

SITLINGTON PARISH COUNCIL

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WAKEFIELD
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Minutes of the Ordinary Meeting
Tuesday 5th May 2026
St Lukes Church Hall
Overton

Present:

In Attendance: J. Talbot- Parish Clerk

District Cllrs: Cllr Nicholls.

Public:0

022/0526. 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, Cllr Smith, Cllr Fearnside.

023/0526. 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.

024/0526. 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

025/0526. Members' Declarations of Interest

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

Cllr Allott (Planning)

026/0526. To approve the Minutes of the Ordinary meeting of the Parish Council held on Tuesday 7th April 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 April Ordinary meeting were true and accurate record of the meeting and duly signed by the chair.

027/0426.To receive an update on ongoing matters

a-To update on the red telephone box at Middlestown

The Clerk contacted the Middlestown Academy PTA regarding displays in the red telephone box in Middlestown. They advised that the current plastic inserts can be easily pushed through and that a more secure solution will need to be identified.

b-To receive an update on the HR/H&S support

Progress is being made on setting up the service in both HR and Health and safety.

c-To receive an update on the playground installation at Netherton.

The swings and climber cone have been installed; further designs to be arranged to put forward to the children of the parish in consultation for grant funding.

d-Road safety around Middlestown school

The Clerk expressed frustration that no response has been received from the Wakefield Council officer responsible for reviewing school safety, whose contact details were provided by the Deputy Mayor's Office.

e-To receive an update on Middlestown playground

The Clerk has contacted the Middlestown Academy PTA to ask whether they would consider improvements to Middlestown play area and submit a grant application to improve this space after the local elections.

Considered was a meeting with the newly elected District Councillors to discuss both road safety and the play area

028/0426.Council to receive reports from:

a) District Councillors

Cllr Nicholls

Updated the meeting on the off-road Police bikes, that has also been discussed at Crigglestone Parish Council meeting.

Concerns raised by residents, HGV Netherton lane concerns, Noted smiley SID (Clerk to follow up on costs for us to pay for the lamp post installation.)

Further investigation regarding other parishes on costings to establish a cost for the inspection of the lamp posts.

b) Police (safe scheme) Added to Councillor packs, no hours carried out waiting for instruction regarding the budget. (now completed)

029/426.Stevenson House committee

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

Cllr Myers updated the meeting on the meetings; The club now has the voting venue for the elections.

b-To consider the request from the club to reinstate the white lines and agree action.

Costs discussed. The club to establish cost of repairs and white lining. Chair suggested for the club committee email the clerk the information regarding the costs for white lining.

030/426. Finance Matters

a-To approve Internal controls carried out for April 2026 against the payment schedule, invoices and the bank statements (30/04/26) carried out at the finance committee meeting. Cllr Allott carried out the internal controls for April. It was noted that the Tesco invoice details were missing from the list and this was updated when the paperwork was sent out to all for the meeting.

b-To approve the list of invoices April 2026 -Expenditure (£13,044.38) Unity Trust (47.00) HSBC.

Cranberry IT	288.26	IT support
Staff salaries	3,289.80	Salary
Wakefield Council rent of land NVH	450	NVH rent of land
Wakefield Council rent of land Playarea	200	Rent of land Playarea
British Gas lite -Pavilion electric	22.1	Electric
Public works loan	2,057.25	Loan (NS&SC)
EE Ltd	17.93	Parish Mobile sim
Asda Mobile	5	Caretaker mobile sim
BT	135.06	Phone and broad band
Tesco	34.24	Parish Mobile
J2B Couriers Moving office	380	Removals
Wakefield Council skip for allotments	241.5	Allotments
Wakefield Council business rates NC	152.49	Cemetery business rates
Wakefield Council business rates pavilion	1,100.30	pavilion business rates
Notice boards -community workshop	500	Notice boards
HMRC Period 8 missed payment	933.37	PAYE
Earnshaw's -Bench	168	Bench scarecrow festival
Pear cemetery software	294	Cemetery business
Horbury Churches together	286.08	Youth worker
YLCA annual membership	1151	Memberships
Vision ICT web host and support	650	IT support
Rialtas-finance software support and software	252	IT support
Grant payment -Sitlington JFC	400	Grant payment
Lindley's -Printing for public consultation	36	Printing
Amazon various payments	248.49	Admin
Clerk/expenses public consultation	13.9	Event
Wakefield Council refuse cemetery	454.27	Cemetery
Street Scape	12,360.00	Play area equipment - grant
Rialtas-finance software close	730.80	IT support
Hammerton & Waring Path Netherton Cemetery	3,105.90	cemetery
Clerk -staff salary correction from April	14.00	Staff salary
Denby Grange support payment	1,000.00	Denby Grange
Wakefield Council refuse cemetery	454.27	Cemetery
Bank charges	15.10	Bank charges
Total	31,441.11	
146,890.11	INCOME	

c-To approve the bank reconciliation for April (30/4/26) 2026 of showing a total cash balance. £179,076.48

