

# SITLINGTON PARISH COUNCIL

**Mrs Julia Talbot CiLCA**  
**Parish Clerk and**  
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**139 Netherton Lane**  
**Netherton**  
**WAKEFIELD**  
**WF4 4HQ**

02/10/25

## ***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 **7.15pm** on **Tuesday 7<sup>th</sup> October 2025** at **St Luke Church Hall**.

### **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 of the Parish Council held on Tuesday 2<sup>nd</sup> September 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 grant funding for the open age football team

6.2-To receive an update on the knitted/crocheted poppies from remembrance Sunday.

6.3-To receive an update on the casual vacancies.

## **7.Council to receive reports from:**

- a) District Councillors
- b) Police (safe scheme)
- c) Wakefield Council Neighborhood Coordinator

## **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 September 2025 against the payment schedule, invoices and the bank statements (30/09/25) carried out at the finance committee meeting.

9.2-To approve the list of invoices September 2025 to date Payment's totaling **£59,017.08(Unity Trust) £222.81 HSBC)**

9.3-To approve the bank reconciliation for August 2025 showing a total cash balance of **£98,096.52 (30/9/25)**

9.4-To receive and note the budget to date (31/8/25)

9.5-To receive the minute of the finance meeting Monday 6<sup>th</sup> October 2025 and consider any recommendations and agree to any action.

9.6-To consider any grant applications and agree outcome

9.7-To nominate a member of the finance committee.

## **10.Goverance**

10.1-To consider and adopt the updated Equality and Diversity Policy.

10.2-To agree mandatory online training for Parish Councillors for equality and diversity and costs involved.

## **11.To agree location and budget for the bench for a long-term retired Councillor**

## **12.Allotment and cemeteries**

12.1-To consider and agree to the updated terms of reference for the Allotment & Cemetery committee.

12.2-To receive an update on the recommendations from the last A&C meeting.

12.3-To consider and agree to budget for the wood chip for Middlestown memorial garden

## **13.Recreation and Leisure Hartley Bank**

13.1-To receive the minutes of the Recreation & Leisure committee, consider and agree recommendations.

13.2-To receive an update regarding the contents of the container and agree action on storage solutions.

13.3-To consider the proposals from master's cricket and agree any action or further information required.

## **14.Emroyd Common.**

14.1-To receive an update on whole wood tree inspection and agree action.

**15.Litter picking**

15.1-To consider a litter picking policy to support volunteers and agree action.

**16.To consider nominations for the citizens award and the Mayors commendation event.**

**17.To receive an update and agree arrangements for the Mayors -thank you commendation event in November**

**18.Planning**

18.1-To consider validated applications

18.2-To consider planning decisions.

18.3-To consider any appeals

**19. Correspondence/training opportunities**

19.1-To receive correspondence

**20. Working Together within the community.**

20.1- To receive any updates from Councillors regarding: -

a. Denby Grange (Cllr Allott)

b. Youth Club

c. Thornhill poors

d. Save Sitlington countryside

e. Netherton Village Hall management committee.

**21. Staffing and Office matters**

21.1-To receive an update on the Parish Office and any actions required.

21.2-To agree a working from home allowance amount for period of temporary office closure.

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

**Future meetings.**

*Julia Talbot*

Clerk to Sitlington Parish Council