Meeting of Sharlston Parish Council to be held on Monday, 2nd December 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

1.	7.00	**Reminder by the Chairman of the Parish Council's expectations for the audio or visual recording of this meeting**	
2.	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
3.	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
4.	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
5.	7.20 – 7.25 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on, Monday, 28th October 2024 as true and correct records
6.	7.25 – 7.30 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meetings (Note: for information only)
7.	7.30 – 7.40 pm	**Ongoing Projects**	• To note updates on the following projects; - Renewal of lease between St Luke's Church & Sharlston Parish Council for Sharlston Community Centre - Use of land on the Heathers - Use of land off Clifton Road
8.	7.40 – 7.50 pm	**Reports from Committees**	• To receive and consider for decision any updates or recommendations from the Parish Council's Committees: - Finance Committee held on Monday, 18th November 2024 • To agree dates for the following committees: - Highways Committee/Walk - Heritage & Environment Committee
9.	7:50 – 7.55 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
10.	7.55 – 8.20 pm	**Items Requested by Councillors or Dictated by the Annual Schedule**	• To consider a proposal to share the Parish Council's Speed Indicator Device with neighbouring authorities • To consider a proposal to organise free CPR sessions for the village • To consider and decide on plans for Christmas 2024 – standing item • To consider approving the following for a further twelve months: - Tendering Policy (NEW) - Acceptance of Office - Councillor - Allotments Policy (including tenancy agreement) - Allotments Policy Annex A - Livestock Guidance - Gifts & Hospitality Policy - Scheme for Members Allowances - Insurance Register - Health & Safety Policy
11.	8.20 – 8.25 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To note forthcoming date – 80th Anniversary of VE Day – 8th May 2025
12.	8.25 – 8.30 pm	**Planning Applications**	• To consider and decide upon the planning applications as detailed in **Appendix A**
13.	8.30 – 8.35 pm	**Planning Decisions**	• To receive and note the decision notices as listed in **Appendix B**
14.	8.35 – 8.40 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide further action where necessary
15.	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
16.	8.45 – 8.50 pm	**Future Agenda Items**	• To note the Parish Council's Key Dates Calendar • 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)
17.	8.50 – 9.00 pm	**Financial & Employment Matters**	• To receive and note current bank balances as at 30th November 2024 • To receive and note the cashbook at 30th November 2024 • To receive and note a bank reconciliation and budget comparison to 30th November 2024 • To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised

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			• To consider and agree on plans to provide a defibrillator for New Sharlston • To consider quotes for the purchase of a farming heritage bench for the village • To consider a proposal to donate towards the cost of installing wi-fi at Sharlston Community Centre • To consider any grant applications and agree any actions as appropriate
18.	9.00 pm	**Date & Time of next meeting**	• To consider and agree dates for meetings in 2025 • To note the date of the next meeting

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***
22/00482/FUL	Low Farm The Green Sharlston Common Wakefield	Agricultural accommodation	Application refused 24.10.24

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
B & M	White card for name badges	2.00 card
Royal Mail	Annual stamp purchase	165.00 card

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
CPRE	Annual subscription	60.00 DD
Currys	Laptop care plan – 2nd installment	27.33 DD
Royal British Legion	Wreath / donation	50.00 bank trans
Sharlston Angling Club	Grant payment	500.00 bank trans
Farmer Gracy	Spring bulbs	193.05 card
Amazon	Additional Christmas lights	107.08 card
Express Signs	4 x Xmas banners	144.34 bank trans
Thomas Evans	Christmas meal entertainment	80.00 bank trans
SLCC	Annual subscription	150.00 bank trans
Emma King	Salary	
Zoe Kozlowski	Salary	
Zoom	Monthly subscription	15.59 card
Three	Clerk's Mobile Phone	30.72 DD