

# Sitlington Parish Council



## MINUTES OF THE ORDINARY MEETING OF SITLINGTON PARISH COUNCIL TUESDAY 6<sup>th</sup> May 2025

St Lukes Church Hall  
Overton  
7.00pm

**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**-Cllr Harvey, Cllr Nicholls

### **Members of the Public: -**

Representatives of Save Sitlington

Representative of Friends of Hartley Bank

### **Public Forum**

#### **Friends of Hartley Bank**

The friends requested that the Parish Council consider a proposal from a company who carries out volunteer time for the communities. It was proposed that they come and paint the pavilion.

Permission also requested by the FOHB to add bug houses to the community field with community groups. Child protection policy and risk assessment for the activity was requested as it is a group involving children (No date fixed as yet.) All agreed for the event to take place.

The Chair requested information on how many bug houses will be installed and the locations will need to be confirmed before commencing.

#### **Save Sitlington**

The group thanked the Parish Council for their support leading up to and during the public inquiry. It was noted the site is now classed as grey belt, and that the final decision made by the planning inspectorate could take up to 6 months.

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**001/0525-Welcome and Apologies**

The Chair welcomed the meeting and outlined the code of conduct.  
Apologies were received and accepted by the Parish Council from Cllr Allott-Ratcliffe

**002/0525-The chairs reminder of the council's expectations for the audio or visual recording of this meeting.**

Noted-Recorded for administration.

**003/0525 Members Declarations of Interest**

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

**004/0525.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.

**005/0525.To Approve the Minutes of the ordinary meeting held on Tuesday 1<sup>st</sup> April 2025.**

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

Ordinary meeting

**Proposed:** Cllr Myers

**Seconded:** Cllr Fyles

**006/0525. To receive an update on ongoing matters**

a-To receive an update on the community food bank

Myself and Cllr Smith went to meet the chair from Kippax Parish Council about their community pantry. Cllr Smith to updated the meeting on the set up of the pantry and the resources for the food. Taking learning from the visit, proposals were to consider something smaller in the school holidays. To also focus on the pet food and health and hygiene products.

Cllr Fyles raised that the winter is also a difficult time with increasing costs for residents. It was agreed to arrange a meeting with the residents that attended the PC meeting who expressed an interest.

b-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.

A response was received regarding the request for an itemised breakdown of the 2023 Christmas Light provisions. The response from Wakefield Council

*"Due to the transition of Service Delivery Partners in October 2023, such a breakdown cannot be provided for last year. However, Wakefield Council acknowledges the need for financial transparency and has established a Task & Finish Group with the current contractor and key council personnel to improve 2025 delivery. Going forward, an itemised breakdown will be agreed upon in advance via a pro forma."* A meeting can be arranged for further discussion if needed.

Additionally, the Service Manager for Highways and Transportation, has confirmed that 'smiley SIDS' will be permitted on lighting columns, with a supporting policy expected by early summer.

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Cllr Myers proposed not to pay the invoice for the Christmas lighting provision until a satisfactory breakdown is received. Noting it was not a satisfactory response to the matter. All agreed and **it was resolved** to not pay the invoice until a break down has been received by Wakefield Council.

**007/0525. Council to receive reports from: -**

a) District Councillors

**Cllr Nicholls**

Updated the meeting, District Councillor surgeries proposed for the parish. Cllr Nicholls has had a surgery at Hartley Bank and is looking to arrange in other venues in the parish.

Community concerns from the PACT meeting are being dealt with by the District Cllrs. Highways correspondence read out regarding speeding vehicles. GPS surveys identify target areas and Thornhill Road is not deemed as a speeding hot spot.

Other areas where speeding is an issue in the parish discussed.

**Cllr Harvey**

Noting of the traffic accidents in the parish and that the response from highways is not acceptable, noting the criteria for traffic measures to be in place.

Cllr Harvey raised the group Save Sitlington and noting the planning inspector was very impressed with their presentation and conduct throughout the public inquiry and the support from the community.

Outline application for the Reindeer inn has been approved

Hedging on the path at Blacker Lane has been reported.

Cars have been stolen within the parish and surrounding areas.

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

a) Hard Copies received.

The meeting considered the safe scheme report, identifying targeted areas for speeding checks. Checking of the hours on the safe scheme as still stating inclusive of hours. Chair to check the details and update the council.

Cllr Myers raised parking on the pavement curbs and whether it was illegal.

It was noted you can Park anywhere as long as you are not causing an obstruction, this is when it can be ticketed by the Police.

**008/0525. To note the resignation of Cllr Shaw and acknowledge his long service.**

The chair noted Cllr Shaw's 14 years long service to the Parish Council.

