Meeting of Sharlston Parish Council held on Monday 3rd June 2024 at

Sharlston Community Centre at 6.30 pm

Present: Cllr R Beacroft
Cllr P Belbin
Cllr J Nicholson
Cllr A Palmer
Cllr S Pollard (Chairperson)
1 member of the public

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

A one-minute silence was then held to remember former councillor and Chairman, June Cliffe MBE who had recently passed away.

23. Apologies for Absence

Apologies were received from Cllrs R Beacroft & J Craig and reasons for absence were accepted.

24. Declarations of Personal Interests

There were no applications for dispensations.

There were no new declarations of interest.

25. Parish Council Vacancies

The Clerk advised that the period of time for an election to be called to fill the vacancy left by Phil Boyes would close on Friday, 7th June. After this, the position could be filled by co-option.

The Clerk confirmed that there were now 5 vacancies on the Parish Council.

A discussion was held around recruitment and it was noted that whilst the Parish Council did need to recruit, it was important that any new councillor fully understood the responsibility and commitment required from the role. Suggestions were made about how to communicate with potential new councillors and help them to get to know current councillors and the role and make it more approachable. It was proposed and RESOLVED to share details of National Volunteer Week as a way of introducing this. Furthermore it was proposed and RESOLVED that recruitment would be reviewed regularly going forward.

26. Minutes of the Previous Meeting

It was proposed and RESOLVED that the minutes of the annual meeting held on 13th May 2024 be accepted as a true record and signed by the Chairperson. The Clerk reminded the meeting that any changes to the minutes needed to be sent to her no later than seven days before the next meeting.

27. Progress Report

The Clerk noted that the new byelaw signs had been fitted although one needed to be moved. Cllr Palmer was thanks for this and agreed to send details of the locations to the Clerk.
The portrait of King Charles III had now been placed in the Community Centre.

The research for the placing of the new defibrillator required further work and would be placed on the next agenda.
Cllr Nicholson gave an update on the recent inspection at the Allotments. A number of proposals had been noted and would now be costed ready for the July meeting. One item – the removal of an asbestos sheet – would be dealt with under emergency spend by the Clerk. One inspection had been deferred due to the tenant's availability and would take place in the next week.
The use of SID by two new volunteers had been passed to the Highways Committee to consider at their next meeting.
The issues with the pavement at Long Row had been reported via Myaccount but Wakefield Council had advised that this was unadopted land. This would be referred back to the Highways Committee for further investigation.
A letter of thanks had been sent to Streetscene for their assistance with clearing two illegal dens.
The letter requesting bulb donations was ready and would be circulated ahead of agreement at the next meeting.
The Clerk had requested support from Wakefield Council for placing wildlife crossing signs in the village and a response was due by 14th June.
Details of key mental health charities had all been shared on Facebook during Mental Health week.
The Annual Governance & Accountability Return had been submitted and displayed on the website and noticeboards.
The two-way traffic sign for Fernside had been purchased and was passed to the Chairperson to display.
The request for support with recording a risk assessment at the Rugby Club was no longer required.
The Clerk confirmed she had once again contacted Wakefield Council for an update on the weed spray of the Rugby Club car park and was awaiting a date for this.
Finally, a further volunteer had been recruited to the planter group.

28. Ongoing Projects

Church / Community Centre

There was no further update from the Diocesan solicitors on this matter. The Clerk had requested this again via the Parish Council's solicitors and they had expressed concern as to how long the process was taking, particularly in light of the donation that the Parish Council had made to surveys and investigations to support a new lease.

Taylor Wimpey transfer of land to Parish Council

Cllr Palmer advised that he had arranged a meeting to discuss the new Pétanque project on Wednesday, 5th June at 3.00 pm. All councillors were encouraged to attend if possible.

The lease for the land currently maintained by the Sports & Social Club was still to be signed by the Club and the Clerk was still chasing this.

