

Sitlington Parish Council



MINUTES OF THE ORDINARY MEETING OF SITLINGTON PARISH COUNCIL TUESDAY 2nd September 2025

Netherton Village Hall
Netherton
6.30pm

PRESENT: Cllr Allott, Cllr Myers, Cllr Collinson, Cllr Smith, Cllr Crow, Cllr Fyles, Cllr Dickinson

In attendance: Julia Talbot -Parish Clerk.

District Councillors-Cllr Harvey, Cllr Nicholls.

Members of the Public: 1

Public Forum

No members of the public attended to raise matters on the agenda.

058/0925-Welcome and Apologies

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

Apologies were received and accepted by the Parish Council from Parish Cllr Allott-Ratcliffe and Cllr Fearnside

059/0925-The chairs reminder of the council's expectations for the audio or visual recording of this meeting.

Noted-Recorded for administration.

060/0925 Members Declarations of Interest

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

061/0925.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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062/0925. To approve the Minutes of the Ordinary meeting of the Parish Council held on Tuesday 1st July; 2025

a-To receive and approve the minutes of the ordinary Parish Council meeting of the parish council was approved as a true and accurate record and duly signed by the Chair of the Parish Council.

Proposed: Cllr Collinson

Seconded: Cllr Myers

063/0925. To receive an update on ongoing matters

Included within the agenda items

064/0925.Council to receive reports from: -

a) District Councillors

Cllr Harvey

Cllr Harvey updated the meeting and thanked the Parish Council for their ongoing support on parish matters.

Attending events in the area and discussing Parish matters with residents

NCM dispute was raised, offering details of the matters afoot.

Cllr Harvey asked for the Parish Councils support as the museum is within the parish.

Cllr Nicholls

Household support grants for residents, District Cllrs to come and advertise it in the parish.

Information relating to the neighborhood coordinator covering the rural ward.

A request was made for them to attend the next PC meeting

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

065/0925. Stevenson House committee

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

Cllr Myers updated the meeting on the July committee meeting.

066/0925. Finance Matters

a-To approve Internal controls carried out for August 2025 against the payment schedule, invoices and the bank statements (31/07/25) carried out at the finance committee meeting.

b-To approve the list of invoices August 2025 to date Payments totaling £7,045.45(Unity Trust) £229.50 HSBC)

Date	Payments for Approval-Unity Trust bank	Amount	To be approved
01/08/2025	Cranberry IT	518.41	Over payment as for 6 weeks
11-Aug	FOHB	52.00	Paint for pavilion
11/08/2025	FOHB	105.25	Paint for pavilion
	Garden store	359.00	Memorial bench for Netherton cemetery-to be reclaimed.
	Cllr expenses	13.00	Wool for poppies
	Staples	84.24	Stationery
	Williamson GW LTD	1,050.00	Grave Digging
	Business Stream	16.83	water rates
	Business stream	47.34	water rates
	Business Stream	75.11	water rates
	YLCA	36.50	Training

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	YLCA	10.00	Training
	YLCA	54.80	Training
	Asda	5.60	Caretaker sim
	Tesco	24.99	Parish mobile
	PKF Little John	504.00	External Audit fee
	Clerk expenses	9.60	Expenses Parish Office cleaning supplies
	CIlr expenses	62.93	Wood Chip for cemetery.
	Bedford Mowing services	1,104.00	Grass cutting Denby Grange
	Williamson GW LTD	795.00	Grave Digging -April
	HMRC Period 6	1,106.65	PAYE
	Denby Grange	1,000.00	3rd Support payment
	Unity Trust	10.20	service charge.
	Total	7,045.45	
HSBC	Staff salary	119.10	
	Dalsetter	105.40	
	HSBC	5.00	
	Total	£229.50	

c-To approve the bank reconciliation for August 2025 showing a total cash balance of £106,908.31(31/8/25)

Bank Reconciliation 31/8/25	
Current Account HSBC	
Opening Balance	0.00
Closing Balance	6,160.00
	0
Money manager HSBC	
Opening Balance	1,954.51
Closing Balance	4.60
Cambridge & Counties	
Opening Balance	34,877.52
Closing Balance	36,516.99
Unity Trust current account	
Opening balance	76,352.96
Closing Balance	64,226.72
Unity trust savings account	0.00
Unity trust current account	64,226.72
HSBC current account	6,160.00
HSBC Money manager	4.60

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C&C Investment account	36,516.99
	106,908.31

d-To receive and note the budget to date (31/7/25) the budget was received and considered by the council.

e-To receive the minute of the finance meeting Monday 1st September 2025 and consider any recommendations and agree to any action.

Recommendations

- The committee recommended to award the open age football team the bin amount requested of £285 plus a donation of £300.00 towards the retention ball nets.
- It was agreed that the PC purchased the bins and the remaining £300 transferred to contribute towards the ball net retention net.

