

SITLINGTON PARISH COUNCIL

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Minutes of the Ordinary Meeting **Tuesday 2nd June 2026** **Netherton Village Hall**

Present: Cllr Allott(chair)Cllr Collinson, Cllr Walters, Cllr Crow, Cllr Fearnside, Cllr Smith, Cllr Fyles, Cllr Dickinson.

In Attendance: J. Talbot- Parish Clerk

District Cllrs:0

Public:1

042/0626. 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 Myers.

043/0626. 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.

044/0626.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

045/0626. 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)

046/0626-To approve the Minutes of the Ordinary meeting of the Parish Council and the Annual meeting of the Parish Council held on Tuesday 5th May 2026.

a-To receive and approve the minutes of the ordinary meeting of the Parish Council and the Annual meeting of the Parish Council as a true and accurate record.

The minutes of the ordinary meeting and the annual meeting were agreed as a true and accurate record and duly signed by Chair.

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

Proposed: Cllr Collinson

Seconded: Cllr Dickinson

047/0626.To receive an update on ongoing matters

a-To update on the red telephone box at Middlestown

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

A health and safety meeting has been completed, with details of actions to be sent to all when received.

c-To receive an update on the gate at the bottom of Middlestown cemetery.

The ground maintenance team have been instructed to fix the gate while we seek quotes to replace it.

d-To receive an update on the Parish office.

The parish office has been painted and the floor sealed, we are just seeking costs to carpet/lino. Once this is completed the furniture will be purchased and moving everything over from the hall to the office will commence.

048/0626.Council to receive reports from:

a) District Councilors-None in attendance

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

Cllr Crow updated the meeting on the Safe Scheme report and the targeted areas for the month. A total of 18 hours were carried out.

Targeted areas speeding Netherton Lane, Old Road, New Road.

Cllr Crow to contract the Police safe scheme officer.

049/0626.To note the resignation of Cllr Allott-Radcliffe

A resignation letter has been sent to the chair from Cllr Allott-Radcliffe.

The chair noted the resignation, and everyone wished him well.

050/0626.Stevenson House committee (Cllr Myers not in attendance.)

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

b-To receive an update from the club to reinstate the white lines and agree action.

Deferred to the next meeting.

051/0626. Finance Matters

The payment schedule, invoices and the bank statements (31/05/26) carried out at the finance committee meeting.

a-To approve the list of invoices May 2026 -Expenditure (£31,755.80) Unity Trust (£0.00) HSBC. Cllr Walters carried out internal controls

Date	Description -Expenditure May 26	Amount (£)	Type
01-May-26	British Gas lite	£4.80	Electric Pavilion
	Cranberry IT Suport	£288.26	IT Support
	WireHouse	£169.20	HR & H&S support

	Staff salaries	£3,295.80	Staff Salary
07-May-26	Business Stream	£56.28	Water rates
11-May-26	WireHouse	£169.20	HR & H&S support
12-May-26	Business Stream	£38.82	Water rates
13-May-26	Business Stream	£60.41	Water rates
	NSALG LTD (national allotment society)	£98.00	Allotment association
	West Yorkshire pension fund	£1,239.38	Pensions
	Williamson GW	£200.00	Grave digging
	HMRC	£1,154.83	PAYE
	Williamson GW	£1,845.00	Grave digging
	Oldroyds Maintenance	223.20	
	Oldroyds Maintenance	223.20	
	HMRC-Period 2	£1,139.08	PAYE
	Orange Design studio	£1,920.00	2nd payment pavilion
14-May-26	Business Stream	£21.24	Water Rates
	SLCC membership	£321.00	Clerk membership
	WMDC	£701.00	Planning application
	Zurich Insurance	£2,888.77	Parish Insurance
18-May-26	BT	£132.95	Phone and broadband
	EE	£17.40	Parish Mobile sim
	Asda	£5.00	Parish sim
	Business Stream	£133.50	Water Rates
	Tesco Mobile	£34.24	Parish Mobile and tablet
27/05/2026	Horti Centre	£89.90	Balk
	Community workshop	500.00	Notice board
	West Yorkshire pension fund	976.11	Pension
	West Yorkshire pension fund	983.10	Pension
	HMRC Period 3	1,114.63	HMRC
	Internal auditor	425.00	Internal audit
	Osbornes	1,072.00	Decorating Parish Office
28/05/2026	Roar Buildings and interiors	10,200.00	Parish Office
	Unity Trust	14.50	Service charge
	Total	31,755.80	
Total Income	3,198.00		
Total Expenditure	31,755.80		

b-To note the income for May 2026-£3,198.00

c-To approve the bank reconciliation for May (31/5/26) 2026 of showing a total cash balance.

£133,336.75

Bank Reconciliation 31/05/26	
Current Account HSBC	
Opening Balance	33.36
Closing Balance	33.36
Money manager HSBC	

Opening Balance	2.92
Closing Balance	2.92
Cambridge & Counties	
Opening Balance	34,877.52
Closing Balance	37,957.91
Unity Trust current account	
Opening balance	122,685.56
Closing Balance	94,127.75
Unity trust savings account	0.00
Unity trust current account	94,127.75
HSBC current account	33.36
HSBC Money manager	2.92
C&C Investment account *	39,172.72
	133,336.75
Interest payment C&C	
*£1,214.81 May 26	

d-To receive the budget for 2026/27

e-To receive the minutes of the finance meeting Monday 27th April 2026 and consider any recommendations from the meeting Tuesday 2nd June.

