Meeting of Sharlston Parish Council to be held on Monday, 1st July 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, 3rd June 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: • Report from follow-up inspection by the Allotments Committee on 9th June 2024 • Report from Finance & Personnel Committee meeting held on 10th June 2024 • Report from the Parish Plan Committee meeting held on 17th June 2024 • Report from the Heritage & Environment Committee held on 24th June 2024 • To arrange a date for the annual check on Parish Council assets • To consider representation at the YLCA Joint Annual Meeting on Saturday 20th July at 2.00 pm (Drax, Selby) • To consider representation at the Town & Parish Council Liaison Group meeting on 30th July 10.30 am (via Zoom)
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 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 results of the Community Survey 2024 and agree any action as appropriate
		• To consider and approve actions to promote the village health walks for Summer 2024
		• To consider the approval of the bulb sponsorship letter for autumn 2024
		• To consider plans to re-site the Parish notice board and fit the new defibrillator in New Sharlston and agree any action as appropriate
		• To consider and decide on plans for Christmas 2024 – standing item
		• To consider approving the following for a further twelve months:
		  - Standing Orders
		  - Recruitment & Selection Policy
		  - Grievance & Disciplinary Policy
		  - Flexible Working Policy
		  - Computer Use Policy
		  - Annual Leave Policy
		  - Workplace Drug & Alcohol Policy
		  - Training & Development Policy
		  - Sickness and Absence Policy
		  - Performance Appraisal Policy
		  - Pensions Policy
		  - Mobile Phone Use Policy
		  - Lone Working Policy
		  - Equality Policy
		  - Equal Opportunities Policy
		  - Bullying & Harassment Policy
		  - Asset Register/Inspection Checklist

Sharlston Parish Council, 74 Thorntree Avenue, Crofton, Wakefield WF4 1NT Tel: 07379 653672

E-mail: theclerk@sharlstonparishcouncil.gov.uk

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8.20 – 8.25 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To consider and agree plans to fit and celebrate the new Pride bench on Sharlston Green
8.25 – 8.30 pm	**Planning Applications**	• To consider and decide upon the planning applications as detailed in **Appendix A** • To consider an issue relating to removal of hedgerow in Sharlston and agree on any action required
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 or updates to be published on the Parish Council website, social media, notice boards or external platforms and responsibility for these
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 30th June 2024 • To receive and note a bank reconciliation and budget comparison to 30th June 2024 • To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To consider how many annual reports to order and agree the final proof for printing • To consider initial research on grant bid writers and agree any actions as appropriate • To consider quotes for new fencing and pathway improvements at the allotments and agree any action as appropriate. • To consider a proposal to contribute towards the purchase of anti-parking bollards for the Community School and agree any action as appropriate • 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, 2nd September 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**
Asbestos Consultancy Management Ltd.	Removal of asbestos sheet from allotments (emergency spend)	£192.00 bank transfer
Wakefield Council	TEN Notice for Carol Event	£21.00 card
Defibstore	Replacement defib pads	£79.20 card

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	30.72 DD