Bank Reconciliation 30/04/26	
Current Account HSBC	
Opening Balance	0.36
Closing Balance	33.36
Money manager HSBC	
Opening Balance	82.92
Closing Balance	2.92
Cambridge & Counties	
Opening Balance	34,877.52
Closing Balance	37,957.91
Unity Trust current account	
Opening balance	7,236.76
Closing Balance	122,685.56
Unity trust savings account	0.00
Unity trust current account	122,685.56
HSBC current account	33.36
HSBC Money manager	2.92
C&C Investment account	37,957.91
	160,679.75

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

A summary of the year-end figures was circulated with the meeting papers.

e. To receive the minutes of the finance meeting Monday 27th April 2026 and consider any recommendations and agree to any action.

Recommendation was to add the remaining funds at year end to Cambridge and counties.

It was **resolved** to move £7,236.70

f-To consider any grant applications and agree outcome

A grant application for decorating of St Lukes church was received

It was agreed that further information about the application was required. Details required, costs relative to the quotes.

g-To note the annual insurance payment under the fixed 3-year term due 1/6/26

Amount due £2,880.77 for June payments.

031/0526.Governance

a-To review and agree changes to the grant application form for the Parish Council.

The Clerk reported that the amendments to the grant application form, as discussed at the previous meeting, had been incorporated and the format had been revised slightly. It was resolved to approve and adopt the revised application form.

032/0526.To receive a report regarding the PA system for use at the village hall meetings and agree action.

The report included in the meeting pack, together with photographs circulated for all.

The issue of acoustics in the Village Hall was discussed, and members considered whether purchasing a public address (PA) system would resolve the problem. Various options were explored, including rearranging the table/chair layout to improve acoustics.

It was suggested that the Council head table should be positioned facing the stage, with members of the public seated with their backs to the stage.

033/0526.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. No quote received depending on the next meeting

034/0526.Allotment and cemeteries

a-To sign the minutes of the allotment and cemetery committee meeting dated Tuesday 10th February 2026.Duly signed by the chair of the committee.

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

Cllr Myers updated the meeting and needs to do further investigation and update the council accordingly.

c-To consider interment fees for past councillors and agree action.

Cllr Allott put forward a proposal for interments to be at resident costs for Parish Councillors, if they move out of the area.

To be considered by the cemetery and allotment committee and brought back to the next Parish Council. Considered were conditions of moving out of the parish.

d-To receive an update regarding the upcoming inspections and agree action.

The Clerk proposed that officers carry out this year's cemetery and allotment inspections. Both officers have now completed the required headstone inspection training and intend to implement a suitable system for recording memorials so their condition can be monitored year on year.

It was **resolved** for the Officers to carry out the allotment and cemetery inspections this year.

Proposed: Cllr Myers

Seconded: Cllr Dickinson

e-To consider the application for a memorial bench at Netherton Cemetery and agree action. A request for a memorial bench at Netherton Cemetery under the tree has been received. All agreed to approve the bench.

035/526.Recreation and Leisure

Hartley Bank

a-To sign the minutes of the Recreation and Leisure committee meeting dated Tuesday 17th March 2026.Duly signed by the chair of the committee.

b-To receive an update on the public consultation for the pavilion project.

Councillors who attended consultation to update on attendance and feedback.

Feedback received in suggestion box was: -

17 comments were received, with quite few being impressed with the designs.

•Some of the questions were:

- How will we know if it will remain used by residents
- Whether it will become a franchise
- 10-year plan for the pavilion and field.
- What is the operational business model for the new building and revenue streams.

Discussed was the parking at the bottom of the field, and the concerns about traffic and use of the lane raised by the residents. Also, discussed parking at the back of the pavilion.

It was raised that if parking is there it will be used for every booking, noting the football has managed well with parking elsewhere.

The meeting considered the comments and requested to amend the plans before it goes to Wakefield Council for planning permission.

