

# Sitlington Parish Council



## MINUTES OF THE ORDINARY MEETING OF SITLINGTON PARISH COUNCIL TUESDAY 3<sup>rd</sup> June 2025 Netherton Village Hall

6.30pm

**PRESENT:** Cllr Allott, Cllr Fearnside, Cllr Dickinson, Cllr Myers, Cllr Ingham, Cllr Smith

**In Attendance:**  
**Admin Assistant**

**District Councillors-0**  
**Members of the Public: 3**  
**Public Forum**

### **022/0625-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, CLLr Fyles Cllr Harvey

### **023/0625-The chairs reminder of the council's expectations for the audio or visual recording of this meeting.**

Noted-Recorded for administration.

### **024/0625 Members Declarations of Interest**

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

### **025/0625.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.

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**026/0625. To approve the Minutes of the Ordinary meeting and the Annual meeting of the Parish Council held on Tuesday 6th May 2025**

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

**Ordinary Meeting**

**Proposed:** Cllr Fearnside

**Seconded:** Cllr Myers

**Annual Meeting of the Parish Council.**

**Proposed:** Cllr Myers

**Seconded:** Cllr Ingham

**027/0625. To receive an update on ongoing matters**

a-To receive an update on the Mayors commendation event.

Cllr Smith has stated they would like the Event in Autumn

b-To receive an update on the other 2 noticeboards for the parish

It was agreed to ask the Black Swan at Overton, if they would accept the notice board on their property

As the Green at Overton needs Planning permission. Re think the Carr Lane area for the notice board and consider a location for the Midgley area.

c-To receive an update on the community pantry meeting.

Cllr Smith suggested Wednesday 25<sup>th</sup> June TBC

d-To receive an update on the proposed Annual Parish meeting and confirm date, time and location. Denby Grange Monday 14<sup>th</sup> July 7pm

f-To receive an update on the Emroyd notice board

It was agreed to add the parish map from the parish plan which includes the Defibrillators locations.

g-To receive an update on the Parish Office.

Cllr Dickinson recommended a builder that she knows and will share the details.

Cllr Allott to update on another quote once she has the details.

Further quotes will have to be sought.

**028/0625.Council to receive reports from: -**

a) District Councillors

None in attendance and no apologies received.

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

Resident raised up that people are cutting through the Hidden to miss the traffic lights instead of waiting at the lights told to bring this up with the police as we have no power to deal with this kind of problem.

Resident brought up that there is a section of Coxley woods where snares are being used.

Police are aware.

### **029/0625. To receive an update on the co-option of Parish Councillors for the Netherton Ward.**

a-New Councillor to complete declaration of office and welcomed to the Parish Council.  
Welcomed and Completed declaration of interest - Dan Collinson

b-To receive an update on the vacancy for the Netherton ward waiting on updates to see if an election has been requested. Update will be after 18.06.2025.

### **030/0625. Stevenson House committee**

a-To receive any updates from Cllr Myers as the representative on the club committee  
Cllr Myers stated that the normal monthly meeting is tomorrow 4.6.25 not many people attended the meeting arranged for Stevenson House Committee.

The committee stated that they are finding it very difficult financially because of the gas and Electric, Cllr Myers stated that the club are looking to use solar panels and are in early discussions with the company he wanted the Council to give their thoughts on this and they were looking to see if we could give them some rent free months to help. Cllr Allott stated that they are not allowed to have rent free because that would then cost the tax payers. We can look into it but they need to request permission from the Parish Council.

Cllr Allott stated that we need to look into this legally, but we will not be helping with gas and electric bills.

Admin to look into it on legal terms this week.

### **031/0625. Finance Matters**

a-To approve Internal controls carried out for May 2025 against the payment schedule, invoices and the bank statements (31/05/25) carried out at the finance committee meeting.

b-To approve the list of invoices May 2025 Payments totaling **£15,959.18(Unity Trust) £45.00 HSBC)**

<b>Date</b>	<b>Payments for Approval</b>	<b>Amount</b>	<b>To be approved</b>
<b>01/05/2025</b>	Salaries -May	3,157.31	Salary
14/05/2025	Open Country	687.50	Gardening work Netherton Cemetery
	NVH	276.00	Budget remaining in NVH budget heading transferred
	Pear Cemetery	294.00	Software support and maintenance
	Business Stream	36.43	
	NSALG LTD	98.00	Allotment association(tenants)
	Internal auditor	395.00	Internal audit 24-25
	Business Stream	32.78	
	Staff salaries	8.00	Under payment from April salary
	EON	122.00	Electric pavilion
	RG IT	100.00	IT support
	Business Stream	22.15	
	Orange Design	4,032.00	Architect deposit pavilion
15/05/2025	Allotment tenant	100.00	Allotment deposit return
	BT	91.01	Phone and Broadband
	Oldroyds maintenance	217.20	Netherton Sports & Social Club gas inspection

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	Owl Lane nursery	64.00	Top Soil Middlestown Cemetery
	Zurich	2,433.41	Parish Insurance
	Horbury Churches 013	231.84	Youth worker NYC
22/05/2025	Tesco mobile	27.19	Parish Mobile and tablet
	ICCM	105.00	Cemetery membership
	WY Pension Fund	1,213.95	Pensions
	HMRC	1,075.91	PAYE
	Staples	46.99	Stamps
	HMRC	1,091.51	PAYE
01/05/2025	Expenses	40.00	Expenses -HSBC
21/05/2025	HSBC	5.00	Bank charges -HSBC
	<b>Total</b>	<b>£16,004.18</b>	

c-To approve the bank reconciliation for May 2025 showing a total cash balance of **£122,332.40(28/5/25)**

