

# SITLINGTON PARISH COUNCIL

**Mrs Julia Talbot CiLCA**  
**Parish Clerk and**  
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**Parish Office**  
**Stevenson House**  
**139 Netherton Lane**  
**Netherton**  
**WAKEFIELD**  
**WF4 4HQ**

## **Minutes of the Ordinary Meeting** **Tuesday 7<sup>th</sup> April 2026** **Netherton Village Hall**

**Present:** Cllr Allott, (Chair) Cllr Fearnside, Cllr Walters, Cllr Collinson, Cllr Smith, Cllr Myers, Cllr Dickinson Cllr Fyles.

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

**District Cllrs:** Cllr Nicholls, Cllr Harvey

**Public:** Representative of the friends of Hartley Bank.

### **001/0426. Welcome and Apologies**

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

Apologies were received and the reason accepted by the council from Parish Councillor Allott- Radcliffe and Crow

### **002/0426. 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.

### **003/0426. The chairs reminder of the council's expectations for the audio or visual recording of this meeting.**

Standing Order 3(1), 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

### **004/0426. Members' Declarations of Interest**

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

None were declared.

**005/0426. To approve the Minutes of the Ordinary meeting of the Parish Council held on Tuesday 3<sup>rd</sup> February and Tuesday 3<sup>rd</sup> March 2026**

a-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 of the February and March meeting were true and accurate record of the meeting.

(Minutes to be signed at the May meeting.)

**006/0426.To receive an update on ongoing matters**

a-To receive an update regarding the skip at NWB allotment site.

The skip has been delivered and the community plot cleared.

A thank you letter to be sent to tenants that helped clear the community plot.

b-To receive an update on the notice board for NWB allotment site.

The notice board has been installed and well received by the tenants.

**007/0426.Council to receive reports from:**

**a) District Councillors**

Cllr Nicholls noted the approved grant applications supported by the District Cllrs. Noted were the bus services being cancelled in the district and the action by the West Yorkshire Mayor.

The District Cllr are now in purdah due to the elections.

The telephone box in Middlestown discussed, Middlestown Academy have looked after the box and added displays. It was noted there was talk of moving the telephone box on Facebook.

It was noted that the telephone boxes in other areas are used by different groups and decorated inside.

Cllr Harvey updated the meeting on her move to another district for the next election and her decision to move.

An update on the current situation regarding Wakefield Council and the sale of the Ridings shopping Centre.

Cllr Harvey thanked the Parish Council for her 8 years in the ward. The chair thanked Cllr Harvey for her contribution to the parish.

**b) Police (safe scheme) Sent via meeting P/W**

12 hours were carried out in March

1 burglary (garage where electric bikes were taken)

1 motor vehicle theft.

Patrols were carried out in various areas of the parish including Coxley Woods, Denby Grange, Parking at Middlestown Academy, South Lane and the village Hall.

Still concerns are raised regarding the illegal motor bikes in the parish

Considered whether the safe scheme is value for money. The councillors considered the visibility in the parish and whether it was viable. To be considered at the next budget 2027/28

**008/0426.Stevenson House committee**

a-To receive any updates from Cllr Myers/Smith on the club committee meeting.

Cllr Myers updated the meeting; no progress the toilets or the solar panels previously discussed.

The club requested that the white line spaces of the car park could be reinstated in the club car park. The chair asked if it could be added to the next agenda for consideration.

**009/0426. Finance Matters**

a-To approve Internal controls carried out for February and March 2026 against the payment schedule, invoices and the bank statements (31/03/26) carried out at the finance committee meeting.

The internal controls were carried out by Cllr Fearnside and agreed as a true and accurate record.

b-To approve the list of invoices February 2026 -Expenditure (£ 12,881.31) Unity Trust (£0.00) HSBC (already checked)

c- To approve the list of invoices March (30/3/26) 2026 -Expenditure (£10,196.56) Unity Trust (£0.00) HSBC with an income of £2,346.50

