Meeting of Sharlston Parish Council to be held on Monday, 2nd November 2026 at 6.30 pm at Sharlston Community Centre

The Parish Council will permit members of the public to address the Council between 6.30 and 7.00 pm. Members of the public will adhere to the rules set by the Parish Council for this session. 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

1.	7.00	**Reminder by the Chairman of the Parish Council's expectations for the audio or visual recording of this meeting**	
2.	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
3.	7.05 – 7.10 pm	**Declarations of Personal Interests**	• 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 a member's Register of Disclosable Pecuniary Interests
4.	7.10 – 7.20 pm	**Parish Council Vacancies**	• To consider the co-option of new Parish Councillors and agree any actions as appropriate
5.	7.20 – 7.25 pm	**Minutes of the Previous Meeting**	• To confirm the minutes of the meeting held on Monday, 5th October 2026 as a true and correct record
6.	7.25 – 7.30 pm	**Progress Report**	• To receive reports on items in the minutes of the previous meetings (Note: for information only)
7.	7.30 – 7.40 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: - Parish Council Recruitment Drive - Sponsorship & Volunteering Package - Wildflower planting - Adopt a Street Litter Project - Farming Heritage Bench - Heathers & Clifton Road Land Use - Use of Sharlston SID • To consider options for funding Parish Council projects and agree any action as appropriate
8.	7.40 – 7.50 pm	**Reports from Committees**	• To note any updates from the Parish Council's Committees and agree any action as appropriate • To receive a report from the annual asset check held on 23rd October • To receive a report from the autumn inspection of the allotments held on 24th October • To receive a report from the Finance & Personnel meeting held on 26th October
9.	7:50 – 7:55 pm	**Training Update**	• To note forthcoming opportunities
10.	7:55 – 8.05 pm	**Items Requested by Councillors or Dictated by the Annual Schedule**	• To consider the approval of the following policies for a further 12 months: - Co-option Policy - NEW Member/Officer Protocol - NEW Asbestos Risk Register • To consider and agree actions to obtain and position a new defibrillator in New Sharlston • To receive a proposal to engage in the Wildlife Trust Gardening Award Project & agree as appropriate
11.	8.05 – 8.25 pm	**Events/Attendance at Meetings**	• To consider any forthcoming events or meetings and agree representation at these if appropriate • To consider and agree plans to celebrate Christmas 2026 • To consider and agree plans to commemorate Remembrance Day 2026
12.	8.25 – 8.30 pm	**Planning Applications**	• To consider and decide upon the planning applications as detailed in **Appendix A**
13.	8.30 – 8.35 pm	**Planning Decisions**	• To receive and note the decision notices as listed in **Appendix B**
14.	8.35 – 8.40 pm	**Correspondence**	• To consider correspondence received since the last meeting and decide further action where necessary
15.	8.40 – 8.45 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
16.	8.45 – 8.50 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)
17.	8.50 – 9.00 pm	**Financial & Employment Matters**	• To receive and note current bank balances as at 31st October 2026 • To receive and note the cashbook as at 31st October 2026

Sharlston Parish Council Tel: 07379 653672
E-mail: theclerk@sharlstonparishcouncil.gov.uk

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			• To receive and note a bank reconciliation and budget comparison to 31st October 2026 • To approve the accounts listed in **Appendix C** for payment and / or note payments previously authorised • To receive quotes to extend Planter Provision in the community and agree as appropriate • To consider any grant applications and agree any actions as appropriate • To receive a report on any fraudulent activity and note measures to prevent fraud
18.	9.00 pm	**Date & Time of next meeting**	• To note the date of the next meeting – Monday, 7th December 2026 at 6.30 pm

Signed by: E King (Clerk to the Council)

APPENDIX A - PLANNING APPLICATIONS

Application no.	*Location*	*Details*	*21 Day expiry / Target date*

APPENDIX B - DECISION NOTICES

Application no.	*Location*	*Details*	*Decision*

APPENDIX C – ACCOUNTS

Payments Requiring Authorisation

Supplier	Details	Amount/Type

Payments Previously Authorised and to Note

Supplier	Details	Amount/Type
Onscreen	Website Support	£75 standing Order
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	£33.54 DD