<b>Bank Reconciliation 28/5/25</b>	
<b>Current Account HSBC</b>	
Opening Balance	8,098.08
<b>Closing Balance</b>	988.08
<b>Money manager HSBC</b>	
Opening Balance	-7,989.00
<b>Closing Balance</b>	11
<b>Cambridge &amp; Counties</b>	
Opening Balance	34,877.52
<b>Closing Balance</b>	36,516.99
<b>Unity Trust current account</b>	
Opening balance	100,976.66
<b>Closing Balance</b>	84,816.33
<b>Unity trust savings account</b>	
	0.00
<b>Unity trust current account</b>	84,816.33
HSBC current account	988.08
HSBC Money manager	11.00
C&C Investment account	36,516.99
	<b>122,332.40</b>

d-To receive the budget.

All approved

e-To receive the minute of the finance meeting Monday 2<sup>nd</sup> June 2025 and consider any proposals and agree any action.

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Cllr Fearnside just waiting on Cranberry IT for updates, she also stated and asked why the £2,000 couldn't be put into the trust and overseen by us.

f-To consider any grant applications and agree outcome

None applied for.

### **032/0625. To consider a leaving gift /recognition for service for a long-term retired Councillor and agree action.**

Cllr Fearnside suggested a Bonsai plant and a Camellia plant Cllr Smith stated she will be in touch with Cllr Shaw and ask him his thoughts.

### **033/0625. Allotment and cemeteries**

a-To receive the minutes of the committee meeting 13<sup>th</sup> May and consider any recommendations

Ongoing re hedges

No further action for Oak tree at Netherton Cemetery.

b-To consider the cemeteries and gardening aspects of the spaces and agree action

Cllr Allott has proposed that the grounds maintenance team should be informed that the weeding must be done at the cemeteries and that they are not fulfilling their contracts.

c-To consider the quote for the tree work at the bottom of Middlestown Cemetery and agree action, acknowledgement of the work carried out by the Admin Assistant to improve the CR in this area.

The Chair requested further information and a full risk assessment.

All in agreement

d-To consider the quote for the path between burial plots for Netherton Cemetery and agree action.

The council requested a 2<sup>nd</sup> Quote and a 3<sup>rd</sup> quote.

e-To consider the wood chipping required for the memorial garden at Middlestown cemetery and agree action.

Cllr Dickinson to liaise with wood chipping man and Cllr Fearnside to liaise, also to fix a date and time.

### **034/0625- Recreation and Leisure**

#### **Hartley Bank**

a-To receive an update on the moving of the container and agree action.

Cllr Fearnside states that the lorry will not get down Balk Lane and the council need to accept that the Container will have to stay on the grounds and it can be used for other uses.

b-To receive a quote from the grounds maintenance contractors for grass cutting of the Hartley Bank field during the football season and agree action. The grounds maintenance team quoted £25 per cut and that will cost £300.00

It was resolved to spend a further £300 to carry out the extra grass cutting at Hartley bank.

**Proposed:** Cllr Myers

**Seconded:** Cllr Smith

#### **Emroyd Common.**

c-To receive any updated from the friends of Emroyd

Cllr Fearnside stated that the friends are in talks to meet in the week and rather than the weekends

### **035/0625.Planning**

a-To consider validated applications

Planning site unavailable and not working to add to next month

b-To consider planning decisions.

c-To consider any appeals

No Planning can be sought at this time as the portal has been down due to maintenance.

### **035/0625- Correspondence/training opportunities**

**None**

### **036/0625-Working Together**

a- To receive any updates from Councillors regarding: -

(i). Denby Grange

Cllr Allott stated that they were talking about Tiny Tots using the pavilion, but will update at a later date

(ii). Youth Club **no updates**

(iii). Thornhill Pools

No meeting and Walker and Greenwood not until December

(iv). Save Sitlington countryside

Nothing to report at this time re Solar Panel enquiry.

(v). Netherton Village Hall management committee.

### **037/0625. Staffing and Office matters**

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

It was resolved to add a mobile phone to the PC Current contracts.

### **038/0625. Matters of an urgent nature (for information only) or items for inclusion on the agenda for Tuesday 1<sup>st</sup> July 6.30pm-St Lukes Church Hall Overton.**

### **Future meetings.**

- Recreation & Leisure committee -Tuesday 24<sup>th</sup> June 7pm NVH
- Allotment & Cemetery committee -Tuesday 26<sup>th</sup> August 7pm NVH
- NVH management committee-Monday 4<sup>th</sup> August 7pm NVH
- Middlestown cemetery inspection -Tuesday 1<sup>st</sup> July 10.00am
- Netherton cemetery inspection -Tuesday 15<sup>th</sup> July 10.00am
- Allotment inspections-Tuesday 19<sup>th</sup> August 10.00am NWB

Annual Parish Meeting Monday 14<sup>th</sup> July -Denby Grange 7.00pm

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