Meeting of Sharlston Parish Council held on Monday 2nd February 2026 at

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin
Cllr J Craig
Cllr A Palmer
District Cllr Vickers
1 Member of the Public

Standing Orders were suspended until 7.05 pm to allow the public session to complete (three members of the public left the meeting after this session).

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

122. Apologies for Absence

Apologies were noted from Parish Cllr D Hampshire & District Cllrs S Haslam & M Tennant-King. The ongoing absence of Parish Cllr Nicholson were noted.

123. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

124. Parish Council Vacancies

It was proposed and **RESOLVED** that Andrew Blanchard be co-opted as a Parish Councillor. The Clerk agreed to forward confirmation & induction materials to Cllr Blanchard.

It was proposed and **RESOLVED** that a recruitment poster, created by Cllr Palmer, be shared on social media.

125. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 5th January 2026 be accepted as a true record.

126. Progress Report

The Clerk advised that the remaining asset check would be arranged when the weather improves.
The CPR sessions were still to be arranged.
Cllr Palmer agreed to spray the damaged planter.
The Chair had chased the updates to the bank mandate and was awaiting a response.
Cllr Craig would be speaking to the rugby club this month to arrange to display the considerate parking banners.
The Clerk would be contacting the community school this month to arrange feedback from the theatre visit that the Parish Council had donated towards.
The Clerk advised that she had shared the 'safe space' details with Wakefield Council.

With regards to research on managed hanging basket & planter services, the Clerk had contacted a number of companies and was collating quotes for consideration at the next meeting.
Costs for lamp post testing had been confirmed – this lasted for 3 years and was £100 per post. The Clerk agreed to share details of the last test.
The 2026/27 budget had been updated & circulated, and the Clerk had requested the agreed precept.
The Clerk had renewed the annual insurance arrangements for the Parish Council.
It was noted that the service on the CCTV at the rugby club was due and the Clerk asked councillors to share their availability for the appointment.
Finally, the Clerk shared details of funding for a defibrillator via the British Heart Foundation. She would explore what was needed. Cllr Craig agreed to follow up on the possibility of housing this at the site of an old phone box.

127. Ongoing Projects

Church / Community Centre

The Clerk had followed up on the outcome of the meeting of the Parochial Church Council, but our solicitor had advised that this had not yet been shared with the Diocese. 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, donation for wi-fi provision and partnership agreement between the Parish Council & the Management Committee).

Projects & Funding

Cllr Appleyard had shared an update with the Clerk, and a number of funding / support opportunities had now been passed to the Clerk. It was proposed and **RESOLVED** that the Clerk respond to these and request meetings and or further clarification ahead of the next meeting. Potential projects would be agreed under the Parish Plan item, later on the agenda.

128. Reports from Committees

There had been no committee meetings since the last meeting.

129. Training Update

Cllr D Hampshire had completed Flying Start 2 on 20th January. The Clerk was awaiting dates for session 1 to share with both Cllr Hampshire and now Cllr Blanchard.

The Clerk had attended training on Business Continuity Planning on 22nd January and would be bringing the draft plan to the next meeting for review.

The next YLCA Training Day on 12th March was shared again.

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

130. Items Requested by Councillors

It was proposed and **RESOLVED** to approve the Acceptance of Office (Chairman) and the Green, Open Spaces & Trees Management Policy for a further 12 months.

The Clerk advised that now all existing policies were up to date on the website, she would be introducing any new or missing policies on a monthly basis. It was proposed and **RESOLVED** to approve the following new policies for the next 12 months:

- Investment Policy

- Risk Management Policy
- IT Policy

131. Events/Attendance at Meetings

There were no invitations to consider.

There was an initial discussion about plans for Open Day 2026. It was proposed and **RESOLVED** to deliver the day in a similar format to 2025. The Clerk agreed to start contacting potential exhibitors. It was agreed that the survey/presentations had worked well last year and should be repeated. In addition, display boards with project updates were requested.

It was proposed and **RESOLVED** that the event run from 10am – 2pm with councillors attending on a rota basis.

It was also proposed and **RESOLVED** that the Clerk prepare & order the annual report summaries to be available at the Open Day.

Finally, it was proposed and **RESOLVED** that residents be invited to share memories & resources of Sharlston for the start of the heritage project. Cllr Palmer suggested tying this in with the Rugby League 'hall of fame' event happening soon.

The Clerk gave the following update on Christmas plans for 2026:

The Christmas meal for older and vulnerable residents had been booked for Wednesday, 25th November 2026 at the Sports & Social Club and Johnny Evans had agreed to provide the entertainment for this event. The Clerk was preparing some printed invitations to send to those on the contact list held for interested parties.

The carol singing & refreshments had been arranged for Friday, 18th December 2026 and again, Johnny Evans was booked to lead this event. Cllr Palmer would be contacting potential venues to host.

Cllr Palmer would be reviewing the route and timings for the Santa Tractor event.

The Clerk had shared all events in a 'save the date' post on Facebook and would continue to share on a monthly basis through the year.

The Clerk had approached the new pharmacy who were positive to sponsoring a small Christmas tree in 2026. Two new leads for the trees had been purchased.

Cllr Palmer and Cllr Craig were still working on the provision of Christmas inflatables for 2026.

Sponsorship of the Christmas displays was still to be considered. It was suggested that a sponsorship package for all council assets be considered.

Additional posts & electrical testing would be required in good time for the Christmas period in 2026.

132. Planning Applications

There were no planning applications to consider.

133. Planning Decisions

There was one planning decision which was noted without comment.

134. Correspondence

The Clerk had previously circulated a list of correspondence, and she highlighted 7 items received after circulation. There were no comments / actions.

135. 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; SID review, Christmas plans, recruitment campaign, spring bulbs and school donation.

136. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 22nd February.

At this point all non-Parish Councillors left the meeting.

137. Financial & Employment Matters

The Clerk shared the bank balances as at 31st January 2026.

The Clerk had previously shared the cashbook position and bank reconciliation for January 2026.

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

Supplier	Details	Amount/Type
Combat Stress	Donation from Xmas Events (inc gift aid)	£116.70 card
Dan Verity	Removal of small Xmas trees	£240.00 bank transfer
Memory Action Group	Donation from Xmas Events	£111.20 bank transfer
Christmas Direct	New lead for small Xmas tree	£23.97 card
YLCA	Flying Start 2 – Cllr Hampshire	£36.50 bank transfer
YLCA	Business Continuity Planning – E King	£27.40 bank transfer

The following payments had been previously authorised and were noted.

Supplier	Details	Amount/Type
SLCC	Annual Subscription	£158.00 Card
Zurich Insurance	Annual Renewal	£1673.93 bank transfer
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	£36.11 DD

The Clerk then presented two grant applications that had been previously circulated to councillors. She confirmed that both met the required criteria.

It was proposed and **RESOLVED** that grants be awarded to Sharlston Angling Club and Families First.

138. Date & Time of Next Meeting

It was proposed and **RESOLVED** that the next meeting take place on Monday, 2nd March 2026 at 6.30 pm.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8:55 pm.

Paul Belbin

Chair

2nd March 2026