Land at Clifton Road

The Clerk had written to the three tenants who were still to pay rent for their garages. She had received notification from the tenant at plot 18 who had confirmed they no longer wanted the garage but advising they had indeed paid their rent to Wakefield Council. The Clerk was following this up as, if this was the case, a refund would be due to the tenant before demolition.
Notification had been received from the executors of the deceased tenant of plot 14. This invoice had been cancelled at their request and the Parish Council could proceed with

demolition. There had been no response from the tenant at plot 10 and the Clerk advised that the Parish Council could proceed with demolition after the 6-week period was up on 1st July.

The Clerk advised that a further document with regards to the handover of the garages was required to be signed by two councillors and this would be done at the end of the meeting.

29. Reports from Committees

It was proposed and RESOLVED that dates for meeting of the Finance & Personnel Committee and the Heritage & Environment Committee be agreed outside of the meeting and published accordingly.

30. Training Update

Cllr Beacroft had attended the Powers, Policies & Procedures webinar on 30th May and had provided resources for sharing. It had been highlighted that a new version of the Standing Orders was now available. The Clerk agreed to add these to the next agenda for consideration / approval.

The Clerk advised that all resources would be uploaded to the Councillor Hub over the summer.

Opportunities were noted as follows:

- The Annual Meeting of the South Pennine Branch of the YLCA – 5th June 7.00pm Mytholmroyd Community and Leisure Centre, Caldene Avenue, Mytholmroyd, Hebden Bridge, HX7 5AX. This session would also be held virtually (hybrid) and any councillor or clerk was able to attend but only two representatives from each council could vote. The speaker had been confirmed as Tamsin Constable – Policy Officer, West Yorkshire Combined Authority covering the Nature Recovery Strategy. Cllr Nicholson agreed to attend this meeting.
- The Chairs Discussion Forum session on the 25th June. The Chairperson agreed to attend this.
- The Regional Training Day – 18th July 2024, Drax Sports and Social Club, Nr Selby, YO8 8PJ 9.00 am – 4.30pm. The Clerk agreed to attend this with Cllr Nicholson.
- The Green Belt & Conservation Areas Planning Webinar - Wednesday, 24th July 6.30 – 8.30 pm. Cllr Nicholson agreed to attend this.

31. Items Requested by Councillors

It was proposed and RESOLVED that the item on Parish Council Communication Strategy be deferred to the next meeting. The Chairperson asked Cllr Nicholson to speak to Cllrs Beacroft and Craig to aid their understanding of the Hub and how this was to be used to support agenda item discussion.

The Chairperson introduced an item on the 'Empower your Council with Technology' App which she had placed for discussion in the Councillor Hub after the last meeting. She asked for ideas about which elements of the app the Parish Council felt would be most useful. It was proposed and RESOLVED that the Clerk begin a short trial of the app focusing on land ownership, asset management and heritage projects. The Clerk agreed to feed back on the cost of this and whether this was worth investment by the Parish Council.

It was proposed and RESOLVED to defer the item on the annual report from the Community Centre Management Committee to the next meeting.

The Clerk shared the final draft of the Annual Report 2024 with the meeting and it was proposed and RESOLVED to make any final changes and re-circulate for sign off by 14th June prior to sending for print.

Plans to collate and analyse the results of the Community Survey 2024 were then considered. It was proposed and RESOLVED that Cllr Beacroft would pull together all responses for

presentation at the next meeting. It was noted that the return rate for the survey would need to be highlighted as part of this. The Clerk agreed to give Cllr Beacroft access to the online results.

Action to lobby the relevant authorities about bus services in Sharlston was then discussed. It was noted that the resident who had raised this issue had been unable to attend the Open Day as planned and it was proposed and RESOLVED to invite them to the next meeting. Cllr Belbin agreed to share details of the West Yorkshire Mass Transit strategy ahead of the next meeting to support discussions.

The meeting then considered plans for Christmas 2024. Cllr Palmer shared plans to display the new Christmas lights in the tree at the Rugby Club for the 80th anniversary of D-Day, as a trial run for Christmas. He explained how these could be linked to an app which could utilise a timer and accompanying music facilities. The Chairperson advised that she had received a donated extension cable to support with this.

Furthermore, it was noted that the date for the Christmas meal had changed to Wednesday, 20th November due to the availability of the Sports & Social Club.