*"The Parish Council acknowledged Cllr Shaw as a valued asset who has served diligently, efficiently, and with reasoned judgement, contributing to well-informed decision-making. The Council expressed sincere thanks and best wishes to Cllr Shaw on retirement, noting his departure will be a significant loss to the council."*

Cllr Shaw thanked everyone and his enjoyment of the role over the years.

**009/0525. To receive an update on the co-option of new Parish Councillors for the Netherton Ward.**

The candidate is awaiting approval from work to accept the role.

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**010/0525. Stevenson House committee**

a-To receive any updates from Cllr Myers as the representative on the club committee  
Cllr Myers updated the meeting, noting there has been no committee meeting until  
Wednesday 7<sup>th</sup> May. A meeting with the committee to be arranged

**011/0525. Finance Matters**

a-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.  
Internal controls were carried out by Cllr Fearnside at the Finance committee (28/4/25)  
b-To approve the list of invoices April 2025 Payments totaling **£26,098.06(Unity Trust)**  
**£52.00 HSBC)**

The list of invoices (see below payment schedule) reviewed and recommended to the Parish  
Council as a correct record approved by the Parish Council.

<b>Payments for Approval</b>	<b>Amount</b>	<b>To be approved</b>
Staff salaries	3,051.77	Monthly
Clerk Expenses	20.36	Expenses -Memorial training refreshments
Clerk Expenses	7.20	Expenses -Recorded post x2
Curry's business	589.99	Clerks lap top updated due to windows 10
EON	2,157.81	Electric pavilion
Netherton Sports & Social club	1,234.40	Parish office electric
Reimbursement	53.17	Save Sitlington leaflet printing
Business Stream	10.96	Water rates
West Yorkshire Pension	1,280.82	Pension payments -FEB
Horbury Churches together	231.84	Youth worker
Reimbursement	30.00	Decking paint -Pavilion
Business Stream	25.74	Water rates
West Yorkshire Police	1,459.08	Safe scheme
Rialtas	243.60	Software support and maintenance
BT	131.82	Phone and broadband
Public works loan	2,057.25	Loan -Netherton Sports and social club
West Yorkshire Pension	1,280.82	Pension Payments- March
YLCA	1,013.00	Annual Membership
Wakefield Council	230.06	Rodent control
Williamson Groundworks LTD	2,190.00	Grave Digging -March Rent of land play area and Albert Barlow memorial
Wakefield Council	200.00	
Wakefield Council	321.46	Bin- NVH
Wakefield Council	1,047.90	Business rates Pavilion Hartley Bank
Wakefield Council	192.12	Business rates Netherton Cemetery
Rialtas	692.40	Year-end Close down
Wakefield Council	394.03	5 Ton grit Netherton Cemetery repair leak and replace tap
Oldroyds	409.20	
HMRC	1,076.45	PAYE
Vision ICT	600.46	Webhosting and support

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SLCC	240.00	Membership
Wakefield Council	445.22	Bin Netherton Cemetery
ICCM	558.00	Memorial Training 3 Cllr
Horbury Churches together	231.84	Youth worker
West Yorkshire Police	1,040.92	Safe scheme
Wakefield Council	445.22	Bin Middlestown Cemetery
Amazon	453.15	See tab
Wakefield Council	450.00	Rent of land Netherton Village Hall
<b>Total</b>	<b>26,098.06</b>	

An error was found an underpayment of the clerk salary by £8.00 from April.  
c-To approve the bank reconciliation for April 2025 showing a total cash balance of **£137,602.73**

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

<b>Bank Reconciliation 30/4/25</b>	
<b>Current Account HSBC</b>	
Opening Balance	11.08
<b>Closing Balance</b>	<b>8,098.08</b>
<b>Money manager HSBC</b>	
Opening Balance	0.00
<b>Closing Balance</b>	<b>-7,989.00</b>
<b>Cambridge &amp; Counties</b>	
Opening Balance	34,877.52
<b>Closing Balance</b>	<b>36,516.99</b>
<b>Unity Trust current account</b>	
Opening balance	6,071.64
<b>Closing Balance</b>	<b>100,976.66</b>
<b>Unity trust savings account</b>	
	0.00
<b>Unity trust current account</b>	<b>100,976.66</b>
HSBC current account	8,098.08
HSBC Money manager	-7,989.00
C&C Investment account	36,516.99
	<b>137,602.73</b>

d-To receive the budget and note any updates.

The budget was noted and accepted by the Parish Council as a true and accurate record.

e-To receive the minute of the finance meeting Monday 28<sup>th</sup> April 2025 and consider any proposals and agree any action.

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## Recommendations

- To proceed to Cranberry IT solutions as delegated by the PC at the last ordinary meeting and for the Councillors to also have Microsoft 365/outlook email and IT support
- Pay the clerk the under payment from April salary due to changed deductions in salary. (£8)
- £276 to be transfer to the NVH account from the remaining budget.

f-To consider any grant applications and agree outcome  
No grant application received.

