

SITLINGTON PARISH COUNCIL

Mrs Julia Talbot CiLCA
Parish Clerk and
Responsible Financial Officer

Tel: 01924 261481
or 07771 113258

e-mail:

clerk@sitlingtonparishcouncil.gov.uk



Parish Office
Stevenson House
139 Netherton Lane
Netherton
WAKEFIELD
WF4 4HQ

Minutes of the Ordinary Meeting **Tuesday 7th October 28, 2025** **St Lukes, Church Hall**

Present: Cllr Allott (Chair) Cllr Fearnside (Vice chair) Cllr Myers, Cllr Crow, Cllr Dickinson, Cllr Smith.

In Attendance: J. Talbot- Parish Clerk

District Cllrs: Cllr Nicholls, Cllr Harvey.

Public: 2

Representative's friends of Hartley Bank

Public forum

Friends of HB attended the meeting

Wreath making sessions arranged and booked.10-4pm.Clerk to confirm charges for hire.

081/1025. Welcome and Apologies

a-To receive and accept apologies noting the reason for absence.

The chair welcomed the meeting.

Apologies were received and accepted by the council.

Cllr Collinson, Cllr Allott-Ratcliffe, Cllr Fyles.

082/1025. 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.

The chair reminded the meeting of the code of conduct of the meeting and that the meeting will be recorded for admin proposes.

083/1025.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.

Noted.

084/1025. Members' Declarations of Interest

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.

Noted.

085/1025. To approve the Minutes of the Ordinary meeting of the Parish Council held on Tuesday 2nd 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.

It was **Resolved** that the minutes were a true and accurate record and duly signed by the chair.

Proposed: Cllr Myers

Seconded: Cllr Fearnside

086/1025.To receive an update on ongoing matters**a-To receive an update on the grant funding for the open age football team.**

The bins requested in the grant application have been purchased and now the team manager needs to action opening a bank account to receive the £300 towards the retention nets.

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

Several residents are knitting and crocheting for the wreaths for remembrance Sunday. It was agreed to add poppies around a structure to make wreaths.

A meeting to be arranged to collect all the ideas together and make a start on wreath making.

c-To receive an update on the casual vacancies.

We currently have had one applicant, with a further applicant interested. Arrangements to be considered by the personnel committee.

d. Matters arising Flowers on the unmarked graves

The clerk has sought advice from ICCM regarding planting flowers to the unmarked graves.

ICCM advised it was lawful to add planted flowers as an ongoing memorial as the Parish Council own the unmarked graves. To be added to the next agenda to consider actions.

e. Smiley SID-Wakefield Council have confirmed the lamp posts will need testing for the proposed locations for Smiley SID. Netherton Lane, lamp post needs reconsideration. Clerk to investigate further and share the findings. Costing for the testing also needs to be confirmed.

087/1025.Council to receive reports from:

a) District Councillors

Cllr Harvey

An update on the mining museum strike was received.

Solar farm/Low Farm objection for Kirklees.

Road safety issues with Old Road raised and a campaign to implement a 20MPH zone outside Middlestown School. Cllr Harvey requested support from the Parish Council as the school wants to gather support. Clerk to contact the parents at the school.

Cllr Nicholls

Updated on the mining museum strike, a motion was put to Wakefield Council.

An update on Wakefield Council meetings.

The situation at Cedar court and the transparency of the council were discussed.

A drop in event for the public to be updated on asylum seekers in the area.

District plan noted.

Future education in the District discussed, matching education needs to the skills required.

Cllr Nicholls noted about Hartley bank and the access and parking Blacker Lane.

- b) Police (safe scheme) Sent to all via email.

It was noted that speeding in the Parish was a priority, and it would be positive to see a speeding van in the area. The clerk spoke to PC Steele and approached Notton PC as they had a recent public meeting with the Deputy Mayor.

- c) Wakefield Council Neighborhood Coordinator

Clerk to invited to the the next meeting.

