Meeting of Sharlston Parish Council held on Monday 3rd March 2025 at

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin

Cllr J Craig

Cllr D Hampshire

Cllr J Nicholson

2 members of the public

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

127. Apologies for Absence

Apologies were noted from Cllr Andy Palmer. District Cllr Steve Vickers has also sent his apologies.

128. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

129.Parish Council Vacancies

Two prospective parish councillors were present and were invited to introduce themselves. It was proposed and **RESOLVED** that Mr Dhonn Atkinson be co-opted to the Parish Council. The Clerk agreed to share all induction materials with Cllr Atkinson.

The Clerk updated the meeting on advice she had received about Cllr Palmer's leave of absence.

There had been no response from the community regarding holding an election to fill the casual vacancy created by the resignation of Susan Pollard. The Clerk had sent the letter of thanks as requested to Mrs Pollard.

The Clerk read out guidance from Wakefield Council regarding a possible reduction in councillor numbers. It was proposed and **RESOLVED** that the Parish Council accept an offer of support with a shared recruitment initiative with other local councils.

It was noted that there was other interest from residents in joining the Parish Council.

130.Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 3rd February 2025 be accepted as a true record subject to the following amendment:

That:

"The Parish Council seeks a formal offer of sale if this is now being offered as an option, so that it can be considered alongside a lease renewal."

Be replaced with:

"The Parish Council seeks a renewal of the peppercorn lease and to clarify if there is an offer of sale."

The minutes were signed by the Chairperson.

131.Progress Report

- It was noted that Cllr Craig was still to undertake identity checks to become a signatory on the Parish Council accounts.
- The report from the autumn allotment inspection was still awaited.
- It was noted that Cllr Nicholson was still to provide a report on the benefits of CPRE membership, this would be added to the next agenda.
- All correspondence had been shared as requested.
- The Clerk had shared a Facebook post on the winter health walk.
- All policies had been updated.
- The LGBCE updates from Wakefield Council had been shared in the Hub.
- Cllr Nicholson reported that she was still to remove the bush on the Green.

132.Ongoing Projects

Church / Community Centre

The Clerk had written to the Parish Council's solicitors setting out the points raised at the last meeting. A response had now been received and the Diocesan solicitors were now indicating that a meeting might cause further delays.

The Clerk was asked to write again stating that, whilst the council was and is still happy to meet with the Church & Diocese to progress the matter, in the absence of a meeting, it is happy for the pre-existing lease to be reinstated. The Clerk was asked to reiterate the current issues facing the Management Committee in applying for grant funding to improve the Centre.

Heathers' Land

The Chairperson had placed details of a possible consultation plan, in the Hub and asked all councillors to consider this and comment so plans could be firmed up at the meeting in April, ready for Open Day.

Land at Clifton Road

The potholes had been filled in and Cllr Hampshire was thanked for her work in organising this.

133.Reports from Committees

The Clerk advised that the year-end procedures were now beginning and reminded the meeting that she would need to prioritise this in the forthcoming weeks. It was proposed and **RESOLVED** that Julie Winham be the Parish Council's internal auditor again for 2025. The Clerk also requested the invoice for the Community Centre room hire so that this could be paid before the end of March.

The Clerk then read out an update from Wakefield Council on outstanding highways issues. It was noted that the yellow lines at the junction of Grime Lane/Weeland Road were expected before the end of March and the public consultation with regards to the speed limit on Weeland Road was expected in the next two weeks.

The Clerk also advised that she had circulated the invoices for allotment rent.

The annual inspection of the Rugby Club was due and the Chairperson, Cllrs Nicholson & Craig all agreed to support this. The Clerk agreed to liaise with the Club to find a suitable date.

134.Training Update

No training had taken place since the last meeting. The Clerk shared current opportunities for consideration.

It was noted that Cllr Hampshire and now Cllr Atkinson would need to complete Flying Start training. Cllr Hampshire reported that she and Cllr Nicholson could still not access the YLCA page. The Clerk agreed to contact the YLCA on their behalf to resolve this.

135.Items Requested by Councillors

Free CPR sessions for residents in the Community Centre

The Clerk was asked to investigate if the provider could send over some dates in June / July for consideration.

New litter bin near the Community Garden

Cllr Nicholson proposed that the Parish Council consider purchasing a closed litter bin to be placed behind the food outlets/Club on Weeland Road and adjacent to the community garden. This was due to the current bins being open and litter being blown out of them. It was noted that the Club had offered to pay for this being emptied if so. The Clerk was asked to look at some costings for this that could be considered at the next meeting.