### **012/0525.To receive an update on provisions and quotes for IT support and business SharePoint and agree action.**

The finance committee with delegated power agreed to commence with cranberry IT support. The quote was originally £90 per month for the office IT support only. An additional £10 per Councillor for Microsoft 365 set up /email and support as agreed at the finance committee meeting.

Total monthly payment £224.70 for IT support for all.

**It was resolved** to pay the additional monthly fee for Councillor support and set up of Microsoft 365.

### **013/0525.To consider proposed nominees for the mayor's commendation and agree arrangements for the event.**

Cllr Smith to updated the meeting. Handing over of the diary will commence with the new Mayor. Date to be confirmed.

### **014/0525.Governance**

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

The Clerk updated the meeting on the internal auditor's report and actions 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.

**It was resolved** to approve section 1 and section 2 of the Annual return 2024-2025.The Chair and RFO signed the return all were in agreement.

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 3<sup>rd</sup> June until Friday 14<sup>th</sup> July 2025.** These will be added to the notice boards and website.

### **015/0525- Allotment and cemeteries**

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

The training was a success, with 16 attendees from across Yorkshire. A visit to Netherton Cemetery took place as part of the training, and the visitors was very impressed with the cemetery and how headstones have been managed over the years.

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Cllr Smith updated the meeting on the training, noting that the feedback was positive and reflected well on us as hosts. An email is to be sent to the caterers to thank them for the excellent food provided for the event.

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

Cllr Dickinson can source some wood chippings for the cemetery and will liaise with Cllr Fearnside to action.

### **016/0525- Recreation and Leisure**

a-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.

Cllr Fearnside met with the contractor, who was to provide costs for matting for the field; however, no correspondence has yet been received.

Cllr Fearnside also updated the meeting on discussions with the contractor regarding the proposed road closure. It was agreed She will approach local residents it will affect to confirm their agreement to the closure and obtain written confirmation once all details are confirmed. It was raised that that costs have changed since the original decision, and Cllr Smith suggested using the container for storage and painting it to improve its appearance.

Concerns were raised regarding the risk assessment and insurance, which have not yet been received. Cllr Smith's proposal to keep the container for storage was noted.

Actions: A letter to be produced

The Clerk to follow up with the contractor to gather all the required information for the next PC meeting.

b-To consider requirements for the VE event and the need for a music license and agree action. Clerk to follow up.

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

It was noted that equipment will be needed for the volunteers to paint the pavilion, all agreed for the volunteers to paint the pavilion and for the Parish Council to pay for the equipment required.

The friends to liaise with the clerk and provide a list of equipment. Risk assessment and insurance details from the company that send the company volunteers.

The FOHB noted that areas of the field need strimming, Clerk to liaise with the ground's maintenance team and the FOHB to identify the areas that need strimmer at Hartley bank.

Grass cutting and clearing around the back of the pavilion raised. Noting the pavilion drops down on the corner and could be Marked for safety. Suggested was a post to be added on the corner.

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

The invoice has been sent to pay 50% of the costs and the surveyor will be attending the building 12/5/25. (this is a separate charge of £350.00 plus VAT)

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

Parish Council considered the request from the Junior Football Club to continue playing on the community field for the new season commencing September 2025.

**It was resolved** by the Parish Council for the football to continue.

Proposed: Cllr Fearnside

Seconded: Cllr Crow

This will be advertised on the notice boards/website/social media/Coxley news.

Consideration to the grass cutting for the new season.

Chair suggested to obtain a quote from T & D for the grass cutting for next season.

### **Emroyd Common**

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

The fairy trail notice board has been damaged. The Parish Council consider its options

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If the notice board could be repaired, it was agreed for the notice board to be used for information about Emroyd Common and not to reinstate the fairy trail due to the vandalism to the fairy objects placed on the trail.

The Clerk to gather some information on Emroyd Common to add to the notice board.

## 017/0525.Planning

### a-To consider validated applications

CLlr Shaw updated the meeting on the validated planning. Concerns about barns in the parish applying for planning. Planning and building on Sandy Lane noted.

<b>Planning applications validated</b>
<b>25/00642/FUL</b> -15 Back Lane Middlestown Wakefield WF4 4PE Single storey rear extension
<b>24/01108/SUB01</b> -Middlestown Primary Academy Cross Road Middlestown Wakefield WF4 4QE Discharge of condition 2 (biodiversity gain plan) and Condition 3 (biodiversity enhancement and retention scheme) from approved application 24/01108/FUL
<b>25/00777/AGR</b> -142 South Lane Netherton Wakefield WF4 4HZ An agricultural dry store for hay crop and associated machinery, please see accompanying information for specific detail.

