Meeting of Sharlston Parish Council held on Monday 2nd December 2024 at

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin

Cllr J Craig

Cllr D Hampshire

Cllr J Nicholson

Cllr A Palmer

Cllr S Pollard (Chairperson)

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

92. Apologies for Absence

There were no apologies for absence.

93. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

94. Parish Council Vacancies

The meeting was advised that the casual vacancy created by the resignation of Rachel Beacroft was now open to co-option as not enough requests from residents to hold an election had been received.

There were no new applications to consider and no update on the recruitment campaign discussed at the last meeting.

95. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 28th October be accepted as a true record and these were signed by the Chairperson.

96. Progress Report

The Clerk confirmed that she had shared the trusted contractor details with District Cllr Vickers.

The meeting was given an update on the re-siting of the new noticeboard in New Sharlston. Wakefield Council had given the Parish Council permission to move the board but had advised that they must use a contractor with a Steetworks Permit. The Clerk had asked her colleagues at adjoining councils for any contacts as well as asking for advice on the national Clerk's network but had not had any luck. The meeting asked District Cllr Tennant-King for assistance with this.

The Clerk had provided Cllr Nicholson with a spare key for the two Parish noticeboards for the purposes of displaying promotional material.

Cllr Nicholson advised that the varnishing of the volunteer bench at the Community Centre was still to be completed.

The Facebook post about the availability of grit in the village had been completed.

All the collections and remaining merchandise from the Royal British Legion fundraising had been returned. Local businesses had collectively raised almost £600 and it was agreed that the Parish Council arranging this had been a great success.

The Clerk had sent the tree management contact again to the to the Heritage & Environment Committee.

The wildlife warning signs had been installed on Middle Lane/The Green as requested. Cllr Palmer agreed to get some photographs to post on Facebook.

The Health Walks were still to be filmed and posted on Facebook, this would take place in the new year.

The four Christmas banners had been purchased and displayed in the village.

The report from the autumn Allotments inspection was still awaited.

A brief update and discussion took place around the Citizen Coin scheme and Cllr Craig agreed to look at how the Parish Council could possibly utilise the scheme in the village with the involvement of local businesses and bring details to a future meeting. It was suggested that this could potentially be launched at the Open Day 2025.

Additional Christmas lights had been purchased after agreement at the last meeting. Emergency spend had been used to purchase an extension cable to allow thee to be displayed at the Rugby Club. The work to install additional outside sockets had now been completed and the majority of the small Christmas trees were now in place. The tree at Long Row had been delivered and was now in place. The large trees were also in place but the meeting heard that they were still unlit. Some councillors had already reported this on Myaccount and the Clerk was asked to follow this up.

The spring bulbs had been delivered & planted.

The event risk assessments had been created and circulated.

All requested event details & correspondence had been circulated.

The Sublime Science event sponsored by the Parish Council for the Community School had taken place and a short report had been placed in the Hub. The Clerk had also paid the grant to the Angling Club and received confirmation of the spend. The Clerk reminded the meeting that evidence of all grant spend needed to be provided to the Parish Council. The Clerk was asked to provide details of all grants made by the Parish Council so that a round-up could be shared on Facebook.

The Clerk advised that additional GDPR advice had now been received from Wakefield Council and would be an item at a meeting in the new year.

97. Ongoing Projects

Church / Community Centre

The Clerk had requested a further update from the Diocesan Solicitors but nothing had been received. Cllr Nicholson advised that the Community Centre Management Committee had requested that a meeting be set up with the Diocese at the earliest availability as the Committee could not progress any further work at the Centre without a lease in place and some jobs were becoming urgent e.g. the kitchen and decoration. It was proposed and **RESOLVED** that the Clerk set this up. The Clerk was also asked to re-share the lease discussions to date again with councillors.

Heathers' Land

Further details of the pétanque project were awaited and the Clerk was asked to place this on the next agenda.

Land at Clifton Road

Cllr Nicholson reminded the meeting that a pothole had been reported on the land over the summer. The Clerk reiterated the advice given at previous meetings that the land was now the Parish Council's responsibility and maintenance would need to be factored into the budget. Cllr Palmer agreed to look at options to fill in the pot hole before the next meeting.