Love where you live, event to be held in Crigglestone.

088/1025.Stevenson House committee

8.1-To receive any updates from Cllr Myers as the representative on the club committee
Cllr Myers updated the meeting. Nothing to report.

089/1025. Finance Matters

a-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.

b-To approve the list of invoices September 2025 to date Payment's totaling

£5,435(Unity Trust) £222.81 HSBC)

Unity Trust Bank Date	Description	Amount (£)
30/09/25	Service Charge	-10.35
30/09/25	Manual Credit - Handling Charge	-0.3
26/09/25	B/P to: Horbury Churches 017	-231.84
26/09/25	B/P to: HMRC 567PP00150912	-1124.65
26/09/25	B/P to: Road Ware SITLINGTON PC	-455.76
26/09/25	B/P to: Horbury Churches 015	-231.84
26/09/25	B/P to: Oldroyds SITLINGTON PC	-180
26/09/25	B/P to: Williamson GW LTD 01310825	-1995
26/09/25	B/P to: AMAZON ATUN6XZBW2U7V	-582.47
26/09/25	B/P to: Oldroyds SITLINGTON PC	-816
26/09/25	B/P to: Staples 3C78775	-46.99
26/09/25	B/P to: Oldroyds SITLINGTON PC	-258
26/09/25	B/P to: WY pension fund 621-AUGUST	-1239.92
22/09/25	Direct Debit (TESCO MOBILE) 330186457482A-0018	-25.54
18/09/25	FUNERAL PARTNERS PAY109442	975
17/09/25	Direct Debit (ASDA MOBILE) 008656197596757795	-5
11/09/25	Grave ownership transfer	37
08/09/25	NETHERTON WORKING MENS CLUB Netherton SSC	343
01/09/25	CEMETRY FIELD rent	80
01/09/25	Total September STAFF SALARY	3129.2
01/09/25	Direct Debit (GOCARDLESS) CRANBERRYCOM-M4QNW	-288.26
01/09/25	Direct Debit (BRITISH GAS) BGL0697533-0676881	-23.52
01/09/25	SITLINGTON P SPC	4000
Total Income	5435	
Total Expenditure	-10644.64	

HSBC 17/09/2025	Phone and Broadband-BT	-222.81
--------------------	------------------------	---------

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

Bank Reconciliation 30/9/25	
Current Account HSBC	
Opening Balance	6,160.00
Closing Balance	2,477.69
Money manager HSBC	
Opening Balance	4.60
Closing Balance	84.76
Cambridge & Counties	
Opening Balance	34,877.52
Closing Balance	36,516.99
Unity Trust current account	
Opening balance	64,226.72
Closing Balance	59,017.08
Unity trust savings account	0.00
Unity trust current account	59,017.08
HSBC current account	2,477.69
HSBC Money manager	84.76
C&C Investment account	36,516.99
Total Cash Balance	98,096.52

d-To receive and note the budget to date (31/8/25) The budget was noted.

e-To receive the minute of the finance meeting Monday 6th October 2025 and consider any recommendations and agree to any action.

f-To consider any grant applications and agree outcome

None received.

Cllr Dickinson raised reinstating the Christmas lunch in the parish

The Chair noted that the council could support the lunch as a Parish Council Christmas lunch event.

Cllr Fearnside to liaise with St Lukes church Hall on availability.

Clerk to check with the Parish Insurance to ensure that the event is covered with the PC insurance.

Cllr Nicholls noted that the community neighborhood coordinators could help with grant applications to support such events.

g-To nominate a member of the finance committee.

Considered if anyone wants to join the finance committee. It was deferred to next meeting.

090/1025.Governance

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

Considered was the policy sent out via post and any amendments prior to agreeing adoption.

It was **Resolved** to adopt the Equality & Diversity Policy

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

Nimble training through YLCA offers online training on various matters including equality and diversity. These are £22.50 each and can be done online in your own time.