### b.To consider planning decisions

<b>Netherton</b>
<b>25/00590/FUL</b> -The Smithy Whitley Farm Drive Netherton Wakefield WF4 4LN Part single, part 1.5 storey extensions to front and rear. <b>Awaiting Decision.</b>
<b>25/00260/FUL</b> -Address Land Off Netherton Lane, Wakefield WF4 4HP Erection of small shed on site. <b>-Awaiting Decision</b>

<b>Middlestown</b>
<b>25/00447/FUL</b> -Stoney Cliff Lodge Farm Danesleigh Drive Middlestown Wakefield WF4 4TB Single storey extension to front, first floor extension to side and detached Stable. <b>Awaiting Decision.</b>
<b>24/01287/FUL</b> -36 Coxley Lane Middlestown Wakefield WF4 4PU Conservatory to rear. <b>Awaiting Decision</b>
<b>23/00767/SUB01-4 Coxley Lane Middlestown Wakefield WF4 4PU</b> 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- <b>Awaiting Decision</b>
<b>24/02155/FUL</b> -Land Off Sandy Lane Middlestown Wakefield WF4 4PN Detailed Planning Application for 3no Stables and a Tack Room and Associated Works <b>Approved.</b>
<b>23/00315/SUB01</b> -6 Carr Lane Middlestown Wakefield WF4 4QJ

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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.  
**Conditions Discharged.**

**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%. **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 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**

**24/01957/SUB01**-Gate Farm Wood Lane Overton Wakefield WF4 4NZ Discharge of Condition 3 (Coal Mining Investigation) from approved application 24/01957/FUL

**. Awaiting Decision.**

**25/00559/FUL**-170 New Road Overton Wakefield WF4 4RG Demolition of existing buildings and erection of new building for use for honey processing/general storage (domestic hobbies). **Awaiting Decision.**

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## 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**

**c-To consider any appeals**-No new appeals

**d-To update on 24/00051/REF New Hall solar panel application and the public Inquiry.** Nothing further to report the results of the inquiry could take up to 6 months.

## 018/0525- Correspondence/training opportunities

- NALC-Chief Executive Bulletin
- Cllr Harvey-VE Day 80<sup>th</sup> Anniversary
- Scrutiny Committee -WMDC-Centered around several social media posts made by a Councillor about the clerk. (*Miller v peake [2025] EWHC 453 (KB)20 February 2025.*)
- WMDC planning -Weekly Lists
- YLCA-Nimble Training
- YLCA-Breakthrough communications training
- YLCA-White Rose bulletin
- Cllr Harvey-Workshops and grant for community organisations.
- NCM-VE day beacon launch, Thursday 8<sup>th</sup> May 6.30-10.00pm (public event)
- YLCA-Councils acting as sole trustee.
- Resident-Regarding the benches in Netherton Cemetery.

## 019/0525-Working Together

a- To receive any updates from Councillors regarding: -

(i). Denby Grange -Cllr Allott updated the meeting.

(ii). Youth Club -Cllr Shaw updated the meeting on the current situation with Breakthrough youth.

(iii). Thornhill Pools (Cllr Shaw)

Cllr Shaw updated the meeting that £250,000 has been paid out in grants over the years.

(iv). Save Sitlington countryside (see public forum)

(v). Netherton Village Hall management committee.

The committee will be sorting of the rubbish in the cupboards and the removing old photocopying.

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(vi). To consider small community engagement events in the parish throughout the annual calendar.

Cllr Smith raised engagement with the community and events that could work with the community. It was difficult to find out information about events in the parish.

Suggestions of coffee mornings at Denby Grange, annual parish meeting.

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 parish community between 1<sup>st</sup> march and 1<sup>st</sup> June called by the Chair of the Parish Council.

The Parish Council will invite groups to speak and engage the community.

Consider was whether to have it in early July dates for July for Denby grange considered.

Alternate venues of village every year.

### **020/0525. Staffing and Office matters**

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

The caretaker needs either a phone or a e sim to use her phone for work use.

Clerk to investigate costings and report to the next meeting.

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

Concerns were raised about the Parish Office, there is an issue of damp and cold.

It was noted that the space needs improving for employees and bereaved family members.

### **0121/0525. Matters of an urgent nature (for information only) or items for inclusion on the agenda for Tuesday 3<sup>rd</sup> June 6.30pm-Netherton Village Hall**

#### **Future meetings.**

- Netherton Village Hall Monday 12<sup>th</sup> May- 6.30pm Parish Office
- Allotment & Cemetery Committee Tuesday 13<sup>th</sup> May -6.30pm NVH
- Stevenson House committee Wednesday 28<sup>th</sup>May (confirmed)
- Finance committee Monday 2<sup>nd</sup> June 2.00pm- Parish Office.
- Recreation & Leisure committee -Tuesday 17<sup>th</sup> June- 7.00pm NVH

**Meeting end 9.21pm**

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