Proposed: Cllr Myers

Seconded: Cllr Smith.

f-To consider any grant applications and agree outcome

A grant application has been received from the open-age football team. (see above)

067/0925. Governance

a-To receive the conclusion of the year end accounts from the external audit.

The end of the year conclusion received from the external auditors -Noted.

b-To receive an update on policies and documents of the Parish Council and how they can be accessed for reference in the future.

The clerk updated the meeting. All policies will be added to the one drive, over the next couple of months. Policies will be reviewed by the full council, when the review date is due.

068/0925. To agree location and budget for the bench for a long-term servicing retired Councillor.

It was agreed to approach the former Parish Councillor for any suggestion of where the bench could be located. Cllr Smith to action.

069/0925. Allotment and cemeteries

a-To receive the minutes of the allotment and cemetery committee and consider any

Recommendations.

(i) Netherton Cemetery wall, to add climbing plants to cover the wall as the foliage has been removed.

The full council considered the cemetery boundary wall, clerk to approach wildlife trust about ownership and maintenance of the wall. Cllr Smith raised the unmarked graves and requested that the council reconsidered adding flowers to graves as a memorial. Chair noted that it would not be appropriate for the grave to be marked in any way. Flowers would identify the graves.

Raised were the contractors using this grassed space to go down to the bottom of the D section for grave digging.

Considered was turfing the area and the vehicles going over the grass. Considered whether the path would be large enough to take a vehicle. (further investigation required)

Clerk to approach the ground maintenance team to do the turfing.

(ii). Change in terms of reference-Parish office to approved standard size greenhouses and shed.

Anything bigger will go to the Allotment & Cemetery committee. Clerk to send out terms of reference for all to agree at the next meeting.

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(iii). Agree budget for wood chip for the memorial garden at Middlestown cemetery.

Deferring to next meeting

(iv). To approach the tree surgeon trimming the tree at Middlestown cemetery rather than felling. Quote for trimming rather than felling

Agreed changes to the rules and regulations for the cemetery.

Further work required on the rules and regulations.

(v). Training schedule for ICCM for members.

(vi). To tidy community plot, add a new fence, a noticeboard and plant some fruit trees.

Three fruit trees to be added to the community plot at a cost of £150 All agreed, and the clerk investigated quotes for the fencing between plot 31/30(the community plot)

(vii). Letters be sent to the residents on the boundary of NWB allotments for their high trees to be trimmed. Letter sent

(viii). Draft a leaflet for the cemetery. Clerk to action.

070/0925- Recreation and Leisure

Hartley Bank

a-To receive the pavilion subcommittee minutes and consider and agree recommendations.

(Designs sent to all)

- The clerk sent feedback to the architect from the meeting
- Research required on swift bricks for the next meeting.
- Advertise the commencement of the project on Facebook and the noticeboards.
- Non-members to be agreed by full council, invited from constituted groups.
- Next meeting to be early October and a public consultation to be arranged soon after.

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

The container has been cleared, and a skip will be required. Plaster boards (plastic backing) remain. It was suggested that these be added to Facebook to see if any residents want them.

c-To receive an update on the junior football team and the upcoming season arrangements. The first game of the season will commence on 14th September; a fixture list will be added to the noticeboards. The games will depend on the fixtures, and these will be played on an ad hoc basis as stipulated by the football league.

It was agreed that the football team can now use the container for storage.

Charges to be considered for the new season for the use of the pavilion and the pitch.

Number of games for the grass cutting/pay in arrear was considered by the council.

£300 was the quote for the ground's maintenance.

It was considered that the council should recoup its funds from grass cutting.

£20 per match to cover the cost of the grass cutting, Sponsorship for cutting the grass raised.

It was agreed that when the grass was cut, we should charge the football team for the cut at £25 per cut and for use of the pavilion.

Proposed: Cllr Fyles

Seconded: Cllr Smith

Clerk to add the agreement.

Considered was a report of a near miss policy they need to inform us of a possible hazard.

Add to the agreement.

All agreed proposed by Cllr Fyles and seconded by Cllr Crow.

d-To agree a template letter to send Balk Lane residents informing them of the arrangements for the football.

Considered was the template letter presented by the clerk to be sent out to all residents of Balk Lane and High Ridge.

It was agreed that the letter to be sent to Balk Lane and High Ridge residents (hard copies)

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It should state there will be no parking on Balk Lane or on the field. No driving to drop off, only parking for disabled access.

e-To receive an update on painting of the pavilion by a volunteer team.

A work-based team came and painted the pavilion and tidied up the area outside. It was noted they had done an excellent job.

071/0925.Emroyd Common

a-To consider a whole wood tree inspection and agree action.

The council considered obtaining estimates for a woodland inspection for Emroyd.

