

# SITLINGTON PARISH COUNCIL

**Mrs Julia Talbot CiLCA**  
**Parish Clerk and**  
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## **Minutes of the Ordinary Meeting** **Tuesday 4<sup>th</sup> November 2025** **Netherton Village hall**

**Present:** Cllr Allott, Cllr Fearnside, Cllr Myers, Cllr Walters, Cllr Crow, Cllr Collinson, Cllr Dickinson.

**In Attendance:** J. Talbot- Parish Clerk

**District Cllrs:** 0

**Public:**

Citizens award winners and family members.  
 Neighborhood Coordinator for the rural ward  
 Representative of Middlestown Academy PTA

### **Public forum**

#### **A discussion was held regarding the ongoing campaign to introduce a 20mph speed zone outside Middlestown Academy.**

A Representative of Middlestown Academy PTA attended the meeting to expressed concern about pupil safety, parents are concerned particularly at school pick-up and drop-off times, noting that the school no longer has a school crossing patrol. The Parish Council referenced previous correspondence and actions taken in relation to establishing a 20mph zone.

The signage is poor on the approach to school and on the roads around the school. It was proposed that the District Councillors could be approached for further support, and that the campaign be aligned with forthcoming Highways objectives for 2027, such as the crossing agreed for Netherton Lane outside the school. The involvement of the Police was also suggested, including the possibility of requesting PCSO assistance through the Safe Scheme.

#### **103/1125. Welcome and Apologies**

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

The chair welcomed the meeting.

Apologies were received from Cllr Fyles and Cllr Allott-Ratcliffe and accepted by the council.

b-Presentations of the citizens awards for 2025.

Presentations

Lisa Newton-Margaret Strong award for Netherton

Bob Webb-Award for Middlestown (work at Denby Grange)

Community Group award-Friends of NVH  
Community Group award-Friends of Emroyd

#### **104/1125. 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 and that the meeting will be recorded for admin proposes.

#### **105/1125. 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.

#### **106/1125. Members' Declarations of Interest**

To receive disclosures of personal and prejudicial interests from Councillors on matters to be considered at the meeting.  
None were Noted.

#### **107/1125. To approve the Minutes of the Ordinary meeting of the Parish Council held on Tuesday 7<sup>th</sup> October 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 Allott

#### **108/1125. To receive an update on ongoing matters**

##### **a-To receive an update on the grant funding for the Open age football team.**

Three bins have been purchased and £300 has been transferred into the newly opened bank account for the adult football team, a donation towards the ball retention nets.

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

The Poppies have been added to the wreaths and need adding to the cemetery gates towards the end of the week for Remembrance Day on Sunday.

The wreaths in the office will be added to the war memorials and the war grave.

The Parish Council would like to thank all the residents who have been knitting and crocheting the poppies to support this display in the parish.

##### **c-To receive information regarding mandatory online training.**

To be booked. Confirmation will be sent in November.

##### **d-To receive an update on the location for Smiley SID in Netherton.**

The cost of testing the lamp post is £1,498.75 plus £328.62 each column.

Considered was whether the Parish Council could apply for funding for the testing of the lamp posts. Clerk to approach neighbourhood coordinator.

Discussed was the location of smiley SID on the lamp post at Netherton Lane.

##### **e-To receive an update on the Christmas lunch at St Lukes.**

The dates are confirmed at Thursday 11<sup>th</sup> December, Cllr Dickinson needs to meet with St Lukes to confirm the numbers. There could be two sittings if numbers exceed 60 12pm /3pm depending on numbers

Paperwork to be completed and sent to St Lukes to confirm the booking.

Clerk to advertise in the parish for Christmas Lunch to get an idea on numbers for the next PC meeting.

### **109/1125.Council to receive reports from:**

- a) District Councilors
- b) Police (safe scheme) Sent to all via email.
- c) Wakefield Council Neighborhood Coordinator

The Neighborhood Coordinator introduced herself to the Parish Council and advised that the local parking warden could attend the area during school times to address parking concerns. It was also suggested that safety cones could be placed on the road to improve visibility and safety for pupils and families.

