

SITLINGTON PARISH COUNCIL

**Minutes of the
ALLOTMENTS AND CEMETERIES COMMITTEE MEETING
at
Netherton Village Hall
Tuesday 19th May at 7.00 pm 2026**

Present: Cllr Allott, Cllr Collinson, Cllr Smith, Cllr Myers, Cllr Crow, Cllr Fyles.

In attendance: J Talbot /Parish Clerk.

Recommendations

- No changes to terms of reference
- Seek quotes for paths at Middlestown Cemetery
- No changes to current policy relating to resident/non-resident charges.
- Cllr Myers to carry out a further meter reading at NWB and update at the PC meeting on findings.
- Further investigation of the vacant plot with a shed raising H&S concerns.
- Inspection of the front hedge relating to sight lines.

1/0526.Welcome and apologies

The clerk welcomed the meeting and noted no apologies.

2/0526.To nominate a committee chair and vice chair for the coming year 2026/27

Cllr Myers was nominated as chair of the allotment and cemetery committee and All agreed.

Cllr Fyles as vice chair of the allotment and cemetery committee.

All agreed

3/0526.To review the terms of reference for the committee

The committee reviewed the terms and conditions of the committee and considered whether any changes would be required.

Items reviewed since last meeting: -the parish office to approve green houses and shed that are a standard size of 8ft x 6ft.Any requests over this will be reviewed at the allotment and cemetery committee.

Outline of the responsibilities of the committee.

- To review charges
- Deal with maintenance and management of the sites within the committee's budget of £5,000.
- Review headstone permission over standard size
- Chair to be nominated after the Annual meeting of the Parish Council with 6 members agreed and 3 to be quorate.

All agreed for the terms of reference to continue with no changes.

4/0526.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.

The Chair noted the expectations of the meeting.

5/0526.Members' Declarations of Interest

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

Declarations noted

(Cllr Smith- Allotments) Noted personal interests for Cllr Allott, Cllr Smith, Cllr Myers

6/0526.Public Admissions to Meetings Act (1960)

No public present.

7/0526.To approve the minutes as a true and accurate record of the meeting dated Tuesday 10th February 2026.

The minutes were approved at the full council meeting April 2026

Minute ref :014/0426a

8/0526.To receive an update on the previous actions Recommendations from the last meeting.

- It was recommended that the Officers of the Parish Council carry out the inspections for the cemetery and Allotments this year.
This was agreed at the last Parish Council meeting minute ref:034/0526d
- To receive an update on the new path added at Netherton Cemetery
The path at Netherton has been completed and the invoice paid.

9/0526.Cemeteries

a-To consider the paths at Middlestown cemetery and agree action

The meeting considered a proposal to seek quotes to improve the paths at Middlestown Cemetery. Clerk to seek quotes from the contractor who did the Netherton cemetery path in the first instance.

Cllr Allott proposed for the paths to be done and quote to be sort, all agreed.

b-To consider the planting by the far wall at Netherton cemetery and agree any actions required.

The clerk updated the meeting that the plants and wildflowers were growing well by the wall at Netherton Cemetery.

Raised were the cremated remains plot that are full of the weeds in between the graves and generally looking untidy.

Cllr Fyles raised that photos would support new members to understanding the area, also maps and google earth to identify sites. Clerk to action.

c-To consider the path to cemetery field and whether to seek a quote for consideration.

The Committee considered whether to mark the proposed access route to the Cemetery Field to clearly identify which spaces in this area can be used and to preserve the access for future burial grounds.

Cllr Allott proposed that a track be put in place to indicate the route of the future access road, but that it should not be tarmacked at this stage. This proposal was agreed by all members. Clerk to investigate options available for the next meeting

d-To consider fees for previous and current Parish Councillors for interment out of the parish and agree recommendation to the Parish Council.

The Committee considered the proposal that former Parish Councillors who move out of the parish could be charged non-resident fees for interment in the parish cemeteries.

Members noted that any changes in the rules would need to be fair and transparent, and discussed whether a qualifying timescale for having left the parish could be included. It was also suggested that where a burial plot had been pre-purchased while the individual was a resident, resident fees could still be applied if they subsequently moved out of the parish.

The Committee acknowledged that each case would need to be considered on its individual circumstances.

Recommendation to Full Council: No change to the current policy.

e-To consider the broken gate at the bottom of Middlestown cemetery and agreed action.

The clerk has approached the grounds maintenance team to repair in the short term and investigate a replacement.

10/0526.Allotments

a-To receive an update on all allotment's sites

The clerk updated on the inspections to be carried out by council officers this year and will commence in early August. A report will then be added to the September meeting to update on findings.

b-To receive an update on the water meters at NWB and agree action required. Cllr Myers provided an update on the water meter readings and current water usage at the allotments. It was noted that approximately 330 cubic metres of water are being lost each day, which is a significant amount, particularly as no plot holders are currently watering their allotments. Members discussed whether changes in water pressure could help to identify the location of a possible leak. Cllr Myers proposed that the water meters be read again prior to the next Parish Council meeting, and that this item be included on the Parish Council agenda. It was also agreed that the taps should be checked for water clarity, as this may assist in identifying the source of the leak.

c-To receive an update on the pothole at the entrance of NWB and agree action. The pothole work has now been completed by Wakefield Council.

d-To receive an update on vacant plots now tenanted.

The Clerk noted that all vacant allotment plots have now been let. In addition, tenants of plots that had previously given rise to concerns have surrendered their plots at the end of the tenancy year. A few new tenants have since taken on plots at Netherton Windy bank and Overton.

Cllr Smith raised concerns regarding the condition of a shed on one of the plots at Netherton Windy Bank and asked whether the Parish Council could arrange for its removal before the new tenant takes possession.

Members discussed options for removing the shed from the plot, as there were concerns about a rat infestation.

It was agreed that Cllr Allott would investigate the matter further with Cllr Smith. Cllr Smith to approach Wakefield Council on behalf of the Parish Council to follow up on the removal of the shed.

Clerk to follow up on Landra to check regulations for registration for the rat control qualification for Cllr Allott.

11/0526.Correspondence

An email has been received from an allotment tenants raising concerns regarding

- Weeds on boundary plots /tenants not keeping their plot cultivated.

The front hedge and a request for the mirror on the opposite side of the road. It was noted that hedge cutting is strictly forbidden in the bird nest season between March and September unless there is a health and safety concern relating to the sight line traffic.

Further inspection for the hedge for sight line to be carried out by Cllr Smith and Allott.

10/0526.Date and Time of Next Meeting

To arrange the date and time of the next meeting.

The next meeting will be Tuesday 28th July 2026 7.00pm Netherton Village Hall.

Meeting End:8.21pm