Annual Meeting of Sharlston Parish Council to be held on Monday, 11th May 2026 at 6.00 pm at Sharlston Community Centre

The Parish Council will permit members of the public to address the Council between 6.00 and 6.30 pm. 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

6.30 pm	**Reminder by the Chairman of the Parish Council's expectations for the audio or visual recording of this meeting**	
6.30 – 6.40 pm	**Election of Chairman**	• To Elect a Chairman of the Parish Council
6.40 – 6.45 pm	**Acceptance of Office**	• Acceptance of office by the new Chairman
6.45 – 6.55 pm	**Election of Vice-Chairman**	• To Elect a Vice-Chairman of the Parish Council
6.55 – 7.00 pm	**Declarations of Personal Interests**	• To review & agree the Register of Interest form for a further 12 months • 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 members Register of Disclosable Pecuniary Interests • To receive and sign the Code of Conduct / Register of Interest Forms
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
7.05 – 7.10 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
7.10 – 7.20 pm	**Appointments to Committees & Outside Bodies**	• To consider the approval of the Committee Terms of Reference for a further 12 months • To review and agree appointments to Committees & Outside Bodies
7.20 – 7.25 pm	**Review of Delegated Decisions**	• To review and agree the list of Delegated Decisions
7.25 – 7.30 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the Meeting held on Monday, 13th April 2026 as a true and correct record
7.30 – 7.40 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meeting (Note: for information only)
7.40 – 7.50 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/ Parish Plan and agree any actions as appropriate • To consider options for funding Parish Council projects and agree any action as appropriate
7.50 – 8.00 pm	**Reports from Committees**	• To note any updates from the Parish Council's Committees and agree any action as appropriate
8.00 – 8.05 pm	**Training Update**	• To receive a report on training completed since the last meeting / note forthcoming opportunities • To receive an update on agenda items of the Town & Parish Council Liaison Group
8.05 – 8.25 pm	**Items Requested by Councillors / Annual Schedule**	• To consider the approval of the following policies for a further 12 months: 1) Financial Regulations 2) Expenses for Clerk Policy 3) Risk Assessment 4) Reserves Policy 5) Local Government Transparency Code 2015 • To consider the approval of the following NEW policies: 1) Data Protection Policy • To consider the replacement of the damaged planter on High Street, New Sharlston • To consider taking part in Keep Britain Tidy's Anti-Dog Fouling Campaign
8.25 – 8.30 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To agree the final plans for Open Day 2026 • To consider and decide on plans for Christmas 2026
8.30 – 8.35 pm	**Planning Applications**	• To consider and decide upon planning applications as detailed in **Appendix A**
8.35 – 8.40 pm	**Planning Decisions**	• To receive Decision Notices as listed in **Appendix B**
8.40 – 8.45 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide action where necessary
8.45 – 8.50 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
8:50 – 8.55 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)
8.55 – 9.00 pm	**Financial & Employment Matters**	• To receive and note current bank balances as at 30th April 2026 • To receive and note the cash book/bank reconciliation and budget comparison to 30th April 2026 • To receive, note and agree the internal auditor's report May 2026 • To receive, note and agree the Annual Governance & Accountability Report for the year ending 2025/2026 • To approve the accounts listed in Appendix C for payment and / or note payments previously authorised • To consider any grant applications and agree any actions as appropriate
9.00 pm	**Date & Time of next meeting**	• Saturday, 16th May 2026 – Annual Open Day 10am – 2pm • Monday, 1st June 2026 at 6.30 pm • Confirm Arrangements for July Meeting

Signed by: *Emma King* (Clerk to the Council)

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APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*
26/00662/CPL	2 Weeland Crescent Sharlston Common Wakefield WF4 1DX	Garage Conversion	15.06.26

APPENDIX B - DECISION NOTICES

Application no.	*Location*	*Details*	*Decision*
26/00335/FUL	West End Farm 2 The Green Sharlston Common Wakefield	Proposed single storey extension to rear	application approved 27/04/2026

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	**Details**	**Amount/Type**
Post Office	Stamps	£27.20 card
UK Office Direct	Stationery	£102.51 card
Sainsburys	Stamps	£14.40 card

Payments Previously Authorised and to Note

Supplier	**Details**	**Amount/Type**
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	£32.10 direct debit
Public Works Loan Board	Bi-annual payment	£4199.16 direct debit
Onscreen	Monthly website support	£75.00 Standing Order
WJPS	New email addresses	£675.60 Bank Transfer
Hall & Rhodes	CCTV Upgrade	£1306.80 Bank Transfer
YLCA	Annual Subscription	£847.00 Bank Transfer
Sharlston Community Centre	Room Hire	£505.00 Bank Transfer