### **110/1125.Stevenson House committee**

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

### **111/1125. Finance Matters**

a-To approve Internal controls carried out for October 2025 against the payment schedule, invoices and the bank statements (31/10/25) carried out at the finance committee meeting.

b-To approve the list of invoices October 2025 to date Payment's totaling £11,519.22(Unity Trust) £0.00 (HSBC)

<b>Date</b>	<b>Description -Expenditure</b>	<b>Amount (£)</b>	<b>Type</b>
01/10/2025	Cranberry DD IT Support	288.26	IT
01/10/2025	Staff salary	3,237.80	Staff Salary
03/10/2025	British Gas -Pavilion electric	26.65	Electric
10/10/2025	D Williamson Groundworks -Grave digging	995	Cemetery
10/10/2025	G Force -Bins for open age football	392.4	Grant
	West Yorkshire pensions-Sept	1221.4	Pension-staff
	Horbury Churches Together	289.8	Youth worker
	Bedford mowing services-Denby Grange	828	Denby Grange
	Play safety Ltd -Play area inspection	115.2	Play area
	Staples	13.7	Stationery
	West Yorkshire Combined Authority - Safe Scheme	956.08	Policing
15/10/2025	Public Works Loan	2,057.25	Loans
17/10/2025	Asda SIM Caretaker	5	Phone
20/10/2025	BT Phone and broadband -DD	90.29	Phone and broadband
22/10/2025	Tesco Mobile	25.54	Parish Mobile
30/10/2025	Billingley Christmas trees	642	Xmas tree
30/10/2025	Netherton FC	300	Grant payment
31/10/2025	British Gas	25.55	Pavilion electric
31/10/2025	Service charge -Unity Trust	9.3	Bank Charges
	31/10/25	<b>11519.22</b>	

c-To approve the bank reconciliation for October 2025, showing a total cash balance of **£87,402.04(31/10/25)**

<b>Bank Reconciliation 31/10/25</b>	
Current Account HSBC	
Opening Balance	2,477.69
Closing Balance	2,000.69
Money manager HSBC	
Opening Balance	84.76
Closing Balance	561.76
Cambridge & Counties	
Opening Balance	34,877.52
Closing Balance	36,516.99
Unity Trust current account	
Opening balance	59,017.08
Closing Balance	48,322.60
Unity trust savings account	0.00
<b>Unity trust current account</b>	<b>48,322.60</b>
<b>HSBC current account</b>	<b>2,000.69</b>
<b>HSBC Money manager</b>	<b>561.76</b>
<b>C&amp;C Investment account</b>	<b>36,516.99</b>
<b>31/10/25</b>	<b>87,402.04</b>

#### INCOME

Date	Description -Income	Amount (£)	Type
01/10/2025	Cemetery field rent	80	Rent
01/10/2025	Sum up -cemetery payment grave transfer	36.37	Cemetery
06/10/2025	Memorial bench	329	Cemetery
06/10/2025	Netherton Sports and Social club	343	Rent
29/10/1937	Sum up -cemetery payment grave transfer	36.37	Cemetery
		<b>824.74</b>	

d-To receive and note the budget to date (30/09/25)

e-To receive the minutes of the finance meeting Tuesday 4th November 2025 and consider any recommendations and agree to any action.

f-To consider any grant applications and agree outcome

No grant applications received.

g-To nominate a member of the finance committee.

Cllr Walters put himself forward to be a member of the finance committee.

#### 112/1125.Governance

a- To consider Peninsula's offer of HR and Health & Safety support for the council and agree on the appropriate course of action.

A proposal was sent out for HR and health and safety support, sharing the cost with Crigglestone PC. A meeting with Crigglestone PC is arranged for 25/11/25 at their village hall.

b-To agree to sign the agreement between the Parish Council and the West Yorkshire Combined Authority for the safe scheme 2025/26.

It was agreed to sign the agreement for the safe scheme.

Clerk to check the travel time.

**Proposed:** Cllr Myers

**Seconded:** Cllr Smith

### **113/1125.To agree location and budget for the bench for a long-term retired Councillor.**

The meeting Considered the costs for a bench, which would be for the community.

Discussed was whether the Councillors should contribute towards the cost of the bench instead of it being paid for by the Parish Council.

The chair noted that the bench would be for the parish and for residents to enjoy.

A budget for the bench considered, £400.00 agreed.

It was considered that the Parish Council would pay for the bench and a plaque to be purchased by Parish Councillors that knew him. Location is to be confirmed.

### **114/1125.Allotment and cemeteries**

#### **a-To consider flowers for the unmarked graves at Netherton Cemetery and agree action.**

It was noted that flowers can be lawfully added to the unmarked graves, It was noted as a Parish Council we need to be mindful of the space down to the bottom of D section, on inspection there is no other access to section D for grave digging.

The cemetery wall discussed and planting next to the wall. Planting to take place on the wall and bulbs to be also added to this area.

All agreed to add bulbs next to the wall area.

#### **b-To consider arrangements for fruit tree planting on the community plot at Netherton Windy Bank.**

Purchase of fruit trees and planting to be considered.

Tidying on the community plot to take place before the fruit trees can be planted.

It was also agreed to order a noticeboard for the community plot to improve communication at Netherton Windy Bank.

#### **c-To receive an update on the allotment tenant meeting and consider any proposals from the tenants.**

Cllr Smith to update the meeting, the community plot was discussed and how to get the tenants more involved in the project.

Tenants offered to tidy the plot and maybe donate the fruit trees.