The Clerk reminded the meeting that the Parish Council had committed to holding a public consultation in February 2025 and that arrangements were still outstanding. It was agreed to revisit this at the next meeting.

98. Reports from Committees

The Clerk had circulated the notes from the Finance Committee held on 18th November. Councillors had requested the opportunity to raise budget proposals and potential cost savings at this meeting following the Clerk's detailed overview and recommendations made to the Committee. The following items were raised:

- Cllr Nicholson would consider the benefits of the Parish Council's membership of the Campaign for the Protection of Rural England and make a recommendation / proposal to the next meeting;
- The membership of the Yorkshire Local Councils' Association would be reviewed before the next renewal;
- The Clerk's mobile phone contract could not currently be reviewed as this was only half way through. The Clerk advised that the cost could not be compared to a personal contract as this had to be a specific business contract due to the nature of the role and was currently higher due to the payment for a new handset – the previous one had been used for 5 years and was in need of replacement;
- It was proposed and **RESOLVED** that the Parish Council's subscription to Zoom be cancelled with immediate effect;
- It was proposed and **RESOLVED** that the Parish Council move away from a printed annual report from 2025 and instead look to provide a short summary report for circulation and utilise the website and Facebook more to share the full report virtually;
- The Parish Council's grounds maintenance contract would be reviewed when it was time for renewal;
- The Clerk was asked to re-share the details of the Parish Council's loan agreement ahead of the next meeting.

The meeting did not feel able to set dates for the quarterly Highways Walk or Environment & Heritage Committee meeting and instead agreed to look at these outside of the meeting. The Clerk reminded the meeting that the Parish Council has agreed to committees being held with all councillors present until recruitment improved.

99. Training Update

The Clerk advised the meeting of the following:

- The agenda for the YLCA Regional Training Day on 21st March 2025 had been agreed. Cllr Nicholson requested a copy of this.
- An email had been shared by the Clerk on the future of free discussion forums held by the YLCA and she encouraged councillors to respond on their views.
- The Clerk had also shared an email about potential future training topics and again encouraged councillors to respond with their ideas.
- The planning hub report was still awaited on the Hub.
- Cllr Hampshire was reminded to book the Flying Start training for new councillors.
- The Clerk advised that she was now unable to attend the Town & Parish Council Liaison Group meeting the following morning and the Chairperson asked that the details be forwarded to her.

100. Items Requested by Councillors

The Clerk had sought advice regarding the sharing of the Parish Council's Speed Indicator Device with other councils and she read this out to the meeting. It was proposed and **RESOLVED** that the Clerk draft a loan agreement for consideration at the next meeting. It was further proposed and **RESOLVED** that the Parish Council charge £25 a day for loan of the equipment. It was noted that dates for SID to be placed out in the village were still to be organised.

Cllr Palmer had shared a proposal to arrange free CPR / lifesaving sessions by the Yorkshire Ambulance Service at the Community Centre. It was proposed and **RESOLVED** that the Clerk arrange these according to availability at the Centre, for the new year.

The final arrangements for Christmas events were then discussed. It was noted that the community Santa tractor event had now been arranged for 9th December and Cllr Palmer agreed to share details for posting on Facebook.

It was then proposed and **RESOLVED** that an additional £200 budget be approved for the Christmas Carol Event and that this be vired from the purchases budget. The Clerk reminded the meeting that the Temporary Event Notice, the Fundraising Licence for the collection for the Yorkshire Air Ambulance and the Parish Council's Public Liability insurance specified that the event must be contained within the grounds of the Community Centre. The Chairperson asked about the suggested road closure that had been discussed earlier in the year and the Clerk reiterated that she had shared the guidance from Wakefield Council about this as well as the concerns about a resident's fall on the land adjacent to Cow Lane at previous meetings. Three councillors said they believed a road closure had been requested and the Clerk advised the meeting that no proposal to request a road closure for the event had ever been made to a Parish Council meeting. The Clerk was asked to share the road closure guidance again with the Chairperson. The Clerk was asked to print and provide a further 30 copies of the carol songbooks.