- No parking to be added to the bottom of the field, 2/3 spaces for disabled access at the side of the building.
- A door to be added to the toilet entrance area, as there should be no view of the toilet doors from the public areas.
- No outside seating to be added around the side of the pavilion, just seating to be added to the front section.
- No door will then be required at the back of the pavilion.

c-To agree to commence with planning for the pavilion with the most recent designs. It was **resolved** to action the amendments in(b) and the designs to be sent to Wakefield Council planning department for consideration.

036/526.Parish office

a-To consider further costs required to complete the office and agree a budget and delegation to the clerk.

The clerk presented costs for the interior of the office including decorating and carpeting.

Cllr Myers proposed for the clerk to delegate costs of up to £3,000.

It was **resolved** for the clerk to have delegated power to complete the interior with a set budget of £3,000

d-To receive quotes from pest control and agree action required

Two quotes have been received for pest control.

Rentokil -£943.00

Wakefield Council -£256.00 3 visits plus £80 per extra visit

An annual contract with Rentokil -£1,390

Wakefield Council -Did not have space to facilitate this. (waiting list)

It was **agreed** to send the club the report and quotes received. Cllr Myers to discuss further at the next meeting.

It was agreed that the club needs to be responsible as licensed premises.

037/526.Planning

a-To consider validated applications

Planning applications validated
26/00559/FUL -The Granary Whitley Farm Drive Netherton Wakefield WF4 4LN-Single storey rear extension and detached summer house
26/00551/FUL -Plot 4 Moorhouse Gardens Old Road Middlestown WF4 4QN Detached Garage

b-To consider planning decisions.

Netherton
22/02407/SUB01 -Land at Balk Lane Netherton Wakefield WF4 4HD Discharge of Condition 3 (radon) from approved application 22/02407/FUL Discharge of conditions
26/00502/FUL -12 Meadow Vale Netherton Wakefield WF4 4SP Single storey front extension- Awaiting Decision

Middlestown
24/01287/FUL -36 Coxley Lane Middlestown Wakefield WF4 4PU Conservatory to rear. Awaiting Decision
26/00193/FUL -122-124 New Road Middlestown Wakefield WF4 4NU

Conversion of 1no dwelling into 2no separate dwellings Application Approved
26/00238/FUL -2 Nellgap Avenue Middlestown Wakefield West Yorkshire WF4 4PJ Two storey side extension - Application Approved
26/00246/FUL -99A Sandy Lane Middlestown Wakefield WF4 4PR Front single storey extension- Application Approved
24/02155/SUB01 -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 Awaiting Decision
26/00551/FUL -Plot 4 Moorhouse Gardens Old Road Middlestown WF4 4QN Detached Garage- Awaiting Decision.
26/00344/PIP -Sandy Lane (Land Off) Middlestown Wakefield West Yorkshire WF4 4PN Application for Permission in Principle of 1no. single dwelling
26/00342/FUL -Land at New Road, Middlestown, Wakefield Proposed Stable Block- Awaiting Decision

Overton
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
25/01437/SUB01 -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- Conditions discharged

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

c-To consider any appeals

038/0526. Correspondence/training opportunities

a-To receive correspondence

- YLCA-Why your council needs a forward plan webinar
- YLCA- training schedule
- Wakefield Council-Town and Parish liaison group minutes
- Keep Britain tidy-Dog poo campaign
- YLCA-Breakthrough Communications
- Wakefield Council -Planning updates
- Resident-Bench on verge outside Netherpton Cemetery

- Enquiry about a cricket team using Hartley bank field. Request a proposal for when they want to use the pavilion. Cllr Myers proposed to say no as the team were not local to the parish.

039/0526. Working Together within the community.

a- To receive any updates from Councillors regarding: -

(i). Denby Grange (Cllr Allott) Car show at Denby Grange.

(ii). Youth Club

(iii) Thornhill pears/Walker & Greenwood charities.

Grant have been given out for Thornhill pears.

Walker and Greenwood fund update.

(iv) Save Sitlington countryside

(v). Netherton Village Hall management committee.

The next meeting is on 26th May

040/0526. Staffing and Office matters

Nothing to report

041/0526. Matters of an urgent nature (for information only) or items for inclusion on agenda.

Damaged gate (bottom of Middlestown cemetery)

The gate at the bottom of the cemetery has come off the hinges.

Replacing the gate was agreed as a suitable option.

Clerk to follow up on quote for a restricted access system to be added to the next agenda.

Future meetings.

- **Recreation & Leisure committee 16/6/26**
- **Netherton Village Hall trustees meeting 23/6/26**

Meeting closed:9.18pm