Date	Description -Expenditure - MARCH 26	Amount (£)	Type
31-Mar-26	Unity Trust	12.25	Bank charges
31-Mar-26	Unity Trust	1.8	Manual credit handling charge
23-Mar-26	St Lukes Hire charges	-175	Hire Charges
23-Mar-26	Oldroyds	-273.6	
23-Mar-26	Friends of NVH	-423	Grant Application
23-Mar-26	HMRC	-1369.48	PAYE
23-Mar-26	Police Safe Scheme	-1024.69	Police safe scheme Q4
23-Mar-26	YLCA	-210	Training
23-Mar-26	ICCM	-126	Training
23-Mar-26	Horbury Churches	-357.6	Youth Worker
23-Mar-26	Horti Centre	-89.9	Bark Middlestown Cemetery
23-Mar-26	WEL medical	-944.34	Defib Pads
23-Mar-26	WEL medical	-245.94	Defib Batteries
23-Mar-26	WY Pension fund	-1214.47	Pension
23-Mar-26	Tesco	-34.04	Parish Mobile
18-Mar-26	BT	-123.89	Phone and broadband
17-Mar-26	ASDA	-5	Caretaker mobile sim card
17-Mar-26	EE Limited	-15.6	Admin sim card
02-Mar-26	Salaries	-3,289.80	Staff salaries
02-Mar-26	Cranberry IT	-288.26	IT support
	<b>Total</b>	<b>-10,196.56</b>	
<b>Total Income</b>		2,346.50	
<b>Total Expenditure</b>		10,196.56	

d-To approve the bank reconciliation for March (30/3/26) 2026 of showing a total cash balance. £45,277.94 Noted.

<b>Bank Reconciliation 31/03/26</b>	
<b>Current Account HSBC</b>	
Opening Balance	0.36
<b>Closing Balance</b>	0.36

<b>Money manager HSBC</b>	
Opening Balance	82.91
<b>Closing Balance</b>	82.91
<b>Cambridge &amp; Counties</b>	
Opening Balance	34,877.52
<b>Closing Balance</b>	37,957.91
<b>Unity Trust current account</b>	
Opening balance	15,114.92
<b>Closing Balance</b>	7,236.76
<b>Unity trust savings account</b>	0.00
<b>Unity trust current account</b>	7,236.76
HSBC current account	0.36
HSBC Money manager	82.91
C&C Investment account	37,957.91
	<b>45,277.94</b>

e-To receive and note the budget to date (31/03/26) and year-end figures being prepared for Audit. Noted

f-To receive the minutes of the finance meeting Tuesday 3<sup>rd</sup> March and an update on Tuesday 7<sup>th</sup> April 2026 and consider any recommendations and agree to any action.

### **Recommendations**

To award the junior football club £400 grant payment for Trophies.

g-To consider any grant applications and agree outcome

One grant application from Sitlington Junior football club £400 for trophies

All agreed to approve the grant application.

### **010/0426.Governance**

a- To consider the proposals and quotes from companies providing HR and Health & Safety support for the council and agree action.

It was **resolved** to proceed with wirehouse for the HR and H&S service. To commence April 2026.

b-To receive an update on the requirements for the Annual Return and the requirements under new guidance of Assertion 10.

Checklist sent to all councillors, as a council we need to adopt an IT policy

Training in data protection for staff and councillors (online at £22.50)

Data Protection policies

Data Mapping

Accessible website

Authority owned emails (.gov)

FOI and transparency (Model Publication scheme)

Clerk to review paperwork to ensure the council meets requirements.

c-To consider and adopt an IT policy (to comply with Assertion 10)

It was **resolved** to adopt the IT policy. All agreed.

d-To agree training required for the assertion 10 for officers and councillors.

It was agreed to wait until work nest is set up, to assess any training needs.

e-To agree to update the bank mandate for council.

It was agreed to update the mandate for the bank to add new councillors and councillors that currently do not have access.

f-To consider the review and agree changes to the grant application for the Parish Council.

The clerk noted that the internal auditor advised that the grant application needs to state the maximum amount the council wants to award, this will make it clearer to applicants. It was **resolved** to agree to £500 for the maximum grant awarded to community groups. It was also agreed that clearer details on evidence required for applicants should be added to the application and reviewed at the next PC meeting.

All agreed the evidence required for application was: -

- Constitution
- Named bank account not personal (bank statement evidence)
- Child protection policy /safeguarding (if applicable)
- Quote and more details of items requesting.
- Photo evidence of spending and being able to publicize

g-To receive an update on the appointed internal auditor for 2025/26

The internal auditor from last year has commenced the request for information to carry out sampling of the cash book.