Policies to Consider

It was proposed and **RESOLVED** that the new Contractors & Volunteer Policies be approved for the following twelve months.

It was further proposed and **RESOLVED** that the Parish Council's Standing Orders and Grant Application Form & Guidance be approved for a further twelve months.

136.Events/Attendance at Meetings

No events had been circulated for consideration.

Spring Litter Pick

Cllr Nicholson reported that she had placed a poll on Facebook regarding the litter pick.

80th Anniversary of VE Day – 8th May 2025 & VJ Day – 15th August 2025

Cllr Nicholson agreed to check with the Poppy Canopy Group about their plans and report back to the next meeting. It was noted that there were plans to create a purple canopy and knitted soldiers for bollards in the village.

The Clerk was asked to check with the Church & local clubs about their plans for the two events. She was also asked to create a Facebook post about community plans.

The Chairperson agreed to speak to Cllr Palmer about displaying the Parish Council lights again.

The guidance from the Royal British Legion on beacons and flag flying was noted.

It was agreed that there was probably more scope to arrange something for the commemoration of VJ day in August.

Parish Council's Open Day – 17th May 2025

It was proposed and **RESOLVED** to replicate last year's event as this had been really successful. The Clerk agreed to report back on progress with external partners attending and to create a schedule for parish councillor support on the day.

The Chairperson again highlighted the main elements of the suggested consultation including three presentations to residents through the day.

It was agreed to start advertising the event now to get it in resident calendars.

Remembrance Day 2025

It was proposed and **RESOLVED** to revisit this at the September meeting.

Christmas 2025 – standing item

It was proposed and **RESOLVED** to revisit this at the June meeting. The Clerk encouraged the meeting to continue to share ideas and reviews in the Hub

Cllr Craig agreed to create a questionnaire for residents to complete at Open Day about Christmas arrangements.

137.Planning Applications

One application was considered without comment.

138.Planning Decisions

There were no decisions to note.

139.Correspondence

The Clerk had previously circulated a list of correspondence from February and she highlighted items received after circulation. Cllr Nicholson asked to receive the items relating to the lithium battery campaign, emergency procedures and Keep Britain Tidy.

140.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; Open Day, VE & VJ Day, litter pick event.

141.Future Agenda Items

The Clerk reminded everyone to forward any items to her by 26th March. Items noted included allotment signage, spring health walk and planters.

Cllr Nicholson raised that the refresh of spring planters was due according to the community calendar and highlighted a suggestion to replace winter planting which had not been successful with spring bulbs which would create consistency across the planters, survive better without watering, be simpler and more cost effective and foster biodiversity more effectively. This could be repeated in the autumn too. In the summer, it was suggested that Candela Marigolds would provide colour and depth with little maintenance. It was further suggested that volunteers could add to this depending on how much time they could offer. This suggestion was agreed in principle with a full proposal on costings expected at the next meeting.

142.Financial & Employment Matters

The Clerk shared the bank balances as at 28th February 2025.

The Clerk had previously shared the cashbook position and bank reconciliation for February 2025

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

Supplier	Details	Amount/Type
Emma King	Expenses Sept 24 – Mar 25	52.25 bank trans
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	30.72 DD

The Clerk then presented the quote for Wakefield Council's grounds maintenance contract for 2025/26. It was proposed and **RESOLVED** that this be accepted in principle subject to the land at the side of the Club (now maintained by the Club) being removed and an additional hedge cut at the allotments being

added (quote shared). It was further proposed and **RESOLVED** that a tender exercise for this contract take place in good time ahead of renewal in 2026.

It was proposed and **RESOLVED** to defer the item on wi-fi at the Community Centre to the next agenda.

It was proposed and **RESOLVED** to proceed with the lowest quote for new signage at Sharlston Dam.

It was proposed and **RESOLVED** to proceed with the only quote received to replace the notice board at New Sharlston.

It was proposed and **RESOLVED** to agree the grant application received from Sharlston Fishing Club. An update was suggested to the asset check sheet as a result.

143.Date & Time of Next Meeting

It was proposed and **RESOLVED** that the next meeting take place on Monday, 7th April 2025.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8.57 pm.

Signed

Paul Belbin

Interim Chairperson

7th April 2025