To receive and note current bank balances as at 31st May 2024 • To receive and note a bank reconciliation and budget comparison to 31st May 2024 • To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To consider any grant applications and agree any actions as appropriate
9.00 pm	**Date & Time of next meeting**	• To confirm the date of the next meeting as Monday, 1st July 2024 at 6.30 pm

Signed by: E King

(Clerk to the Council)

APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*

APPENDIX B - DECISION NOTICES

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

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Cllr Susan Pollard	Additional bags of compost for the purpose of refreshing the community planters	£20.00 bank transfer
Emma King	Expenses relating to purchase of a card & byelaw signs	£34.35 bank transfer
Amazon	Expenses relating to Open Day	£52.76 card
Asda	Open Day Refreshments	£19.01

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	29.40 DD