Annual Meeting of Sharlston Parish Council to be held on Monday, 12th May 2025 at 6.00 pm at Sharlston Community Centre

The Parish Council will permit members of the public to address the Council between 6.00 and 6.30 pm. 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

6.30 pm	**Reminder by the Chairman of the Parish Council's expectations for the audio or visual recording of this meeting**	
6.30 – 6.40 pm	**Election of Chairman**	• To Elect a Chairman of the Parish Council
6.40 – 6.45 pm	**Acceptance of Office**	• Acceptance of office by the new Chairman
6.45 – 6.55 pm	**Election of Vice-Chairman**	• To Elect a Vice-Chairman of the Parish Council
6.55 – 7.00 pm	**Declarations of Personal Interests**	• To review & agree the Register of Interest form for a further 12 months • 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 members Register of Disclosable Pecuniary Interests • To receive and sign the Code of Conduct / Register of Interest Forms
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	**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
7.10 – 7.20 pm	**Appointments to Committees & Outside Bodies**	• To consider the approval of the Committee Terms of Reference for a further 12 months • To review and agree appointments to Committees & Outside Bodies
7.20 – 7.25 pm	**Review of Delegated Decisions**	• To review and agree the list of Delegated Decisions
7.25 – 7.30 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday, 7th April 2025 as a true and correct record
7.30 – 7.40 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
7.40 – 7.50 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 - To agree the public consultation survey on Parish Projects ready for the Annual Open Day
7.50 – 8.00 pm	**Reports from Committees**	• To receive an update report from the Allotments Committee Inspection on Sunday, 4th May 2025, agree any further action as appropriate • To receive an update on highways issues in the village and consider and agree the use & loan of Sharlston SID in 2025
8.00 – 8.05 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities
8.05 – 8.25 pm	**Items Requested by Councillors / Annual Schedule**	• To review & agree the Expenses for Clerk Policy for a further 12 months • To review & agree the Parish Council's Risk Assessment Policy for a further 12 months • To review & agree the Parish Council's Reserves Policy for a further 12 months • To review and agree the Local Government Transparency Code 2015 for a further 12 months • To consider a draft copy of the Parish Council's Annual Report 2025 and agree further actions as appropriate • To consider a proposal by Cllr Nicholson for 'No Mow May' and agree actions as appropriate • To agree communication protocol for the Parish Council and any actions as appropriate
8.25 – 8.30 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To agree the final plans for Open Day 2025 • To consider agenda items for the YLCA South Pennine Branch Meeting – 4th June 2025 • To consider and decide on plans for the 80th Anniversary of VJ Day – 15th August 2025
8.30 – 8.35 pm	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
8.35 – 8.40 pm	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
8.40 – 8.45 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
8.45 – 8.50 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
8:50 – 8.55 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)
8.55 – 9.00 pm	**Financial & Employment Matters**	• To receive and note current bank balances as at 30th April 2025 • To receive and note the cash book/bank reconciliation and budget comparison to 30th April 2025 • To consider a proposal to donate towards the cost of installing wi-fi at Sharlston Community Centre • To receive, note and agree the internal auditor's report May 2025 • To receive, note and agree the Annual Governance & Accountability Report for the year ending 2024/2025 • To approve the accounts listed in Appendix C for payment and / or note payments previously authorised • To consider a request for additional anti-virus protection & agree actions as appropriate • To consider any grant applications and agree any actions as appropriate
9.00 pm	**Date & Time of next meeting**	• Saturday, 17th May 2025 – Annual Open Day 10am – 3pm • Monday, 2nd June 2025 at 6.30 pm

Signed by: *Emma King* (Clerk to the Council)

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APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*

APPENDIX B - DECISION NOTICES

Application no.	*Location*	*Details*	*Decision*
25/00341/FUL	9 Woodside Crescent Sharlston Common Wakefield WF4 1DP	Demolish existing outbuilding and build a single storey rear extension.	application approved 17.04.25

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Sharlston Playgroup	Grant	£500.00 bank transfer
Julie Winham	Internal Audit Fees	£495.00 bank transfer
Onscreen	Quarterly website hosting & fees	£225.00 bank transfer
Clerks & Councils Direct	Annual subscription	£93.00 bank transfer

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	£30.72 direct debit