



**MINUTES OF THE ORDINARY MEETING OF
SITLINGTON PARISH COUNCIL
TUESDAY 1st April 2025**

Netherton Village Hall
Netherton
6.30pm

PRESENT: Cllr Allott (Chair) Cllr Fearnside (vice chair), Cllr Crow, Cllr Ingham. Cllr Shaw. Cllr Myers, Cllr Fyles.

ATTENDING:

Parish Clerk – Mrs. J Talbot

District Councillors-0

Members of the Public-2

Public Forum

Two residents attended the meeting to raise matters relating to concerns in the parish. One of the resident's raised concerns were about traffic and the speed of vehicles on Thornhill Road.

The concealed entrance of one the of the resident's property, also makes this more dangerous. The clerk noted that the District Councillors have been informed.

The Parish Council advised the residents that Wakefield Council Highways could be approached, signage would need to be requested from Wakefield Council. It was raised whether a golden river survey could be carried out on Thornhill Road to collect traffic and speeding data.

Residents were advised to report any incidents or concerns directly to the Police by calling 101 or by using the West Yorkshire Police "Report It" website.

Concerns were raised regarding speeding vehicles in Middlestown, as well as the use of illegal motorbikes and electric scooters. Additionally, issues were reported concerning horses using Low Lane and entering New Road, where accidents have occurred in the past.

The Parish Council highlighted that the Police Safe Scheme provides additional policing support, funded within the Parish Council's budget. This scheme allows specific areas of concern to be targeted on a monthly basis.

It was emphasised that reporting incidents to the Police is essential to help build a comprehensive picture of local activity, enabling the Policing Team to take appropriate action.

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421/0425-Welcome and Apologies

The Chair welcomed the meeting and outlined the code of conduct.

Apologies were received and accepted from Cllr Allott-Ratcliffe, Cllr Dickinson, Cllr Smith.

Apologies also received from District Cllr Harvey.

422/0425-The chairs reminder of the council's expectations for the audio or visual recording of this meeting.

Noted-Recorded for administration.

423/0425 Members Declarations of Interest

a. To receive disclosures of personal and prejudicial interests from Councillors on agenda items. None declared.

424/0425.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.

425/0425.To Approve the Minutes of the ordinary meeting held on Tuesday 4th March 2025 and the minutes of the extra Ordinary meeting Thursday 13th March 2025

It was resolved that the minutes of the ordinary meeting and the extra ordinary meeting were a true and accurate record of the meeting and duly signed by the chair.

Ordinary meeting

Proposed: Cllr Myers

Seconded: Cllr Crow

Extra Ordinary

Proposed: Cllr Myers

Seconded: Cllr Fyles

425/0425. To receive an update on ongoing matters

a-To receive an update on the community food bank.

A meeting has been arranged with Kippax Parish Council, who run a community food pantry. Cllr Smith to attend the meeting with the clerk to see their facilities and report back to the next Parish Council meeting.

426/0425.Council to receive reports from: -

a) District Councillors

b) Police (safe scheme) Safe scheme received and considered

Hard Copies presented to the meeting

Targeted areas of concern raised, it was noted that there had been no further damage on the field at Denby Grange and the damaged carried out was made by an electric bike.

Open green spaces to be targeted by the Safe Scheme Officer as the weather improves and the quad bikes/illegal motorbikes are riding through the woods/open spaces in the parish.

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427/0425. To consider the candidates for the casual vacancy for the Netherton Ward and agree a suitable candidate for co-option.

The Parish Council considered the applications and identified a suitable candidate. The Clerk was instructed to contact the individual to confirm their willingness to accept the position, with a view to formally co-opting them at the next ordinary meeting of the Parish Council.

428/0425.Stevenson House committee

a-To receive any updates from Cllr Myers as the representative on the club committee. Cllr Myers updated the meeting, noting the committee have changed their meeting date to Wednesday's evenings.

The Stevenson House committee agreed to meet after the Annual meeting of the Parish Council. A proposed date of Wednesday 14th May. To be confirmed.

429/0425.Finance Matters

a-To approve Internal controls carried out for March 2025 against the payment schedule, invoices and the bank statements (31/03/25) carried out at the finance committee meeting. Cllr Allott carried out the internal checks at the finance committee meeting.

b-To approve the list of invoices March 2025 Payments totaling.