**011/0426.To receive an update on grant application from Wakefield Council.**

The two grant applications for the Parish Council have been approved and confirmation received that the funds will be paid into the bank account within 5 working days.

The play area company has been instructed to arrange a meeting and carry out an onsite visit to confirm the location of the cone climber

The office work will hopefully commence 20/4/26- a removal firm will be required as everything needs to be moved out.

We have approached and received quotes from only one contractor for £500. £1000 in total to remove and return to the office.

Cllr Dickinson to seek a quote for the work, if cheaper than the first quote to proceed with the recommended company.

Quotes for decorating and carpets will need to be acquired as well as heating and furniture.

**012/0426.To receive a report regarding the PC system for use at the village hall meetings and agree action.**

A report with the meeting paperwork, informing members of different types of PA systems and the costs involved. Deferring to the next meeting

**013/0426.To consider the upgrade of Enterprise AI productivity tool to improve efficiency and data protection for the council and policies required to support the use of AI.**

A report with the meeting paperwork, to give an insight into the use of the council.

The clerk noted that paying for the service gives the council an opportunity to make our data more secure, personalise it to the council, our needs and access to more services within the service.

Deferred the next meeting as no quote received.

**014/0426.Allotment and cemeteries**

a-To approve the minutes of the allotment and cemetery committee meeting dated Tuesday 10<sup>th</sup> February 2026 and consider any recommendations.

The minutes of the meeting were agreed as a true and accurate record (to be signed at the next meeting)

b-To receive an update on the water supply at Netherton Windy bank site.

The clerk reported concerns about a large water bill at Netherton Windy Bank, on speaking to customer service at Yorkshire water, the meter is missing a reading, and this would explain, a small bill and then a larger bill.

Cllr Smith to carry out the advice above from business stream regarding the water, Cllr Myers and Cllr Smith to investigate further and report to the council.

Also, raised was the yard at the side of the allotments and their use of water, this was an historical agreement with the Parish Council. Further investigation required from a former councillor.

c. To consider number plaques for the allotments and agree action.

The council considered number plaques for the allotments and the cemeteries.

It was agreed plaques for reserved plots would make grass cutting difficult.

The council agreed that adding plaques to the allotment plots would make it easier to identify the plots. Considered whether the tenants could do their own numbers.

Cllr Smith to arrange a further allotments meeting and discuss it further with the tenants.

## **015/0426.Recreation and Leisure**

### **Hartley Bank**

a-To approve the minutes of the Recreation and Leisure committee meeting dated Tuesday 17<sup>th</sup> March 2026 and consider any recommendations.

It was agreed that the minutes were a true and accurate record (to be signed at the next PC meeting.)

b-To receive an update on the pavilion and any action required.

The clerk updated the meeting on progress in dealing with essential repairs at the pavilion, further investigation required.

Cllr Fearnside updated the meeting from the onsite meeting with the architect

Updated for the consultation on Tuesday 21<sup>st</sup> April 7.00pm Netherton Village hall

Only one design will be on display (hard copies at the meeting)

Confirmation of attendance by councillors and a script will be provided to provide consistency for residents.

Bigger A3 posters will need to be printed for the consultation.

## **016/0426.Pinfold**

a-To consider a request from a resident regarding the Pinfold parking lease spaces and agree with any action required.

It was agreed to lease the parking space again, if the vehicle sits within the space and not on the highway. Tenancy contracts are to be amended to specify this detail.

## **017/0426.Planning**

a-To consider validated applications

**Validated applications discussed**

<b>Planning applications validated</b>
<p><b>25/02405/FUL-74 New Road Middlestown Wakefield WF4 4NT</b> Removal of an area of existing roof; insertion of new first floor rear elevation windows and doors; new access from the rear car park at ground floor level leading to a new staircase; new external terrace area and balustrading <b>Application Approved</b></p>
<p><b>26/00502/FUL-12 Meadow Vale Netherton Wakefield WF4 4SP</b> Single storey front extension</p>
<p><b>26/00551/FUL-Plot 4 Moorhouse Gardens Old Road Middlestown WF4 4QN</b> Detached Garage</p>

