Meeting of Sharlston Parish Council held on Monday 7th September 2026 at

Sharlston Community Centre at 6.30 pm

Present: Cllr A Blanchard
Cllr J Craig
Cllr J Nicholson
Cllr A Palmer
Mrs T Collins

Cllr Nicholson (Vice Chair) took the Chair for this meeting and began by reminding all present of the Parish Council's expectations for the audio or visual recording of the meeting.

56. Apologies for Absence

Apologies were noted from the Chair. The reason for absence was approved.

57. Declarations of Personal Interests

There were no new applications for dispensations.

There were no new declarations of interest.

58. Parish Council Vacancies

There were no new applications.

It was noted that the recruitment campaign was still outstanding and a reminder was issued for all councillors to record a short video clip outlining why they decided to join the Parish Council.

59. Minutes of the Previous Meeting

It was proposed and **RESOLVED** that the minutes of the meeting held on 6th July 2026 be accepted as a true record.

60. Progress Report

The Clerk explained that monthly finance checks should be carried out independently and asked the meeting how they wanted to organise this. It was suggested that councillors arrive by 6.15 pm on meeting nights to allow two councillors to carry out the checks.
It was noted that following the appointment of Cllr Collins, the Clerk had arranged for all forms to be completed, shared the flying start training dates, added Cllr Collins to the watsap & Facebook groups and updated the website
The Clerk had shared the following updates on Facebook; Christmas arrangements, Wakefield Council food waste campaign, final garage removal, Cricket Club grant and water safety.
Following a request at the last meeting, the Clerk had asked for clarification on the speed data collected by Wakefield Council and circulated this to all councillors. This would be shared on Facebook when the SID data was downloaded.
It was noted that the second illegal 'no parking sign' had been removed on Brick Lane.
The Clerk had confirmed that all new councillor email addresses were now being used and no issues had been reported.
Cllr Nicholson confirmed that all the achievement statements had been circulated around local businesses.

The recent website meeting had been successful in making further updates. There was an item on the agenda later on to look at a potential new website.
Cllr Palmer had fitted the additional CCTV signage in the Rugby Club car park.
The parking reminder signs were still to be fitted outside the shop and the Clerk passed the fittings to Cllrs Palmer and Blanchard.
The Clark shared details of the YLCA branch merger and agreed to forward this to all Councillors for information.

61. Ongoing Projects

Church / Community Centre

A surveyor had attended the centre over the summer but no further information/follow up had yet been received. The lease was still not complete but the Clerk had reminded our solicitor that our insurance renewal was mid-January and that an update before then would be appreciated to avoid unnecessary costs (the building insurance was to be taken over by the Diocese). There was no update on the notice from the Charity Commission. The Clerk had created and shared a caretaker agreement with the Management Committee over the summer and was awaiting comment / sign off.

Projects & Funding

Parish Council Recruitment Drive
This had been covered above.

Sponsorship & Volunteering Package
The Clerk presented a potential package for consideration. It was proposed and **RESOLVED** that this be approved and launched via social media, the website and posters around the village. It was noted that this should particularly highlight the opportunities for colleges and employers to meet volunteering targets.

Planter & Hanging Basket Provision
The Clerk presented the three quotes that she had received. She noted that there were a number of queries and that she was awaiting clarification on these but that she was able to demonstrate the costs for both rental and purchase of this provision. She also suggested a potential solution for the recycling of the damaged planters to be used at the end of Long Row to protect the space used for the sponsored Christmas tree. It was proposed and **RESOLVED** that the quotes be placed in the Hub with the additional details for discussion ahead of agreement at the next meeting. It was further proposed and **RESOLVED** to accept the Clerk's suggestion regarding recycling old planters.

Wildflower & Bulb Planting
The Clerk reminded the meeting of the suggestion to refresh the bulb provision in the village as well as to plant wildflower seeds in specific locations, including behind the new farming heritage bench (cornflowers & poppies). It was proposed and **RESOLVED** to organise another community planting day and to suggest dates for this on watsap ahead of agreement at the next meeting. It was further proposed and **RESOLVED** to raise awareness of sponsorship & volunteering opportunities as part of this.

Adopt a Street Litter Project
It was proposed and **RESOLVED** to approve and share the poster that Cllr Palmer had created to promote this new initiative. It was agreed that this would complement to current litter-picking that was currently active in the community as well as the litter picking days that the Parish

Council arranged and should be facilitated with the Sharlston Against Litter group (SAL). It was further proposed and **RESOLVED** that the Clerk order additional hi-vis jackets to support with this project.