£8,711.06 (Unity Trust)

Payments for

Approval -March	Amount	To be approved
Staff Salaries	3,043.77	Staff salaries
HMRC	1057.36	PAYE
		Wrong payment made by funeral
RJ Burgess/refund	1,068.00	director.
BT	175.39	BT
Williamson		
Groundworks LTD	2,390.00	Grave digging
Community workshop	940.00	2x Noticeboards
Tesco mobile	24.99	Parish Mobile and tablet
Unity Trust	0.60	Bank charges
Unity Trust	10.95	Bank Charges
Total		£8,711.06

£109.99 (HSBC)

Payments for

Approval-March	Amount	To be approved
Clerk Expenses	104.99	Microsoft 365
Bank Charges	5	HSBC

Total 109.99

The list of invoices reviewed and recommended to the Parish Council as a correct record and to approved by the Parish Council.

c-To approve the bank reconciliation for March 2025 showing a total cash balance of **£42,599.71**

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The details of the bank reconciliation noted and approved as a true record of the bank balances for month ending March 2025

d-To receive the budget and note any updates.

The budget was noted.

e-To receive an update on the finance meeting Tuesday 1st April 2025 and consider any proposals and agree any action.

Recommendations:

- For purchase orders to be issued for purchases over £500
- To pay for the invoice for the leaflet printing for Save Sitlington

It was resolved to approve both recommendations of the finance committee.

f-To consider any grant applications and agree outcome. None received.

430/0425. To receive a report and consider provision and quotes for IT support and business SharePoint and agree action.

The Clerk provided an update on ongoing IT issues within the Parish Office. A quotation was presented for ongoing IT support, which includes Business 365 and SharePoint services. The Clerk was asked to obtain additional quotes, which will be reviewed by the Finance Committee. The Parish Council agreed to delegate the decision on expenditure to the Finance Committee, with a report to be brought back to the next Parish Council meeting.

431/0425. To consider proposed nominees for the Mayor's commendation and agree arrangements for the event.

The council considered nominations for the commendation. Cllr Smith to guide the council through the process to book and arrange an event in the parish.

432/0425.Governance

a-To consider adding details of a fixed amount for purchase orders for the council in the financial regulations and agree action.

It was resolved for Purchase orders to be issued for purchases over £500 and the details to be added to the financial regulations.

b-To consider and agree a planning committee formation moving into the coming year.

It was noted that Cllr Shaw will be stepping down from the Parish Council, and therefore, the newly formed committee will need to meet to familiarise themselves with the planning portal and the key considerations when reviewing planning applications. The composition of the committee will be formally determined at the Annual Meeting of the Parish Council in May.

433/0425- Allotment and cemeteries

a-To receive the minutes of the Allotment & Cemetery committee (25/2/25)

The minutes of the Recreation & Leisure committee were included in the meeting pack.

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

The clerk updated the meeting on the final details for the memorial training taking place on Thursday 3rd April at Netherton Village Hall.

c-To receive an update on the memorial garden at Middlestown cemetery.

Cllr Fearnside updated the meeting on progress to date.

The edging stones have now been installed around the memorial garden, planting is progressing well, with some more plants to be added.

434/0425- Recreation and Leisure

a-To receive the minutes of the Recreation & Leisure committee meeting and any recommendations to consider. (25/3/25)

Recommendations

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- To recommend a subcommittee of members and non-members for the pavilion project.
- It was agreed to recommend that the friends are charged for events other than the coffee mornings and games afternoon. For example, the wreath making.
- To replace the bins in Netherton park with larger one, so the litter does not blow around. Clerk to gather quotes for the next R&L committee.

b-To agree and adopt a subcommittee as recommended by the Recreation & Leisure committee to work on the pavilion project and the process for inviting non-members to join. The R&L committee agreed to propose a subcommittee to deal with the work regarding the pavilion new build project.

It was **Resolved** to adopt a sub-committee, with members to be agreed at the Annual meeting of the Parish Council.

Proposed: Cllr Fearnside

Seconded: Cllr Crow

c-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.