It was noted it was a successful meeting and the tenants appreciated the meeting.

Next meeting to be held in January.

It was noted the lane coming out of the allotments has a hole as you leave the site at NWB, it has been reported to Wakefield Council

Rubbish on the sites needs to be added to the Allotment & Cemetery committee agenda.

### **115/1125.Recreation and Leisure**

#### **a-To Approve the minutes of the Recreation & Leisure committee and receive an update on actions to date.**

The minutes of the recreation & Leisure committee were agreed as a true and accurate record and duly signed by the chair of the committee (Cllr Crow)

#### **b-To consider a further proposal from Batley CC and agree to any action or further information required.**

Email sent to all to consider.

It was agreed to decline Batley CC for use of the community field at Hartley bank.

#### **c-To receive an update from the pavilion project subcommittee.**

Timeline for public consultation agreed by the committee.

Posters of designs to be added at the Majors commendation and the tabletop sale (may need to be the craft fair at the end of the month) as we are waiting for A3 designs.

The designs will be on display until the open-day consultation on Saturday 6<sup>th</sup> December - 10-2pm. Residents can then look at designs and comment on these at the event.

**d-To consider a request for a memorial bench on the community field at Hartley bank and agree action.**

The Parish Council have had a request from a resident to install a memorial bench on the community field

It was proposed to approve the bench and the clerk approach the family to confirm the details.

**116/1125.Emroyd Common.**

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

Still awaiting quotes.

**117/1125.**

**a. To consider final arrangements for the mayor's commendation event.**

Invitations will be sent out tomorrow

To consider budget for food catering for 100.Cllr Dickinson to do the food the present the receipt to the Parish Clerk for payment.

Tea and coffee to be served

Confirmation of Councillors attending.

**118/1125.To consider the arrangements for the Christmas light switch on and agree actions.**

The Christmas tree for Netherton has been ordered.

Wreaths arranged. Four will be donated from the Horti Centre.

Light switch on dates: -

- Overton light switch on 1/12/25 6.30pm 7pm switch on Brownies
- Netherton switch on 3/12/25 at 6.30pm switch on.
- 4<sup>th</sup> Dec Middlestown Academy.

Awaiting Middlestown Academy dates and arrangements.

Councillors need to consider dates they can attend.

It was agreed to decorate the planters as we did last year with a Christmas theme.

**119/1125.Planning**

**a-To consider validated applications**

<b>Planning applications validated</b>
<b>25/01958/TPO</b> -161 Old Road Overton Wakefield WF4 4RR Red Oak - Crown Reduce the lower branches, which are no greater than 25mm thick to create a maximum 2metre clearance to the adjacent floodlight.

**b. To consider planning decisions.**

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

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

<b>Overton</b>
<b>21/02438/SUB01</b> -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 <b>Awaiting Decision</b>
<b>24/01957/SUB01</b> -Gate Farm Wood Lane Overton Wakefield WF4 4NZ Discharge of Condition 3 (Coal Mining Investigation) from approved application 24/01957/FUL <b>Awaiting Decision</b>
<b>25/01535/OUT</b> 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>Application Approved.</b>

### **120/1125. Correspondence/training opportunities**

a-To receive correspondence.

- Hire of Hartley Bank community field
- WMDC planning -Weekly lists
- YLCA- White rose newsletter
- NALC-Newsletter
- NPT- Newsletter
- Allotment tenants-sheds broke into NWB.

### **121/1125. Working Together within the community.**

19.1- To receive any updates from Councillors regarding: -

- Denby Grange (Cllr Allott) A meeting with Denby Grange and Master's Cricket needs to be arranged.
- Youth Club-Nothing to report.
- Thornhill poor's/Walker and Greenwood meeting noted
- Save Sitlington countryside-Nothing to report.
- Netherton Village Hall management committee.

The meeting is Tuesday 18th November

f. To consider supporting the 20MPH campaign for outside Middlestown Academy.

The meeting considered actions to support the campaign with the Middlestown Academy PTA.

It was considered sending a letter to Wakefield Council to support the 20MPH outside Middlestown Academy and to approach our Safe Scheme officer for support on the matter.

**122/1125. Staffing and Office matters**

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

Awaiting quotes for damp proofing of the Parish Office.

b-To consider a further mobile phone for the Parish Council due to working from home and agree action.

Due to the situation with the Parish Office, staff are working from home, considered was whether a further mobile phone should be purchased to support working from home. To upgrade the current phone, it would be £31.99 and then purchase a further sim card for the current phone at £5 per month.

It was resolved to purchase a further phone for both members of staff.

**Proposed:** Cllr Smith

**Seconded:** Cllr Fearnside

**123/1125. Matters of an urgent nature (for information only) or items for inclusion on agenda.**

None received.

**Meeting end: 8:22pm**