The Chairperson then advised that £429 had been raised at the recent Christmas meal and it was proposed and **RESOLVED** that this be donated to The Alzheimer's Society. The Clerk reminded the meeting that the Parish Council's agreed Financial Regulations did not permit the holding of cash on either councillor or the Clerk's premises and suggested that all future charitable collections be organised with the charity in advance so that secure cannisters or buckets could be provided. The Chairperson said that an official charity bucket had already been acquired for the carol singing event.

It was then proposed and **RESOLVED** that the following policies be approved for a further 12 months:

- Acceptance of Office - Councillor
- Gifts & Hospitality Policy

- Scheme for Members Allowances
- Health & Safety Policy.

Cllr Nicholson expressed concern that the Allotments Policy and the Insurance Register required updating and proposed that these be deferred to the next meeting by which time she would have provided the required information to the Clerk. It was **RESOLVED** that these policies be deferred.

The Chairperson felt the new Tendering Policy was over complicated for Sharlston Parish Council, therefore suggested that councillors use the hub to put forward ideas for a more user-friendly policy. It was proposed and **RESOLVED** that this be an item on the next agenda.

Cllr Craig had to leave the meeting at this point.

101. Events/Attendance at Meetings

The Clerk had shared all forthcoming events on the Hub and councillors were encouraged to advise her if they wished to attend any of these.
It was noted that the Parish Council would like to mark the 80th anniversary of VE Day in 2025 and initial ideas included displaying the community poppy canopy and placing the lights in the rugby club trees again.

102. Planning Applications

There were no planning applications to consider.

District Cllr Tennant-King was asked to provide a response to concerns raised by a resident on work taking place near his property.

103. Planning Decisions

There was one decision to note. No comments were received.

104. Correspondence

The Clerk had previously circulated a list of correspondence from November. She particularly highlighted the speed reduction scheme details for Weeland Road and the Polling Review update which she had circulated to all councillors.

Items received after this were advised.

The Clerk was asked to share the Adoption of the Wakefield District Biodiversity Net Gain Supplementary Planning Document, updates on the Lithium Battery Campaign, Fuel Poverty details and the City Centre Cumulative Impact Assessment with Cllr Nicholson.

Councillors were reminded that it was now their responsibility to request items of correspondence and to log into the YLCA website weekly.

105. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook, Instagram and the website. The Clerk had noted the following for sharing; charitable collections, carol event, grants update, Santa tractor event, wildlife signs. It was suggested that Facebook posts could be pre-planned / scheduled throughout the month to save time.

Cllr Craig returned to the meeting at this point.

106. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 29th December.

107. Financial & Employment Matters

The Clerk shared the bank balances as at 30th November 2024.

The Clerk had previously shared the cashbook position and bank reconciliation for November 2024.

The following accounts were then approved for payment.

Supplier	Details	Amount/Type
B & M	White card for name badges	2.00 card
Royal Mail	Annual stamp purchase	165.00 card
Cllr Pollard	Christmas meal expenses	160.94 bank transfer

The following payments had been previously approved and made between meetings.

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

Finally, it was proposed and **RESOLVED** to place the plans to provide a defibrillator in New Sharlston on hold due to not being able to provide the required infrastructure to power it. The Clerk advised that the donation towards this would remain ring-fenced in the budget. It was suggested that this be revisited in 6 months and that in the meantime, the Clerk prepare a communication to residents about this.

The Clerk then advised that she had received two quotes for a farming heritage bench. The third quote was still outstanding. It was proposed and **RESOLVED** that whilst the Parish Council were in favour of providing this, it should be deferred until the new financial year given that the cost had not been planned into the budget for 2024/25. Cllrs Craig & Nicholson were still to look at wording for a plaque to go with the bench.

It was proposed and **RESOLVED** that the item on a donation towards the cost of providing wi-fi at the Community Centre be deferred to the next meeting as the required information to consider was not yet available.

There were no new grant applications.

108. Date & Time of Next Meeting

The Clerk presented a proposed schedule of Parish Council meetings for 2025 and these were **RESOLVED.** It was proposed and **RESOLVED** that the next meeting take place on Monday, 6th January 2025.

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

Signed

Paul Belbin

Interim Chairperson

3rd February 2025