The clerk has received the contact details of the contractor approached to carry out the work, an onsite meeting was agreed. All paperwork would need to be received by the Clerk before proceeding i.e. risk assessment and insurance details of the contractor.

d-To consider whether the FOHB should contribute to use of the pavilion and agree action. Proposed was for the FOHB to pay for one off arranged events. Regular bookings such as the coffee mornings and games afternoon will be free of charge.

It was agreed to charge for one off events at the pavilion not the regular sessions such as the coffee mornings and the games afternoon)

Proposed: Cllr Fearnside

Seconded: Cllr Fyles

435/0425.Planning

a-To consider validated applications

Planning applications validated	
25/00447/FUL	-Stoney Cliff Lodge Farm Danesleigh Drive Middlestown Wakefield WF4 4TB Single storey extension to front, first floor extension to side and detached Stable
25/00474/TPO	- Water Lane and Coxley Beck Middlestown Wakefield Remove trees identified as T2, T4, T5, T6, T7, T8. Prune to clear service wires by 2metres and crown lift to 4.2metres tree T1. Selectively thin group G1 by 20%.
25/00590/FUL	-The Smithy Whitley Farm Drive Netherton Wakefield WF4 4LN Part single, part 1.5 storey extensions to front and rear
24/01957/SUB01	-Gate Farm Wood Lane Overton Wakefield WF4 4NZ Discharge of Condition 3 (Coal Mining Investigation) from approved application 24/01957/FUL
25/00559/FUL	-170 New Road Overton Wakefield WF4 4RG

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Demolition of existing buildings and erection of new building for use for honey processing/general storage (domestic hobbies)

b.To consider planning decisions.

Netherton

24/02211/LBC-6 Farm Mount Netherton Wakefield WF4 4TS
Replacement of window with door-**Approved**

24/01546/FUL-135 Upper Lane Netherton Wakefield WF4 4HY
Removal of existing shed at the front of the dwelling for the relocation of existing shed from the side to the front of the dwelling. **Approved**

25/00260/FUL-Address Land Off Netherton Lane, Wakefield WF4 4HP
Erection of small shed on site. -**Awaiting Decision**

25/00068/CPE-64 Blacker Lane (Land To Rear) Netherton Wakefield WF4 3DW
The continuous use of land for equestrian purposes, and the use of storage containers in association with this use. **Refused**

Middlestown

24/00694/ENFAPP-Land North Western of Sandy Lane Middlestown Wakefield WF4 4PN
Enforcement appeal -**Inspectorate upheld enforcement appeal**

24/01287/FUL-36 Coxley Lane Middlestown Wakefield WF4 4PU
Conservatory to rear. **Awaiting Decision**

23/00767/SUB01-4 Coxley Lane Middlestown Wakefield WF4 4PU
Discharge of Condition 3 (Drainage), Condition 4 (Materials), Condition 5 (Wheel Wash), Condition 7 (Landscaping), Condition 8 (Bat), Condition 12 (Radon), Condition 13 (Animal Waste Management Plan) from approved application 23/00767/FUL-**Awaiting Decision**

24/02155/FUL-Land Off Sandy Lane Middlestown Wakefield WF4 4PN
Detailed Planning Application for 3no Stables and a Tack Room and Associated Works
Awaiting Decision

23/00315/SUB01-6 Carr Lane Middlestown Wakefield WF4 4QJ
Discharge of Condition 3 (Finished Floor Levels), Condition 4 (Site Investigations), Condition 5 (Materials), Condition 6 (Landscaping) and Condition 7 (Boundary Treatment) from approved application 23/00315/FUL
Awaiting Decision

Midgley

20/00162/SUB01-Land at Top Farm Stocksmoor Road Wakefield Midgley WF4 4JQ-Proposal: DISCHARGE OF CONDITION 3 COAL MINING RISK ASSESSMENT, CONDITION 4 CONTAMINATION, CONDITION 5 CONSTRUCTION, CONDITION 6 BUILDING LEVELS, CONDITION 7 SOFT LANDSCAPING, CONDITION 8 MATERIALS, CONDITION 11 HARD

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LANDSCAPING, CONDITION 12 BOUNDARY SCREENING AND CONDITION 13 RADON TREATMENT FOR APPROVED APPLICATION 20/00162/FUL.

