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

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin
Cllr J Craig
Cllr D Hampshire
Cllr A Palmer

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

71. Apologies for Absence

Apologies were noted from District Cllr Haslam.

72. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

73. Parish Council Vacancies

The Chairman asked for acceptance of Cllr D Atkinson's resignation and this was **RESOLVED.** The Clerk agreed to write a letter of thanks to Mr Atkinson.

The Chairman then advised that he had received a request from Cllr J Nicholson for a leave of absence of up to 6 months. It was proposed and **RESOLVED** to accept this and review in May 2026 unless Cllr Nicholson felt able to return sooner. The Clerk agreed to write a letter to Cllr Nicholson confirming this.

There were no current applications for the Parish Council's vacancies.

The Clerk reminded the meeting that the work on recruitment posters and an online recruitment campaign was still to be completed.

74. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 6th October 2025 be accepted as a true record.

75. Progress Report

The Clerk advised that the bank mandate had now been counter-signed by Cllr Craig and would be submitted.
It was noted that the planter on the High Street was still to be repaired and Cllr Palmer agreed to look at this when time permitted.
The Clerk had arranged another website meeting on 11th November and would provide a further update under item 10.
The CPR sessions at the Community Centre & the Rugby Club were still to be arranged and it was noted that these would need to be postponed until the Parish Council had further capacity.
The Clerk had responded to Wakefield Council regarding grit provision and had posted on Facebook about maintenance of the grit bins

The Clerk had also posted on Facebook promoting school governor vacancies at the community school.
The signs for the allotment about parking, the considerate parking signs for the Rugby Club and the Christmas banners had all been collected and Cllrs Hampshire, Craig and Palmer agreed to take these to be put up.
The Clerk noted that the new accounting software would be considered as part of the new budget setting process.

76. Ongoing Projects

Church / Community Centre

The last update from our solicitors was on 9th October to say that a meeting of the Diocese would be taking place that month. The Clerk agreed to chase a further update after this meeting. The Clerk still needed to agree a date to meet with the Chair of the Management Committee once the lease was received to look at this and other outstanding issues (latest committee membership for our website, booking details for the centre, 2025 annual report and partnership agreement between the Parish Council & the Management Committee). The Clerk advised that the Church had posted an update on the maintenance of the trees on Facebook.

Projects & Funding

The Clerk advised that District Cllr Appleyard had been due to attend the meeting but must have been held up. She would be invited again to a future meeting. Ideas for projects to discuss with her were; the pétanque court, a memorial wall commemorating the village's rich history including rugby heritage, the farming bench and an easter supper.
The Clerk reminded the meeting about potential funding options including from Morgan Sindall and Wakefield Council.

77. Reports from Committees

There had been no committee meetings since the last meeting of the full council.

The new allotment tenant had started and this was going well.

The remaining asset inspection was still to be arranged and would now take place in the new year due to capacity.

The Finance & Personnel Committee needed to meet this month. A date would be agreed outside of the meeting.

78. Training Update

The Clerk had requested new dates for the Flying Start training to pass to Cllr D Hampshire.

Feedback from the recent Talking Tables had been shared with the Council. The Clerk advised that Cllr Nicholson's place had been fully refunded.

The Town & Parish Council Liaison Group meeting would be held on Tuesday 11th November at 10.30 am on Teams. The Clerk would be attending and anyone else was welcome.

Other training opportunities continued to be shared in the Hub and Councillors were reminded to keep checking to see a list of forthcoming opportunities.

79. Items Requested by Councillors

The Clerk advised that a request for a new memorial plaque on the millennium bench had been received. It was proposed and **RESOLVED** that this be accepted and that the Clerk liaise with the resident to arrange.

With regards to the Parish Council's .gov.uk domain, the Clerk advised that the Parish Council now needed to move this to a new registrar. The current host would support with this and had made a recommendation. Further updates would be brought when this was arranged.

The current host could still continue to manage the website.

Once this was completed, the Clerk would investigate options for council specific email addresses. The Parish Council would need to buy the licenses and then these would be interchangeable if councillors leave.

A couple of options had already been investigated following the Talking Tables training and quotes would be sought in the new year following discussion with the website host later this month.

It was proposed and **RESOLVED** to approve the following policies for a further 12 months:

- Co-option Policy
- Financial Regulations (updated 2025)

The Clerk advised that she had received further information that the gym in New Sharlston would be able to leave the gate unlocked if a new defibrillator was sited there. The Chairman suggested that further discussion / research take place when the remaining asset check took place and that this item be placed on the agenda after this.

The item on a new format for Clerk appraisal was referred to the Finance & Personnel Committee.

A discussion about the CCTV equipment at the Rugby Club took place. The Clerk had been asked to seek quotes to add remote viewing options but after attending training with the YLCA, she had discovered that this would require additional legislation due to Data Protection requirements. She had also been advised that the only organisation that could request the sharing of footage was the Police. She reiterated that the sole purpose for having CCTV was the protection of the Parish Council's asset and the prevention of crime / damage to it and it was fulfilling this. The instructions for use, policy and access report had all been shared with councillors and it was noted that both the Clerk and Chairman had keys to access the equipment and that this should only be done with two people present. It was proposed and **RESOLVED** that no further action was required.