<b>26/00344/PIP</b> -Sandy Lane (Land Off) Middlestown Wakefield West Yorkshire WF4 4PN Application for Permission in Principle of 1no. single dwelling
<b>26/00342/FUL</b> -Land At New Road, Middlestown, Wakefield Proposed Stable Block

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>Middlestown</b>
<b>24/01287/FUL</b> -36 Coxley Lane Middlestown Wakefield WF4 4PU Conservatory to rear. <b>Awaiting Decision</b>
<b>26/00193/FUL</b> -122-124 New Road Middlestown Wakefield WF4 4NU Conversion of 1no dwelling into 2no separate dwellings- <b>Awaiting Decision</b>
<b>26/00238/FUL</b> -2 Nellgap Avenue Middlestown Wakefield West Yorkshire WF4 4PJ Two storey side extension - <b>Awaiting Decision.</b>
<b>26/00246/FUL</b> -99A Sandy Lane Middlestown Wakefield WF4 4PR Front single storey extension- <b>Awaiting Decision</b>
<b>24/02155/SUB01</b> -Land Off Sandy Lane Middlestown Wakefield WF4 4PN Discharge of Condition 3 (Intrusive Investigations), Condition 4 (biodiversity gain plan), Condition 5 (Biodiversity Retention and Enhancement Scheme), Condition 6 (wildlife enhancement) and Condition 12 (intrusive site investigations) from approved application 24/02155/FUL <b>Awaiting Decision</b>
<b>25/02337/COUMA</b> -74 New Road Middlestown Wakefield WF4 4NT Change of Use Commercial to Dwelling Houses, 1st Floor to 8No. Apartments (Middlestown furniture store) <b>Prior Approval Required and Granted</b>
<b>25/02405/FUL</b> -74 New Road Middlestown Wakefield WF4 4NT Removal of an area of existing roof; insertion of new first floor rear elevation windows and doors; new access from the rear car park at ground floor level leading to a new staircase; new external terrace area and balustrading. <b>Application Approved.</b>

<b>Overton</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>25/01437/SUB01</b> -Land Off Smithy Lane Overton Wakefield WF4 4RW Discharge of condition 4 (wildlife enhancement), Condition 5 (Lighting), Condition 6 (Radon), Condition 7 (Boundary), Condition 8 (EV Charge), Condition 10 (Bin store & collection) and Condition 11 (Cycle store) from approved application 25/01437/FUL- <b>Awaiting Decision</b>

<b>Midgley</b>
<b>25/01777/FUL-</b> Top Farm Stocksmoor Road Midgley Wakefield WF4 4JQ Application for 1no dwelling, including alterations to existing access. <b>Awaiting Decision</b>

c-To consider any appeals

### **018/0426. Correspondence/training opportunities**

a-To receive correspondence

- YLCA-Training day
- WMDC-Planning
- YLCA-Councillor discussions
- YLCA-Various Training events /webinars
- WMDC- Agenda for council
- The Mayor of West Yorkshire local transport plan
- Business stream charges 2026/27
- YLCA-White Rose Newsletter
- NALC-Newsletter
- Cambridge & Counties -Interest update decrease to 2.75%
- YLCA-Law and Governance

### **019/0426. Working Together within the community.**

a- To receive any updates from Councillors regarding: -

(i). Denby Grange (Cllr Allott)

Cllr Allott updated the meeting noting the committee's enthusiasm  
With lots of different ideas for use of the pavilion at Denby Grange.  
A classic car show will be held on Monday 25<sup>th</sup> May.

(ii). Youth Club -Nothing to report

Cllr Smith to approach youth club representatives for an update.

(iii). Thornhill poor's/Walker and greenwood education fund-Grant application run now  
completed with quite a few community groups benefiting from the funds.

(iv). Save Sitlington countryside -Nothing to report.

(v). Netherton Village Hall management committee.

Grant application for the doors has been approved; there have been a lot of interested parties wanting to hire the hall

### **020/0426. Staffing and Office matters**

Office matters updated in agenda item 11

### **021/0426. Matters of an urgent nature (for information only) or items for inclusion on agenda.**

**Annual meeting of the Parish Council**-May meeting Tuesday 5<sup>th</sup> May at St Lukes,  
discussed whether the meeting would quorate as two members were on holiday.  
Annual Parish Meeting to be considered at the next meeting.

Meeting End 20.28pm