Cllr Palmer also updated the meeting on plans to create a Santa trail around the village using up to two tractors from Farmer Copleys. It was his understanding that the tractors would be decorated and offered free of charge if a suitable trail could be created. It was proposed and RESOLVED that Cllr Nicholson would work on this trail with volunteers from the School PTA, ready for September.

The meeting was advised that the Temporary Event Notice was now in place for the Carol singing event at the Community Centre in December 2024.

Finally, the Clerk confirmed that the Science Day had been booked for the School in November 2024 and she was liaising with the School PTA to make final arrangements.

It was then proposed and RESOLVED to approve the following policies 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.

32. Events/Attendance at Meetings

The following events were noted:

- Featherstone Town Council – Civic Sunday – Sunday, 9th June 10.15 am. Nobody was available to attend.
- Morley Marching Bands Competition SAVE THE DATE – Saturday 23rd June 12.00 – 6.00 pm. Nobody was available to attend.
- Normanton TC - Party @ Haw Hill Park 2024 - Civic Invitation – Saturday, 13th July 4.00 – 9.30 pm. Cllr Nicholson agreed to attend.

The recent Open Day was then discussed. Thanks and well done were noted for Cllr Nicholson who had pulled together a number of volunteers to support with the event and to Cllrs Beacroft and Boyes for attending with the District Councillors on the day.
Feedback was discussed and noted as follows:

- Resident request to look at one way on Clifton Road. This would be passed to the Highways Committee for consideration.
- A request to have SID where the first houses are on Weeland Road opposite 'Gin Lane' which is a 40-mph limit. This would be passed to the Highways Committee for consideration.
- Parking on Heathers. This was currently being considered / monitored by the Parish Council.
- Directions to the surgery. This had previously been investigated by the Parish Council but they had not been able to get buy-in from Wakefield Council or the surgery. It would now be reconsidered given that the Parish Council now owned the adjoining land.
- Heritage/book of history, memoirs of Sharlston. This would be passed to the Heritage & Environment Committee for consideration.
- Issue with a tree raised by a resident. This had been passed to and followed up by District Councillor M Tennant-King.
- Traffic management at Hell Lane/Cow Lane. This would be passed to the Highways Committee for consideration.
- Bollards outside the School to support more considerate parking. It was proposed and RESOLVED that costings for these be brought to the next meeting for consideration.

It was further proposed and RESOLVED that the date for the next Open Day be set as Saturday, 17th May 2025 between 10.00 am and 2.00 pm. A project plan for the day would be considered at the next Parish Plan meeting.

33. Planning Applications

One planning application was highlighted by the Clerk. It was proposed and RESOLVED that then Planning Committee visit the site and report back to the next meeting ahead of a decision being made on any action required.

34. Planning Decisions

Two planning decisions were noted. It was highlighted that the Parish Council's continued objections to one decision had resulted in positive and previously unprecedented action being taken by Wakefield Council to halt further development.

35. Correspondence

The Clerk had previously circulated a list of correspondence from May. Items received after this were advised and Parish Councillors requested items to be forwarded.

36. 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; links to the published agenda on the website; National Volunteer Week; close of Beat the Street.

Cllr Belbin agreed to check on the link between the Parish Council's Facebook & Instagram pages.

37. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 23rd June.

38. Financial & Employment Matters

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

The Clerk circulated the cashbook for May 2024 and a bank reconciliation to 31st May 2024.

The following accounts were then approved for payment.

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
Cllr J Nicholson	Expenses relating to Open Day	£68.84 bank transfer
Aldi	Open Day Refreshments	£19.01 card
Onscreen	Website contract – first Qtr	£225.00 bank transfer
YLCA	Powers, Policies and Procedures training – Cllr Beacroft	£26.30 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	29.40 DD

There were no grant applications.

39. Date & Time of Next Meeting

The next meeting was RESOLVED as Monday, 1st July 2024 at 6.30 pm.

Cllr Palmer offered his apologies for the next meeting.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8.50 pm

Signed: *Susan Pollard* Chair

Date: 1st July 2024