Anti Dog-fouling Campaign
The Keep Britain Tidy signage that the Parish Council had purchased had now been displayed around the village thanks to Cllr Palmer and the Clerk had simultaneously shared the campaign via social media. It was noted that this should be regularly highlighted by the Parish Council to ensure the importance of picking up after dogs remained a priority for the village.

Farming Heritage Bench
The base for the bench had been re-laid that day and the bench would be re-fitted at the weekend. Cllr Palmer was liaising with the contractor to ensure this was completed to the agreed standard. The meeting considered when the event to celebrate this should be rearranged for. It was proposed and **RESOLVED** to rearrange this to coincide with Harvest Festival and Cllr Palmer agreed to contact the farmers again.

Heathers & Clifton Road Land Use
The final garage had been removed, and the area had been left tidy and looked much better. There had been a small amount of additional work required, and the Chair & Clerk had approved an extra £100 spend to get this completed under emergency spend.
Cllr Palmer updated the meeting on discussions he had held over the summer with other Pétanque clubs and noted that this was supporting with the collating of quotes for the project. A site visit would be arranged before the next meeting to move this on. Cllr Nicholson highlighted that Morgan Sindall had offered to support with a community project as part of the new school build and was asked to follow this up to obtain specific details of what they could offer.
There was no further update on the potential Padel project.

Use of Sharlston SID
The Clerk advised that a successful hire of SID to Walton Parish Council had taken place over the summer and had supported them with lobbying for speed calming measures. She now needed to download the data so this could be shared with Walton and also used in a social media post to demonstrate the growing popularity of SID. It was proposed and **RESOLVED** that SID be moved to New Sharlston following the data download and Cllr Palmer agreed to source a host for this.

Funding options were still being investigated to support the projects above in line with a three-year budget being prepared by the Clerk.

62. Reports from Committees

An update from the Allotments Committee was shared. There was now a vacant plot following the termination of a tenancy and the Clerk outlined a proposal to move an existing tenant to this plot to support redevelopment and then to offer their plot to the next on the waiting list (12 people at present). Other outstanding actions included re-checks on three plots regarding outstanding actions. The Committee had also suggested some updates to the Allotment Policy which was on the agenda later on. It was proposed and **RESOLVED** to accept the recommendations of the Allotments Committee.

The Finance & Personnel Committee had met on 8th July, and the notes of the meeting had been circulated over the summer. The Clerk highlighted that her annual appraisal had been

conducted at this meeting. The date of the next meeting would be confirmed via watsap and shared via the usual channels.

63. Training Update

The annual training report had been shared prior to the meeting and was noted. The Clerk reminded the meeting of the importance of undertaking regular training and noted that opportunities were shared in the Facebook Hub.

Cllr Nicholson confirmed that she had been unable to attend the YLCA South Pennine Branch Annual Meeting in June.

The Clerk had shared November dates for the Flying Start training with Cllrs Blanchard & Collins and they were asked to confirm that these were suitable so she could book them on.

Cllr Nicholson would be attending the forthcoming Talking Tables event on 30th September.

Finally, the meeting was asked to consider submitting resolutions for next YLCA meeting and the Clerk agreed to share the email regarding this.

64. Items Requested by Councillors

It was proposed and **RESOLVED** to approve the following policies for a further 12 months;

- Asset Register & Inspection Checklist
- Civility & Respect Pledge
- Dignity at Work Policy
- Complaints Policy
- Allotments Policy & Livestock Annex (updated)

The meeting then received an update on the position of the new defibrillator. The Clerk followed up on the suggestion regarding an electricity source near the New Sharlston notice board. She advised that she had investigated this a few years ago but had reported back at the time that National Powergrid would need to place the relevant infrastructure there before an electrician could connect this for the Parish Council. Cllr Craig had been trying to contact someone regarding this over the summer but had not had any success yet. She would bring an update to the next meeting. In the meantime, the Clerk confirmed that she had received a response from the Community Heartbeat Trust who were happy to support the Parish Council with this project in due course.

The Clerk then presented a proposal for a new Parish Council website. This had come about as a result of the internal audit of the annual governance & accountability arrangements. A suggestion for regular accessibility checks on the website had led to a discussion between the Clark and the website provider about how to manage a number of accessibility issues. It had been suggested that this would entail around £900 worth of work. The website provider had highlighted that he was looking for an opportunity to upskill in website creation and had offered to develop a new website for the Parish Council which would resolve the majority of the accessibility issues. As this was a development opportunity, he would not charge for this but instead would complete it as part of the accessibility audit. It was proposed and **RESOLVED** to go ahead with this project.