Cllr Allott proposed that all members should embark upon the training mandatory

Proposed: Cllr Allott

Seconded: Cllr Fearnside

091/1025.To agree location and budget for the bench for a long-term retired Councillor.

The budget, type, and possible locations for the new bench were considered. Cllr Smith provided an update on the findings. The Clerk was asked to circulate information to members regarding bench options. Members discussed selecting a model similar to the bench dedicated to the late Margaret Strong, located on the community field at Hartley Bank.

092/1025.Allotment and cemeteries

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

To consider and agree with the amendments on approval of sheds and greenhouses by the Parish office within the size noted in the updated terms of reference.

All agreed to the amendments on the terms of reference for the Allotment and Cemetery committee.

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

- Netherton Cemetery wall, to add climbing plants to cover the wall as the foliage has been removed. Climbing plants to be purchased.
- Draft a leaflet for the cemetery to be ready for the next A&C meeting.
- Quotes required for fencing on the community plot, notice board requested and fruit trees to be purchased.
- Allotment tenant meeting is on Saturday 18th October 10.30am at NVH
Invitations sent out to all allotment tenants.

c-To consider and agree to budget for the wood chip for Middlestown memorial garden
Cllr Fearnside updated the meeting on the number of bags required and the budget required.

Cllr Myers **proposed** a £300 budget **seconded** by Cllr Crow.

It was requested that Cllr Fearnside share with the council when she wanted help to spread the wood chip.

093/1025.Recreation and Leisure

Hartley Bank

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

It was noted that as the meetings are quarterly, there is a large amount of time before they are approved. Considered whether to add these as draft minutes on the website or for them to be approved at the next PC meeting. It was agreed for the committee to approve the minutes as a true and accurate record at the next PC meeting

- To recommend the quote from Proludic LTD for £999.00. This is to replace items and maintenance of the toddler area equipment.
- It was **Resolved** to accept the quote for the work required on the Toddler play area.

Proposed: Cllr Myers

Seconded: Cllr Crow

- To investigate removal of the rubbish from Hartley Bank community field. Ongoing collective action to remove.
- Sitlington Footpath 7 has been reported to Wakefield Council due to the width of the path on the field. Wakefield Council has confirmed they will investigate the width and confirmed the width required for footpaths in fields is 0.9 metres.
- To note the PC agreed to paying for the grass cutting for the junior football at the June meeting.

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

See recommendations of the R&L committee, waste disposal companies are being considered and waste disposal site visits from Councillors.

c-To consider the proposals from Master's cricket and agree to any action or further information required.

The council considered the presentation made prior to the meeting

It was noted that it was a bigger venture than the space would allow for the community field and pavilion.

It was noted that Denby Grange would be a better option for what was proposed, and they would welcome the extra support and footfall. The clerk to approach Denby Grange about the proposal, to arrange a meeting with Master's Cricket.

094/1025.Emroyd Common.

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

Nothing to report, actively seeking quote for the inspection.

095/1025.Litter picking

a-To consider a litter picking policy to support volunteers and agree action
 Added to the meeting packs were other parishes examples of litter picking policies.
 We need to consider having a policy and risk assessment, along with training of volunteers to support this.
 Clerk to compile a draft policy for litter picking to include risk assessments and training.

096/1025.To consider nominations for the citizens award and the Mayors commendation event.

The following nominations were agreed: -

- Friends of Emroyd-Group
- Friends of NVH-All agreed-Group
- Lisa Newton -All agreed-Maragret Strong Netherton award.
- Bob Webb from Denby Grange- All agreed -Middlestown

To be presented at the next PC meeting.

The Mayors event -All the names of the previous citizens awards have been gathered.
 Considered were any further residents that stood out in the community.

097/1025.To receive an update and agree arrangements for the Mayors – Thank you, commendation event, in November

The event arrangements are moving forward.

Netherton Sports and Social Club will be the venue and the date confirmed for Thursday 13th November at 6. 30pm. The bar will be open, items to consider was whether to make food for the event and costs involved.

