

SITLINGTON PARISH COUNCIL

Mrs Julia Talbot CiLCA
Parish Clerk and
Responsible Financial Officer

Tel: 01924 261481
or 07771 113258

e-mail:
clerk@sitlingtonparishcouncil.gov.uk



Parish Office
Stevenson House
139 Netherton Lane
Netherton
WAKEFIELD
WF4 4HQ

28/02/24

Parish Council meeting public forum **7.00pm-7.15pm**

Sitlington Parish Council is committed to ensuring meetings are open and accessible to all and as such would invite anyone with accessibility issues to contact the Council, via the Clerk, ahead of meetings to make sure all needs are catered for. Thank you.

Summon and Agenda

Dear Councillors

You are respectfully summoned to attend the ordinary meeting of **Sitlington Parish Council** at **7.00pm** on **Tuesday 5th March 2024** at **St Lukes church Hall Overton.**

1. Welcome and Apologies

1.1-To accept apologies and the reason for absence.

2. Public Admissions to Meetings Act (1960)

To consider, if thought fit, a resolution under the terms of the Public Admissions to Meetings Act (1960) to exclude members of the public and press from any item on the agenda which may be of a confidential nature of the business being transacted.

3.The chairs reminder of the council's expectations for the audio or visual recording of this meeting.

Standing Order 3(1), The recording of council and parish meetings is permitted under the Openness of Local Government Bodies Regulations 2014 but recording will be carried out in accordance with separate rules adopted by the local council to effectively and lawfully manage this activity

4. Members' Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

5. To approve the Minutes of the Ordinary meeting held on Tuesday 6th February 2024

5.1-To receive and approve the minutes of the ordinary Parish Council meeting of the parish council as a true and accurate record.

6. To receive an update on ongoing matters

6.1- To receive an update on the smiley SID funding application.

6.2-To receive an update on the request for a community garden at Hartley bank community field.

7.Council to receive reports from:

- a) District Councillors
- b) Police (safe scheme)

8.Stevenson House committee

8.1-To receive any updates from Cllr Myers as the representative on the club committee

9. Finance Matters

9.1-To approve Internal controls carried out for February 2024 against the payment schedule, invoices and the bank statements (29/02/24) carried out at the finance committee meeting.

9.2-To approve the list of invoices for February 2024 Payments totaling £10,123.78

9.3-To approve the bank reconciliation for February 2024 showing a total cash balance of £43,852.66 (29/02/24)

9.4-To note the budget to date.

9.5-To note the minutes of the finance meeting Monday 4th February 2024 and consider proposals and agree any action.

9.6-To consider any grant applications and agree outcome

9.7-To consider and agree a manual banking switch and confirm a date to proceed.

10.Governance

10.1-To review the privacy notice policy) for employees, councillors and volunteers)

10.2-To review the privacy notice policy (general)

11.To consider locations and costs for noticeboards in the parish and agree action.

12.To consider funding streams for all Parish Council assets and support required.

13.To consider standard signage for all the parish assets and agree action.

14.Allotment and cemeteries

14.1-To consider the gates at the bottom of Middlestown cemetery and the need for closing these to prevent access to footpath 6.

14.2-To consider the costings for the memorial garden and agree action.

15.Recreation and Leisure Hartley Bank

15.1-To consider the request from the friends of Hartley bank to add dehumidifiers in the pavilion.

15.2-To receive any updates from the friends of Hartley bank on reopening of the pavilion and working on the community field.

15.3-To consider a working group meeting of Hartley bank to discuss a funding application (proposed date & time Wednesday 13th March)

Emroyd

15.4. To consider the quotes for overhanging trees from Emroyd common into resident's gardens at Oakland Crest and agree action.

16. Planning

16.1-To consider validated applications

16.2-To consider planning decisions.

16.3-To consider any appeals

17. Correspondence/training opportunities

To receive correspondence and details of any training opportunities

18. Working Together – Community, Parish Council and Police

18.1- To receive any updates from Councillors regarding: -

a. Denby Grange (Cllr Allott)

b. Youth Club (Cllr Shaw)

c. Thornhill poors (Cllr Shaw)

d. Save Sitlington countryside (Cllr Shaw)

e. Friends of Netherton Village hall -to receive a request from the friends of NVH for the Parish Council to add a Christmas tree to the Christmas tree festival being arranged for December 2024 at the village hall.

19. Staffing and Office matters

19.1-To consider an update to Microsoft 365 for the parish files and the costs involved.

20. Matters of an urgent nature (for information only) or items for inclusion on agenda.

Tuesday 2nd April 2024 -Netherton Village Hall the Ordinary meeting of the Parish Council.

Julia Talbot

Clerk to Sitlington Parish Council