It was proposed and **RESOLVED** to continue with the donation to the Campaign to Protect Rural England.

65. Events/Attendance at Meetings

No invitations had been received since the last meeting.

With regards to Christmas arrangements, the Clerk confirmed that she had advised the Sports & Social Club that the Parish Council no longer required the venue for the meal following a move to the White Horse. The invitation had been updated following suggestions and Cllr Craig was managing the circulation of this to existing contacts. The Clerk highlighted that the Parish Council needed to agree a chosen charity for the ticket sale funds to be donated to. It was proposed and **RESOLVED** to donate to both the Yorkshire Air Ambulance and a second, youth charity to be confirmed. Additional extras (wine etc.) had been secured for the meal and the Clerk was asked to highlight sponsorship opportunities as part of the new campaign detailed above. She was also asked to share the requirement for raffle prizes.

The Clerk had met with Johnny Evans over the summer to confirm the song sheets for the singing event and would arrange for these to be printed before December.

Final timings for both events would need to be confirmed with Johnny nearer to the events.

It was proposed and **RESOLVED** that the route and timings for the Santa tractor would remain the same in 2026. It was also proposed and **RESOLVED** that the Clerk purchase sweets for this event.

It was further proposed and **RESOLVED** to purchase a new inflatable display for the village's Christmas lights in 2026.

Finally, the Clerk suggested that a check on the Christmas lights be undertaken before the next meeting to ascertain what additional provision was required. Cllr Palmer agreed to speak to the pharmacy next to Solo regarding hosting a small Christmas tree. It was further noted that an electrical check on the Rugby Club would be required before the small trees were put up this year.

A discussion was then held about Remembrance Day 2026. It was proposed and **RESOLVED** that:

- Cllr Palmer & Cllr Nicholson create a template for a painted poppy on the Green and share details of the paint required with the Clerk;
- That a wreath of the same value as previous years be ordered by the Clerk and that a representative of the Parish Council attend the service at St Luke's Church on Remembrance Day to lay this;
- That the lights be switched on in the Rugby Club trees for the Remembrance weekend and 11th November; and
- That the Poppy Canopy Group be approached to display the canopies over the same period.

66. Planning Applications

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

67. Planning Decisions

There were three planning decisions to note. All were noted without comment.

68. Correspondence

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

69. Summary of Projects for Publication

It was suggested that key updates continue to be shared via Facebook, Instagram and the website. The meeting noted the following for sharing; Adopt a Street Litter Campaign, Christmas Events, SID data & update and Sponsorship & Volunteering Opportunities.

70. Future Agenda Items

The Clerk reminded everyone to forward any items to her by 27th September.

71. Financial & Employment Matters

The Clerk had shared the bank balances as of 31st August 2026.

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

The meeting was advised that additional work was required on the 3-year budget and that this would be presented to the Finance Committee, along with the half year accounts, at their next meeting before coming to the full Parish Council for approval.

It was noted that an update to the bank mandate had taken place over the summer.

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

Supplier	Details	Amount/Type
Costco	Stamps	£57.16 card
SP signtrade supplies	Sign fittings	£37.14 card
Wakefield Council	Grounds maintenance Contract	£2015.71 bank transfer

The following payments had been previously authorised and were noted.

Supplier	Details	Amount/Type
Onscreen	Website Support	£75 standing Order
Emma King	Salary	
Zoe Kozlowski	Salary	
Three	Clerk's Mobile Phone	£33.54 DD
Safety Signs for Less	No parking signs	£107.17 card
KJR Waste	Removal of garage	£1080.00 bank transfer

The Clerk also reported that the employer's organisations (such as the National Joint Council (NJC)) and the unions had now reached agreement on the rates of pay for local council employees that are engaged on NJC terms and conditions from 1 April 2026. A percentage increase of 3.3% had been applied and she confirmed that a small amount of back pay was payable to her. This was noted.

There were no grant applications to consider.

The Clerk advised the meeting of a new standard agenda item as a result of this year's internal audit, regarding reporting of fraudulent activity. She confirmed that there was nothing to report at this meeting.

72. Date & Time of Next Meeting

It was proposed and **RESOLVED** that the next Meeting take place on Monday, 5th October 2026 at 6.30 pm.

There being no other business the Chairperson thanked all for attending and closed the meeting at 8.55 pm.

Julie Nicholson Vice Chair

5th October 2026