Annual Meeting of Sharlston Parish Council held on Monday 11th May 2026 at

Sharlston Community Centre at 6.00 pm

Present: Cllr P Belbin
Cllr A Blanchard
Cllr J Nicholson
Cllr A Palmer

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

1. Election of Chair

There was one nomination for Cllr Paul Belbin. This was further proposed by Cllr Palmer, seconded by Cllr Nicholson and **RESOLVED.**

2. Acceptance of Office

The Chairman signed the acceptance of office which was witnessed by the Clerk.

3. Election of Vice-Chair

There were two nominations for Vice Chair for Cllr Nicholson and Cllr Palmer. Cllr Palmer rescinded his nomination and proposed Cllr Nicholson; this was seconded by the Chairman and **RESOLVED.**

4. Declarations of Personal Interests

The Register of Interest Form was reviewed. It was proposed and **RESOLVED** to accept this for a further 12 months.

There were no new dispensations requested or new declaration of interest.

The Code of Conduct & Register of Interest Forms were re-signed for the new year.

5. Apologies for Absence

Apologies were noted & accepted from Cllr Craig.

6. Parish Council Vacancies

There had been no new applications though the meeting noted that there were several interested parties.

It was agreed to keep advertising the vacancies and to invite anyone thinking about applying to the forthcoming Open Day.

7. Appointments to Committees & Outside Bodies

It was proposed and **RESOLVED** that the Committee Terms of Reference be signed for a further 12 months.

It was proposed and **RESOLVED** that committee business continue to be dealt with by the full Council whilst capacity was still low. This was excepting the Finance & Personnel Committee which would remain with the same membership. All outside body membership would also remain the same.

8. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 13th April 2026 be accepted as a true record.

9. Progress Report

Cllr Blanchard had returned his induction forms.

The work to refresh the CCTV equipment had been completed and it was noted that additional signage should be considered.

The Clerk advised that the Gov.uk emails were now up and running and that she had sent details out to all councillors. She advised that these should be accessed and used as soon as possible to ensure compliance with Assertion 10 and noted that she would be using these solely from August to communicate with the council.

Facebook updates had been shared around 'no mow May', Open Day and Mental Health Awareness Week.

Bulb planting and wildflowers were to be an item on a future agenda.

The Clerk reminded the meeting that Sharlston SID still needed to be moved as its position was meaning a lack of engagement. Cllr Palmer agreed to source a host in New Sharlston.

Cllr Palmer advised that he had received the inspection sheet from the Rugby Club and passed this to the Clerk.

The Clerk had passed the Annual report to the printers and had received a proof. The reports and achievement statements would be delivered ready for the Open Day.

Cllr Palmer advised that he would prepare a poster to advertise the 'adopt a street' litter picking project so that this could be shared at the Open Day.

The Clerk advised that she had complained about the service from Wakefield Council regarding the Christmas tree provision and that she had received a holding response with a full response due shortly. She had also received the invoice and would be paying this by the deadline.

The Clerk had confirmed the Grounds Maintenance contract with Wakefield Council for a further year.

The farming heritage bench had been ordered.

10. Ongoing Projects

Church / Community Centre

There had been no further communication from the Diocesan solicitor following the query and response regarding building insurance. The Clerk had chased our solicitors for an update.

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 and partnership agreement between the Parish Council & the Committee for the employment of the caretaker.

Projects & Funding

The Clerk advised that current projects would be shared with residents at the forthcoming Open Day and feedback would be used to shape the progress of these going forward. They would be linked into the three-year budget so that all work could be costed.

The Clerk reminded the meeting about the remaining garage on the Clifton Road land. It was proposed and **RESOLVED** that she obtain quotes for the removal of this, ready for the next meeting.

11. Reports from Committees

The next inspection of the allotments was scheduled for 18th May, and the Clerk reminded the meeting that the Allotments Committee would be checking for progress following action requested regarding the vermin activity.

12. Training Update

The YLCA had requested agenda items for the South Pennine Branch meeting on 30th June.

The Clerk advised of opportunities and agreed to share these in the Hub.

Cllr Blanchard asked for the new dates for the Flying Start Training.

Cllr Nicholson asked to be booked on the Talking Tables day.

The Clerk shared an update on items from the Town & Parish Council Liaison Group.

13. Items Requested by Councillors

It was proposed and **RESOLVED** to approve the Financial Regulations, Expenses for Clerk Policy, Risk Assessment, Reserves Policy and Local Government Transparency Code for a further 12 months.

It was proposed and **RESOLVED** to approve a new Data Protection Policy for the next 12 months.

The Clerk noted that the damaged planter in New Sharlston needed replacing and it was proposed and **RESOLVED** that she bring quotes for a new three-tier planter, to the next meeting. Cllrs Palmer & Blanchard agreed to revisit the watering of planters for the summer.

The meeting received details of a new anti-dog fouling campaign being delivered by Keep Britain Tidy. The costs for signage and promotion around the village were considered. It was proposed and **RESOLVED** that this be purchased.

14. Events/Attendance at Meetings

A Mayor Making Event at Morley Town Council was shared.

Final plans for Open Day were then considered. Cllrs Palmer and Blanchard were unable to attend. It was agreed that Cllrs Belbin, Craig & Nicholson would attend all day and manage different elements. Presentations would be held on recruitment, sponsorship & volunteering, and forthcoming projects including hanging basket provision. The Clerk agreed to purchase refreshments & activities for children.

In terms of Christmas 2026, the Clerk reminded the meeting of the outstanding actions:

- Invitations for events (to be agreed at next meeting / prepared by the Clerk)
- Route & timings for the Santa tractor (Cllr Palmer to prepare)
- Venue for the singalong (Cllr Blanchard to approach White Horse)
- Purchase of inflatable (Clerk to source)

15. Planning Applications

There was one planning application to consider. This was noted without comment.

16. Planning Decisions

There was one planning decision to note and there were no objections raised.

17. Correspondence

The Clerk had previously circulated a list of correspondence, and she highlighted several items received after circulation.

18. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook, Instagram and the website.

19. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 24th May.

20. Financial & Employment Matters

The Clerk shared the bank balances as of 30th April 2026.

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

The Clerk then shared the report from the internal auditor and advised on target dates for resolving the suggested actions.

The meeting then received and actioned the Annual Governance & Accountability Statement which was signed by the Chair & Clerk.

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

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

Two grant applications, one from Sharlston Playgroup and the other from Sharlston Rovers Juniors were considered. It was proposed and **RESOLVED** to approve both.

21. Date & Time of Next Meeting

It was proposed and **RESOLVED** that the annual Open Day take place on Saturday, 16th May at Sharlston Community Centre from 10.00 am to 2.00 pm.

It was proposed and **RESOLVED** that the next meeting take place on Monday, 1st June 2026 at 6.30 pm.

The Clerk advised that she would be unable to attend the meeting in July due to personal circumstances and it was proposed and **RESOLVED** that the meeting be recorded to enable her to complete the minutes.

There being no other business the Chair thanked all for attending and closed the meeting at 8:20 pm.

Paul Belbin Chair

1st June 2026