Meeting of Sharlston Parish Council to be held on Monday, 6th January 2025 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 receive the resignation of Andrew Palmer and note next steps • 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 • To consider a potential review of Parish Councillor numbers in line with Wakefield Council review
5.	7.20 – 7.25 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on, Monday, 2nd December 2024 as a true and correct record
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 • To confirm plans for proposed public consultation on Parish Council projects in February 2025
8.	7.40 – 7.50 pm	**Reports from Committees**	• To review membership of and agree a meeting schedule for the Parish Council's committees in 2025
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 receive an update on final recommendations on the new electoral arrangements for Wakefield Council from the Local Government Boundary Commission for England and agree any action as appropriate • To consider and agree a lease agreement for the sharing of the Parish Council's speed indicator device and agree dates for this to be used in Sharlston in 2025 • To consider approving the following for a further twelve months: - Tendering Policy (NEW) - Allotments Policy (including tenancy agreement) - Allotments Policy Annex A - Livestock Guidance - Insurance Register - Lone Working Policy (updated)
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 consider and decide on a date for a spring litter pick event • To consider and decide on plans for the 80th Anniversary of VE Day – 8th May 2025 • To consider and decide on plans for Remembrance Day 2025 • To consider and decide on plans for Christmas 2025 – standing item
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 31st December 2024 • To receive and note the cashbook at 31st December 2024

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			• To receive and note a bank reconciliation and budget comparison to 31st December 2024 • To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To consider and agree quotes for the Parish Council's insurance in 2025 • To consider and agree on requirements for the Parish Council's grounds maintenance arrangements for 2025 • To consider a proposal to donate towards the cost of installing wi-fi at Sharlston Community Centre • To consider and agree quotes for new signage to support the use of life belts at Sharlston Dam • To consider any grant applications and agree any actions as appropriate
18.	9.00 pm	**Date & Time of next meeting**	• 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*

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Sam Turner & Sons	cables for Xmas lights (emergency spend)	95.96 Card
Amazon	Printer paper	19.90 card
Susan Pollard	Expenses related to carol event	107.18 bank trans

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Woolley Edge Xmas Tree Farm	Long Row Tree	125.00 bank trans
Currys	Laptop care plan – 3rd installment	27.33 DD
Onscreen	email account 25-26 + domain renewal 24 – 30	360 bank trans
Thomas Evans	Singer at carol event	80 bank trans
Emma King	Salary	
Zoe Kozlowski	Salary	
Zoom	Monthly subscription	15.59 card
Three	Clerk's Mobile Phone	30.72 DD