A resident had contacted the Parish Council volunteering to host the Speed Indicator Device (SID) before the end of the year. This would be arranged for the following week. All Councillors had received instructions on how to use SID and could request training at any time. The meeting was reminded that SID could be used by volunteers at any time providing access to the Community Centre was pre-arranged, a risk assessment was completed and transport was organised.

80. Events/Attendance at Meetings

All forthcoming events had been shared via the Hub.

The Clerk advised that the Villa had kindly offered to work in partnership with the Parish Council to sell poppies in the village as the Poppy Appeal representative had not been contactable this year. A new representative had now been in touch and would work with the Parish Council in 2026. The Clerk had purchased the wreath and made a donation to the Royal British Legion on behalf of the Parish Council. Arrangements were agreed for Remembrance Sunday.

Christmas arrangements were then confirmed:

Carol singing & hot supper on Friday 12th December at the Sports & Social Club: The Clerk agreed to check final arrangements with the Club and the singer following bookings made over the summer. The meeting noted that the Clerk had contacted five caterers with limited success but that one had agreed to provide a pie and pea supper with children's and special dietary options for £7.50 a head which was within the Parish Council's budget. It was proposed and **RESOLVED** to accept this quote and to cater for 80 people. There was then a discussion about the charities that the Parish Council wished to support this year and it was proposed and **RESOLVED** that Memory Action Group and Combat Stress be supported. In terms of selling tickets, it was proposed and **RESOLVED** that admission to the singalong be free with tickets sold at £3 per adult (children free) with all proceeds being split between the two charities. The Clerk agreed to promote the event and arrange all licenses and collection buckets. Cllr Craig agreed to organise the tickets and to contact previous attendees of the Christmas meal to invite them to this event.

Santa Tractor – Monday 15th December: It was proposed and **RESOLVED** to use the same route as in 2024 and begin this at 6.00 pm. The Clerk agreed to promote this and ask for volunteers to support on the night. Councillors asked that the charity collections continue at this event and the Clerk agreed to extend the licenses to allow this. It was proposed and **RESOLVED** to purchase 500 bags of sweets to hand out to children at the event.

Christmas Lights: As requested, the Clerk had purchased additional lights for the rugby club trees and red wheels as well as additional batteries & cable ties. Cllr Palmer agreed to coordinate the putting up of the lights.

Businesses/small lit trees: As requested the Clerk had sent letters to all businesses with expectations for lighting the trees but asked that this continue to be monitored. The trees would be installed the week commencing 17th November.

Large Trees: The Clerk had been contacted by Wakefield Council and had requested the same arrangements as in previous years for the trees at the top of Cow Lane and at the junction of High Street / Crossley Street. She was now chasing an official order so that she could ensure an accurate cost.

Long Row: As requested, the large tree for the end of Long Row had been ordered and was expected by the 24th November.

It was proposed and **RESOLVED** that the lights switch on be agreed for Friday, 28th November.

Finally, it was confirmed that the Christmas Pantomime would be held by the Rugby Club on 30th November and it was agreed to promote this on Facebook.

81. Planning Applications

One application was considered and noted without concern.

82. Planning Decisions

There were no decisions to note.

83. Correspondence

The Clerk had previously circulated a list of correspondence and she highlighted 4 items received after circulation. There were no comments / actions.

84. 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; Christmas events, littering.

85. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 23rd November.

86. Financial & Employment Matters

The Clerk shared the bank balances as at 31st October 2025.

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

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

Supplier	Details	Amount/Type
Express Signs	New signs – parking, allotments & Xmas	£571.62 bank transfer
YLCA	Talking Tables Training – E King	£105.00 bank transfer
CPRE	Annual Donation	£60.00 DD
Poppy Shop	Wreath & donation	£49.99 card
Amazon	Cable ties for Xmas lights	£22.05 card
Amazon	Batteries for Xmas lights	£32.89 card
Christmas Direct	Xmas lights	£100.91 card
Currys	Laptop Repair Plan	£29.67 DD
Onscreen	Monthly website support payment	£75.00 SO

The following payments had been previously authorised and were noted.

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

The Clerk then updated the meeting on the conclusion of the external audit and advised that the final report had now been received and published. There had been no concerns raised.

The Clerk was still seeking an additional quote for the grounds maintenance contract.

The Clerk had contacted neighbouring councils for suppliers of commemorative benches and two had responded. As a result, a second quote had been sought. This was significantly more than the previous one so the Clerk agreed to continue sourcing a third quote.

It was proposed and **RESOLVED** to defer the item on wi-fi until the conversation with the Management Committee had taken place.

Finally, a grant application was considered. All evidence had now been provided and it was proposed and **RESOLVED** that the grant be approved.

87. Date & Time of Next Meeting

It was proposed and **RESOLVED** that the next meeting take place on Monday, 1st December 2025 at 6.30 pm.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8:50 pm.

Paul Belbin Chair

1st December 2025