Invitations- an invitation has been created; Cllr Smith has been seeking quotes for printing the invites.

The best quote obtained was £60 for 50 invites with envelopes.

It was agreed to get the invitations printed for the event.

098/1025.Planning

a-To consider validated applications

Planning September meeting 2025 updated 02/10/25

Planning applications validated
22/02407/SUB01 -Land at Balk Lane Netherton Wakefield WF4 4HD Discharge of Condition 3 (radon) from approved application 22/02407/FUL
24/01110/ENFAPP -93 Coxley View Netherton Wakefield WF4 4NE Enforcement appeal (boundary Fence)

b-To consider planning decisions

Netherton
25/01377/FUL 30 Highfield Road Netherton Wakefield WF4 4NB Single storey rear extension- Approved
25/01572/FUL 7 Bridle Lane Netherton Wakefield WF4 4HN Extension at front of building, creating a new entrance porch- Approved

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

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
24/01957/SUB01-Gate Farm Wood Lane Overton Wakefield WF4 4NZ Discharge of Condition 3 (Coal Mining Investigation) from approved application 24/01957/FUL Awaiting Decision
25/01535/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)- Awaiting Decision (check application)

c-To consider any appeals

099/1025. Correspondence/training opportunities

a-To receive correspondence.

- YLCA-Joint Annual Meeting
- YLCA-White Rose newsletter
- YLCA-Training Programme
- WMDC-Weekly Lists for planning
- Cambridge & Counties-Interest rate going down.
- Hire of the cricket ground-11 games April to September (Batley CC)

100/1025. Working Together within the community.

To receive any updates from Councillors regarding: -

a. Denby Grange (Cllr Allott)

Cllr Allott updated the meeting on the recent meeting.

- Andys man's club has been confirmed for the pavilion at Denby Grange.
- A license to sell alcohol has been applied for.
- A cricket team at Denby Grange. Notice board has been agreed to house the PC notice board.

Clerk ordered the noticeboard for Overton. It was agreed to add the fixtures for the sports teams at Denby Grange.

b. Youth Club-Nothing to report

c. Thornhill poors-Grant funding will be open to applicants soon.

d. Save Sitlington countryside-Low Farm discussed as noted by District Cllr Harvey.

Clerk to check Kirklees planning portal for details and send to all.

e. Netherton Village Hall management committee.

The next meeting is on Tuesday 18th November.

101/1025. Staffing and Office matters

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

A quote has been investigated for the damp in the office, it was advised to not work in the office due to the amount of raising damp. The walls will need to be stripped back and a membrane added, followed by plastering and decorating.

Considered was to move the office around to give a more usable space for all the areas of Parish Council business.

Further quotes for the work to be obtained and clerk to report to the next meeting.

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

As we are working from home until the office is completed, staff would be entitled to a working from home allowance for this time as guided by the government.

*"This is a tax-exempt payment of up to **£6 per week/£26 per month** which can be made providing that: · The employee needs to work from home · The amount paid is not more than their additional household expenses · The amount paid is not more than the current weekly limit"*

It was **Resolved** to pay the working from home allowance of £26 per month.

Proposed: Cllr Allott

Seconded: Cllr Fearnside

The chair noted that Parish Council have received a complaint from a member of the public and this needs to be considered by the personnel committee.

It was agreed to meet on Monday 20th October at 5.30pm Venue to be confirmed.

Cllr Dickinson offered to attend as Cllr Myers was unable to attend the meeting.

102/1025. Matters of an urgent nature (for information only) or items for inclusion on agenda.

None received.

Future meetings.

Saturday 18th October -Allotment tenants meeting 10.30am NVH

Monday 20th October -5.30pm personnel-to be confirmed.

Tuesday 21st October -Finance training NVH (change to 7.30pm)

Thursday 23rd October-Pavilion subcommittee.7.30pm NVH

Meeting end:8.43