All agreed for the clerk to investigate further.

b-To receive an update on the notice board in Emroyd.

The frame is A4, the Parish Map will fit, the clerk awaiting a response from the community workshop for the repair as they have the summer holidays off.

072/0925.Pinfold

a-To receive information relating to the pinfold wall and consider any actions required.

A resident has requested a survey for the Pinfold parking space and asked whether anything further can be done to the wall as it is close to their property.

The survey was sent out in the meeting pack for your information.

Considered were the condition of the wall and the gabions. Structural engineer was considered investigating further the condition of the wall. Clerk to investigate quotes for a structural engineer.

073/0925.Litter picking

a-To receive an update regarding the litter picking (Cllr Smith) and the purchase of signage to ensure health and safety.

Cllr Smith updated the meeting on the signage, presenting the signs to purchase.

Amount and costs involved.

Litter picking can be carried out on Blacker Lane when it is closed.

Wakefield Council can be approached to carry out litter picking on faster roads.

The clerk to find the cost of tabards with slow litter picking.

074/0925.To consider nominations for the citizens award and agree a format for presentation.

A nomination has been received for the group- The friends of NVH

The event was discussed and considered for both the citizens awards and the Mayor's commendation event to be combined

It was agreed for the events to be separate; however, this year's nominees will also receive a Mayors commendation.

Clerk to advertise the nominations for citizens award

Nominations for the citizens' award and the Mayor's event are to be agreed for the next meeting.

Dates for the Mayor's commendation considered times to be considered.

Thursday 13th November agreed, venue to be confirmed.

075/0925.To receive an update on team building for the parish Council and agree any action required. (Cllr Smith) defer to the next meeting

076/0925.Planning

a-To consider validated applications

Planning September meeting 2025 updated 25/06/25

Planning applications validated
25/01377/FUL 30 Highfield Road Netherton Wakefield WF4 4NB Single storey rear extension
25/01572/FUL 7 Bridle Lane Netherton Wakefield WF4 4HN Extension at front of building, creating a new entrance porch.
25/01535/OUT Reindeer Inn Public House 204 Old Road Overton Wakefield WF4 4RL DEMOLITION OF EXISTING PUBLIC HOUSE AND DEVELOPMENT OF 5NO. DWELLINGS (OUTLINE APPLICATION WITH ALL MATTERS RESERVED)

b. To consider planning decisions.

Netherton
25/00590/FUL -The Smithy Whitley Farm Drive Netherton Wakefield WF4 4LN Part single, part 1.5 storey extensions to front and rear. Approved
25/01075/FUL -Woodlands South Lane Netherton Wakefield WF4 4LW Single storey extension to front and side, single storey extension to rear and associated external changes including openings and materials. Approved

Middlestown
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

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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-**Conditions Discharged**

25/01155/FUL-27 Old Road Middlestown Wakefield WF4 4QN

Hip to Gable Roof Extension, Loft Conversion, Front & Rear Dormer Windows, Single Storey Side and Rear extension, and Porch to Front. **Approved.**

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.

Conditions Discharged

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. **Approved.**

Overton

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)

Approved

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). **Approved**

20/01536/NMC01-Smithy House Smithy Lane Overton Wakefield WF4 4RW

Non- material amendment to planning permission 20/01536/FUL (dated 25.06.2021) Detailed application for 1no dwelling following demolition of existing stables, to permit the addition of 2 roof lights, alterations to window

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and door openings with stone surrounds, window colour and roof material changed. **Approved.**

077/0925-Correspondence/training opportunities

a-To receive correspondence

- Wakefield Council-Weekly Planning list
- YLCA-Training
- Town and Parish Liaison group supporting P/W
- Resident regarding the car show
- NALC- bulletin
- Pavilion enquiry.
-

b-To consider training opportunities to support the role of Parish Councillor and agree actions. Hard Copies of the training program from YLCA presented to Parish Councillors.

Training options to consider are online companies that provide training on equality and diversity, safeguarding and GDPR.

The chair raised that some training should be mandatory online for staff and Councillors, the Clerk to investigate further.

078/0925-Working Together

a- To receive any updates from Councillors regarding: -

- (i). Denby Grange-Meeting not attended.
- (ii). Youth Club -Nothing to report
- (iii). Thornhill Poors-The clerk reported on the current situation.
- (iv). Save Sitlington countryside (see public forum)
- (v). Netherton Village Hall management committee.

The management committee met in August, matters on the agenda were storage, the hall's energy efficiency and how best to solve this in the years to come.

079/0925. Staffing and Office matters

Nothing to report

080/0925. Matters of an urgent nature (for information only) or items for inclusion on the agenda for Tuesday 7th October 6.30pm-Netherton Village Hall

Future meetings.

Meeting End -8.58pm