Meeting of Sharlston Parish Council held on Monday 1st December 2025 at

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin

Cllr J Craig

Cllr A Palmer

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

88. Apologies for Absence

Apologies were noted from Parish Councillor D Hampshire and District Cllrs S Haslam & M Tennant-King.

89. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

90. Parish Council Vacancies

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

It was proposed and **RESOLVED** that work on recruitment posters and an online recruitment campaign would be re-started in the new year.

91. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 3rd November 2025 be accepted as a true record.

92. Progress Report

The Clerk advised that she would be looking at additional quotes for the grounds maintenance contract, the farming bench, new email accounts and accounting software over the Christmas break. Other items deferred to the new year were the CPR sessions, asset check, location for the new defibrillator and the repair of the damaged planter.
The Clerk had posted on Facebook about the litter issue in the village, encouraging people to be more considerate.
Families First had been notified that their grant application had been successful and the Clerk would pay the invoice for the grotto event when received.
The Clerk had written to Mr Atkinson and Cllr Nicholson to accept their resignation and leave of absence respectively.
The bank mandate changes had been submitted but no update received yet.
A further website meeting had been held and with the exception of the policies on tonight's agenda, the website was now up to date and could be managed mainly in-house from now on.
The considerate parking sign at the allotment had been put up. The parking signs at the rugby club would be put up when the season started again in February. The Christmas banners would be put up shortly.

93. 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. There had been no further updates since and the Clerk would continue to chase. 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, annual report and partnership agreement between the Parish Council & the Management Committee).

Projects & Funding

District Cllr Appleyard had attended the start of the meeting to discuss support for the pétanque court project, a memorial wall / seat commemorating the village's rich history including rugby and farming heritage. She had committed to investigating resources and funding to share with the Clerk. DC Appleyard was thanked for her support and further updates would be shared in due course.

94. Reports from Committees

The Finance & Personnel Committee had met on 10th November and discussed recent updates, current budget position, draft budget 2026/27, insurance arrangements for 2026, and final appraisal format.

95. Training Update

The Clerk was still awaiting new dates for the Flying Start training to pass to Cllr D Hampshire and these were expected in the new year.

The Clerk also gave feedback on the recent Town & Parish Council Liaison Group meeting where agenda items had included the Safe Space Scheme, Christmas lights, heritage planning, use of lamp posts and littering/dog fouling issues.

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

96. Items Requested by Councillors

It was proposed and **RESOLVED** to approve 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

97. Events/Attendance at Meetings

Good feedback had been received for the Parish Council's support of Remembrance Day 2025. The partnership with Sharlston Villa in selling poppies had been welcomed with the current capacity of the council and the representation at the wreath laying had been warmly received.

Christmas arrangements were then confirmed:

Carol singing & hot supper on Friday 12th December at the Sports & Social Club:
Unfortunately, the regular singer for this event had been double booked and the Clerk had arranged for an alternative entertainer to support. The Club was all set to host the event and was being very supportive with the arrangements. The Clerk had also confirmed the caterer who would supply a pie & pea supper with options for dietary requirements and children. Both chosen charities had provided marketing materials and the Clerk had obtained the relevant licences for the event and charity collections. She had also purchased charity collection buckets to make this easier to manage. Cllr Craig was managing the contact of previous attendees and the Clerk was managing the sale of tickets. Cllr Craig would also be donating some glow sticks for the event. It was proposed and **RESOLVED** to visit the club the following week to finalise all arrangements.

Santa Tractor – Monday 15th December:
Cllr Palmer confirmed that everything as on track for this event. The Clerk had ordered the sweets to hand out and would ensure the collection buckets were ready. It was agreed that more volunteers would be helpful and the Clerk agreed to make a request on Facebook.

Christmas Lights:
Cllr Palmer requested some additional lights and supplies for the display. This was proposed and **RESOLVED.** It was suggested that further displays could be added to the rugby ground in future years.
The light switch on had been successful if not completely coordinated and the Clerk would create a Facebook post once all the banners were in place.

Finally, it was confirmed that the school were thrilled to receive a donation from the Parish Council and were currently agreeing a suitable event to part fund.

One other event – the Mayor's coffee morning at Featherstone Town Council was shared.

98. Planning Applications

There were no applications to consider.

99. Planning Decisions

There were no decisions to note.

The Clerk raised a concern which had been passed to her from a local resident about a licensing application. She confirmed that she would be asking for some advice on their behalf, from Wakefield Council.

100. Correspondence

The Clerk had previously circulated a list of correspondence and she highlighted 5 items received after circulation. There were no comments / actions.

101. 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 & lights.

102. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 28th December.

103. Financial & Employment Matters

The Clerk shared the bank balances as at 30th November 2025.

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

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

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

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 that whilst the new budget was drafted, further tweaks were required and given not all councillors were present, she suggested bringing this to the next meeting for approval. It was proposed and **RESOLVED** to defer this item to the January agenda.

The Chairman updated the meeting that a nominal figure of £17.50 a month had been notified for wi-fi at the Community Centre and that an official request for a donation of half of this would be submitted by the Management Committee shortly.

There were no grant applications to be considered.

104. Date & Time of Next Meeting

A meeting calendar for 2026 was shared. It was proposed and **RESOLVED** that this be agreed and that the next meeting take place on Monday, 5th January 2026 at 6.30 pm. The Clerk agreed to share the calendar with District Councillors and the Neighbourhood Police.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8:40 pm.

Paul Belbin Chair

5th January 2026