Meeting of Sharlston Parish Council to be held on Monday, 1st December 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 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, 3rd November 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 an update on the renewal of the lease between St Luke's Church & Sharlston Parish Council for Sharlston Community Centre and agree any actions as appropriate • To consider an update on projects identified by the community survey and agree any actions as appropriate • To consider options for funding Parish Council projects and agree any action as appropriate
8.	7.40 – 7.50 pm	**Reports from Committees**	• To note any updates from the Parish Council's Committees and agree any action as appropriate
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 – 8.05 pm	**Items Requested by Councillors or Dictated by the Annual Schedule**	• To consider the approval of the following policies for a further 12 months: ➢ Gifts & Hospitality Policy ➢ Scheme for Members Allowances ➢ Insurance Register ➢ Health & Safety Policy ➢ Acceptance of Office - Councillor ➢ Volunteer Policy ➢ Contractors/Procurement Policy ➢ Biodiversity Policy ➢ Climate Action Plan
11.	8.05 – 8.25 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To consider and agree on final plans to celebrate Christmas 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 2025 • To receive and note the cashbooks as at 30th November 2025 • To receive and note a bank reconciliation and budget comparison to 30th November 2025 • To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To consider the draft budget for 2026/2027 and agree any actions as appropriate • To consider any grant applications and agree any actions as appropriate
18.	9.00 pm	**Date & Time of next meeting**	• To note and agree meeting dates for 2026.

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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**
Amazon	Cable ties for Xmas lights	19.06 card
PKF Littlejohn	External Audit costs	504.00 bank transfer
SJ Wakefield	Fence repair	278.00 bank transfer
Engraving World	Memorial plaque	27.00 card
Wakefield Council	TEN Application	21.00 card
Amazon	Charity collection buckets	24.99 card
World of Sweets	Sweets for Santa Tractor event	81.53 card

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	32.10 DD