Awaiting Decision

25/00300/FUL-Land Off Stocksmoor Road Midgley Wakefield WF4 4JQ
Change of use to two secure dog walking fields with new access, parking area and associated fencing and gates. **Awaiting Decision**

Overton

• **23/00332/EIASO**-New Hall Farm New Hall Lane Overton Wakefield WF4 4RP Solar Farm (23/3/23) EIA required-**Unknown**

• **22/02332/EIASO**-New Hall Farm (Land At) New Hall Lane Overton Wakefield WF4 4RP-Solar Farm EIA required. **Unknown**

21/02438/SUB01-Gate Farm Wood Lane Overton Wakefield WF4 4NZ
Discharge of Condition 3 (Coal Authority), Condition 4 (Remediation), Condition 5 (Materials) and Condition 6 (Bats) from approved application
Awaiting Decision

24/00101/OUT-Reindeer Inn Public House 204 Old Road Overton Wakefield WF4 4RL

Application for the demolition of existing Public House and development of 4no. dwellings, outline application to include access and scale only with all other matters reserved. (amended description)

Awaiting Decision

Appeals

24/00051/REF

Alternative Reference: PP-12229821

Address: New Hall Farm New Hall Lane Overton Wakefield WF4 4RP

Nature: Installation of renewable energy generating station comprising ground-mounted photovoltaic solar arrays together with substation, transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements

Status: Appeal Lodged

Appeal Type: Appeal Against Refusal

4725/W/24/3354032-New Hall Farm New Hall Lane Overton Wakefield WF4 4RP

Installation of renewable energy generating station comprising ground-mounted photovoltaic solar arrays together with substation, transformer stations, site accesses, internal access tracks, security measures, access gates, other ancillary infrastructure and landscaping and biodiversity enhancements. **Public inquiry reference and documents.**

Status Awaiting decision

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436/0425- Correspondence/training opportunities

- West Yorkshire Community Alert-Stay cyber secure.
- YLCA-Training programme
- YLCA-Councillor discussion forum
- Resident-concerns about speeding /request for mobile casualty camera van
- WMDC-Planning lists
- NALC-Chief Executive bulletin
- NCMM-Exclusive viewing earth comes light
- Resident-Thornhill Road-traffic /speed concerns.
- WMDC-Town & Parish councils liaison group presentation
- YLCA-Neurodiversity Training 3/4/25

437/0425-Working Together

a- To receive any updates from Councillors regarding: -

(i). Denby Grange (Cllr Allott)

The committee AGM has taken place, Cllr Allott attended and updated the meeting.

An open day for the newly refurbished pavilion at Denby grange is being considered.

(ii). Youth Club (Cllr Shaw)

Cllr Shaw updated the meeting on Break though youth and staffing matters. Youth support is stable for the moment.

(iii). Thornhill poor's (Cllr Shaw)

Cllr Shaw updated the meeting on progress to date.

Cllr Shaw will no longer be a trustee for Thornhill Poors when he steps down from the Parish Council.

(iv). Save Sitlington countryside (Cllr Shaw)

The public enquiry is ongoing at Wakefield Council.

(v). Netherton Village Hall management committee.

The clerk updated the meeting about the meeting and a consideration to refurbish the building. The committee have approached the architect who is working on the pavilion to understand the funding and the processes involved.

Further updates for the Parish Council at the trust meeting later this year.

(vi). To consider small community engagement events in the parish throughout the annual calendar. Cllr Smith to update at the next meeting.

438/0425. Staffing and Office matters

Nothing to report.

411/0325. Matters of an urgent nature (for information only) or items for inclusion on the agenda for Tuesday 1st April 6.30pm-Netherton Village Hall

Future meetings.

Netherton Village Hall Monday 6.30pm 12th May Parish Office

Allotment & Cemetery Committee 6.30pm Tuesday 13th May -NVH

Recreation & Leisure committee -7.00pm Tuesday 17th June-NVH

Stevenson House-Wednesday 14th May-NS&SC (to be confirmed)

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Finance committee -Monday 2nd June 2.00pm Parish Office

Meeting end 8.37pm

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