

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

30/04/25

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 6th May 2025** at **St Lukes Church Hall, Overton.**

1. Welcome and Apologies

1.1-To receive and accept apologies noting 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(l), 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 1st April 2025

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 community food bank

6.2-To receive an update on the letter sent to Wakefield Councils Chief Executive regarding Smiley SID and the invoice for the Christmas lights provision 2023.

7.Council to receive reports from:

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

8.To note the resignation of Cllr Shaw and acknowledge his long service.

9.To receive an update on the co-option of new Parish Councillors for the Netherton Ward.

10.Stevenson House committee

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

11. Finance Matters

11.1-To approve Internal controls carried out for April 2025 against the payment schedule, invoices and the bank statements (30/04/25) carried out at the finance committee meeting.

11.2-To approve the list of invoices April 2025 Payments totaling **£26,098.06(Unity Trust) £52.00 HSBC)**

11.3-To approve the bank reconciliation for April 2025 showing a total cash balance of **£137,602.73**

11.4-To receive the budget and note any updates.

11.5-To receive the minute of the finance meeting Monday 28th April 2025 and consider any proposals and agree any action.

11.6-To consider any grant applications and agree outcome

12.To receive an update on provisions and quotes for IT support and business SharePoint and agree action

13.To consider proposed nominees for the Mayor's commendation and agree arrangements for the event.

14.Governance

a-To note the contents of the Internal Auditor's report to Council and agree future action required.

b-To receive the Annual Internal Audit Report for 2024/25 including at page 3 of the Annual Governance and Accountability Return 2024/25

c-**To approve** -The Annual Governance Statement 2024/25 for section 1 and the Accounting statement section for section 2.

The Chair and RFO to sign the return

d-To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit and the Transparency Code for Smaller Authorities for the period for the exercise of public rights to view the unaudited accounts for 2024/25

Approved the date for the period for the exercise of rights to commence

Monday 3rd June until Friday 14th July 2025. These will be added to the notice boards and website.

15. Allotment and cemeteries

15.1-To receive an update on the planned training for memorial management at Netherton Village Hall.

15.2-To consider quotes for wood chippings for the Memorial Garden and agree action.

16. Recreation and Leisure

Hartley Bank

16.1-To receive an update on the moving of the container and the provisions that will need to be in place, including informing all residents around this area.

16.2-To consider requirements for the VE event and the need for a music license and agree action.

16.3-To consider a request from the Friends of HB to paint the pavilion and agree action.

16.4-To receive an update on the pavilion development project.

16.5-To consider the use of the community field for the football for the season 2025/26 and agree action.

Emroyd Common.

16.6-To consider the damage to the fairy trail notice board and agree action.

17. Planning

17.1-To consider validated applications

17.2-To consider planning decisions.

17.3-To consider any appeals

17.4-To update on 24/00051/REF New Hall solar panel application and the public Inquiry.

18. Correspondence/training opportunities

18.1-To receive correspondence and details of any training opportunities

19. Working Together within the community.

19.1- To receive any updates from Councillors regarding: -

a. Denby Grange (Cllr Allott)

b. Youth Club (Cllr Shaw)

c. Thornhill poor's (Cllr Shaw)

d. Save Sitlington countryside (Cllr Shaw)

e. Netherton Village Hall management committee.

f. To consider small community engagement events in the parish throughout the annual calendar.

g. To consider holding an Annual Parish meeting to engage with the community and groups within the parish (Local Government Act 1974 sch 12 para 14(1)) to be held for the community between 1st march and 1st June called by the Chair of the Parish Council.

20. Staffing and Office matters

19.1-To consider a request to add a e sim to the Tesco mobile phone account and agree action.

19.2-To consider the Parish Office and improvements to be made and agree action.

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

Future meetings.

- Netherton Village Hall Monday 12th May- 6.30pm Parish Office
- Allotment & Cemetery Committee Tuesday 13th May -6.30pm NVH

- Stevenson House committee Wednesday 14th May (To be confirmed)
- Recreation & Leisure committee -Tuesday 17th June- 7.00pm NVH
- Finance committee Monday 2nd June 2.00pm- Parish Office.

Julia Talbot

Clerk to Sitlington Parish Council