Meeting of Sharlston Parish Council held on Monday 5th January 2026 at

Sharlston Community Centre at 6.30 pm

Present: Cllr P Belbin

Cllr J Craig

Cllr D Hampshire

Cllr A Palmer

District Cllrs Haslam & Vickers

1 Member of the Public

Before the meeting began, a minutes silence was held to remember former Parish Councillor George Balaam who had recently passed away.

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

105. Apologies for Absence

Apologies were noted from District Cllr M Tennant-King. The ongoing absence of Parish Cllr Nicholson were noted.

106. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

107. Parish Council Vacancies

There were no current applications for the Parish Council's vacancies. An interested party was attending the meeting to understand more about the role with a view to considering an application.

It was proposed and **RESOLVED** that work on recruitment posters and an online recruitment campaign would be considered in 2026.

108. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 1st December 2025 be accepted as a true record.

109. Progress Report

The Clerk advised that the CPR sessions and repairs to the damaged planter were still outstanding.
It was noted that the invoice for the Santa Grotto event delivered by Families First, had been paid in lieu of a grant to the organisation.
The Chair advised that he was still following up on the bank mandate changes.
The Clerk had added the final policies to website with Onscreen and further updates could now be handled in-house.
The considerate parking banners were scheduled to be installed next month when the rugby season restarted.

The Clerk was following up on the Christmas donation to the Community School and a photo opportunity would be arranged.
All Christmas activities had been shared on Facebook and there had been good feedback & engagement.
Finally, the Clerk had shared the Parish Council's calendar with the District Councillors and the Neighbourhood Police Team.

110. Ongoing Projects

Church / Community Centre

There had been an update from our solicitors just before Christmas to say that the meeting of Parochial Church Council was scheduled for early in the new year and that this would be chased accordingly. 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

There were no further updates at present though Cllr Palmer had done further research on pétanque provision over the Christmas break.

111. Reports from Committees

There had been no committee meetings since the last meeting.

Dates for the remaining asset check and annual review of the Parish Plan would be arranged after the meeting.

112. Training Update

The Clerk provided the new dates for the Flying Start training to Cllr D Hampshire and arranged to book part 2 for her on 20th January.

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

The Clerk also gave feedback on the Safe Space Scheme discussed at the recent Town & Parish Council Liaison Group meeting. It was proposed and **RESOLVED** that she provide details of local, possible venues for safe spaces in an emergency, to Wakefield Council.

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

113. Items Requested by Councillors

A discussion took place around planter and hanging basket provision for 2026.

The Clerk advised that there had been no spend on this provision in 2025 thanks to kind donations and community support.

It was proposed and **RESOLVED** that the Clerk obtain requirements & costings for lamppost testing and managed provision services ahead of the next meeting. This would allow further discussion around a hybrid managed / volunteer project in 2026.

It was proposed and **RESOLVED** to approve the Lone Working Policy for a further 12 months.

114. Events/Attendance at Meetings

One event from Normanton Town Council was shared.

The Clerk also shared details of the forthcoming YLCA Joint Branch Meeting on 17th January.

Good feedback had been received for the Parish Council's Christmas provision in 2025 and the Clerk encouraged the meeting to build on this and make plans early for 2026.

The following activities were proposed and **RESOLVED:**

Christmas Meal for older and vulnerable residents the Clerk was asked to book the Sports & Social Club as well as Johnny Evans for the entertainment, on Wednesday, 25th November 2026. It was suggested that printed invitations be created and sent to the contact list held for interested parties.

Carol singing & refreshments The Clerk was asked to book Johnny Evans to lead this event on Friday, 18th December 2026. Cllr Palmer would speak to different venues about this as it was noted that an outdoor venue, close to a Christmas tree, would be preferable.

Santa Tractor Cllr Palmer agreed to review the route and timings for this event to ensure as much coverage and communication as possible on the night.

Christmas Lights It was suggested that a further local business be approached to host a small lit Christmas tree in 2026 and it was proposed and **RESOLVED** that the Clerk purchase another lead for this. Cllr Palmer and Cllr Craig agreed to look at provision of Christmas inflatables for 2026 ahead of discussion at the next meeting. There was a suggestion of asking local businesses to sponsor elements of the Christmas display in return for advertising on the Christmas banners. Finally, it was noted that additional posts & electrical testing would be required in good time for the Christmas period in 2026.

There was then some initial discussion about both a potential summer event and ideas for marking Remembrance Sunday. It was agreed to do further research and revisit this at further meetings.

115. Planning Applications

There was one application which was noted without comment.

116. Planning Decisions

There was one decision which was noted without comment.

The Clerk also gave feedback on a local licensing application. She confirmed that there was no further action that could be taken after seeking further advice.

117. Correspondence

The Clerk had previously circulated a list of correspondence and she highlighted 3 items received after circulation. There were no comments / actions.

118. 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 feedback / plans & SID review.

119. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 25th January.

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

120. Financial & Employment Matters

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

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

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

Supplier	Details	Amount/Type
Amazon	Replacement batteries for Xmas lights	30.13 card
Ashley Wheelhouse	Singer at Xmas event	200.00 bank transfer
Daniel Verity	Put up small Xmas lights	330.00 bank transfer
Sharlston Community Centre	Grotto event / grant to Families First	262.00 bank transfer
Onscreen	Change to domain registrar	75.00 bank transfer
Poppys Pantry	Food for Xmas event	600.00 bank transfer
Woolley Edge Christmas Tree Farm	Long Row Tree	135 bank transfer

The following payments had been previously authorised and were noted.

Supplier	Details	Amount/Type
Sharlston Community School	Christmas donation	500.00 bank transfer
Onscreen	Monthly Website support	75.00 SO
Currys	Care Plan for Clerk's Laptop	29.67 DD
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	32.10 DD

The Clerk then presented the draft budget for 2026/27. She took the meeting through each heading, explaining any increases/decreases in budget headings and the proposal for income It was proposed and **RESOLVED** to request a precept of £39,250 in 2026. It was further proposed and **RESOLVED** to make savings of £750 through the budget. Finally, it was proposed and **RESOLVED** to make no increase to allotment rent in 2026.

It was proposed and **RESOLVED** to renew the Parish Council's insurance arrangements for 2026 with Zurich.

There were no grant applications to be considered.

121. Date & Time of Next Meeting

It was proposed and **RESOLVED** that the next meeting take place on Monday, 2nd February 2026 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

2nd February 2026