The committee considered the request and recommended once the funds are raised the committee will pay a shortfall up to £500. A bank statement will be required to evidence this and confirm the bank details to pay the funds.

f-To consider any grant applications and agree outcome.

The grant application considered from St Lukes church, the finance committee recommended to grant £500 the maximum payment to be awarded to meet the shortfall of the quote received to decorate the hall.

It was **resolved** to go with the recommendations of the finance committee.

Proposed: Cllr Allott

Seconded: Cllr Walters

Cllr Smith abstained from voting on the matter and requested it to be recorded.

052/0626.Governance

a-To note the contents of the Internal Auditor's report to Council and agree to future action required.

The clerk updated the meeting on the findings of the internal audit and actions to date.

b-To receive the Annual Internal Audit Report for 2025/26 including page 3 of the Annual Governance and Accountability Return 2025/26

c-**To approve** -The Annual Governance Statement 2025/26 for section 1 and the Accounting statement section for section 2.

It was **resolved** to approve the Annual Governance Statement for 2025/26 for section 1 and the accounting statement for section 2.

The Chair and RFO to sign the annual return

d-To approve the publication of documents required by Accounts and Audit Regulations 2015, the Local Audit and the Transparency Code for Smaller Authorities for the period for the exercise of public rights to view the unaudited accounts for 2025/26

Approved the date for the period for the exercise of rights to commence

Monday 8th June until Friday 17th July 2025. These will be added to the noticeboards and website.

It was **resolved** to approve the dates for the period for the exercise of rights.

e-The Parish Councillors to complete and sign the bank mandate to access online banking.

Completed.

053/0626.To review the acoustics in the hall with the table and chairs in the new position.

It was agreed the acoustics were improved by moving the tables.

054/0626.Allotment and cemeteries

a-To Approve and sign the minutes of the allotment and cemetery committee meeting dated Tuesday 19th May 2026.Minutes were agreed as a true and accurate record and duly signed by the chair of the committee (Cllr Crow)

b- The Council to receive an update from the Allotment and Cemetery Committee, consider any recommendations, and agree to any actions.

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 for the cemetery.
- Cllr Myers to carry out a further meter reading at NWB and update at the PC meeting on findings. Deferred to the next meeting.
- Further investigation of the vacant plot with a shed raising H&S concerns. Further investigation took place and it was agreed to action removing the shed. Cllr Smith updated removing of the shed and companies approached. It has now been removed and further concerns raised about rubbish on the site.
- Members considered whether to hire a skip to remove the remaining rubbish from the site. It was resolved that a skip would be hired to clear the remaining waste. Cllr Smith confirmed that photographs of the site had been taken and would be forwarded to the Clerk for the Council's records. It was agreed that the Clerk would write to the previous tenant, reminding them that, under the terms of the Tenancy at Will agreement, they are responsible for the cost of a skip if the Parish Council is required to clear the plot.
Action: Clerk to arrange the skip hire and issue the letter to the previous tenant as soon as possible.
- Inspection of the front hedge relating to sight lines. An Inspection was carried out by the Cllr Smith and Cllr Allott. A mirror could be added to the other side to make the vision clearer. The Parish Council would need permission from Wakefield Council as it would be on the highway

It was noted that Wakefield Council could assist to give some support on advice on highways matters.

The Clerk also noted it was bird nesting season and hedge cutting usually does not take place between March to September unless the sight line is affected.

All agreed to trimming of the hedge as it was affecting the sight line when leaving the allotment site.

It was **resolved** to Request T&D to cut the hedge at the front of Netherton Windy Bank.

c-To receive an update on the water supply at Netherton Windy bank site and agree action required. Deferred to the next meeting

d-To review the grounds maintenance contract annually.

To consider the grounds maintenance contract to date and any issues to be raised.

It was noted the planters have not been completed, and concerns were raised by the councillors about the cemeteries.

Nothing, the grass has not been picked up, and it looks untidy around the head of the graves. The tender contract is a year in and with 2 years remaining on the tender.

Areas of improvement to be considered and a 12-month review with a timeline for the work to be completed.

It was agreed that the Parish Council need to look at the areas that need to be investigated and inform the contractors of the concerns raised.

Proposed to contact them by email, stating areas of work required. All agreed.

e-To agree the process for the tender for the grave digging contract.

Commencing of the grave digging tender.

To be added to the next agenda.

055/0626.Recreation and Leisure

Hartley Bank

a-To consider the pavilion and the quote received to repair the building to use this summer and agree action.

The Council considered the quotation of **£6,500** to undertake works to make the pavilion usable during the summer months. Members agreed that the cost was disproportionate for the intended use, which was primarily to accommodate coffee mornings over the summer.

It was noted that the Friends of Hartley Bank had been offered the use of St Andrew's for their coffee mornings, and the Council agreed that this was an appropriate alternative.

Cllr Fearnside raised concerns regarding the condition of the pavilion and whether it would remain safe if the proposed repairs were not undertaken. Members discussed the project timeline, including planning and potential funding opportunities.

Concerns were also raised regarding the availability of funding. It was agreed that the Clerk would obtain further information on potential capital funding sources.

The Council noted that expenditure incurred on the pavilion project to date totals **£4,701**, comprising **£4,000** for project costs and **£701** for the planning application.

It was **resolved** to not repair the pavilion at a cost of £6,500

Proposed: Cllr Fyles

Seconded: Cllr Crow.

It was noted that the subcommittee needed to arrange a meeting to discuss the plans for the pavilion. Including grant funding and the business plan to support these.

Clerk to inform the friends of Hartley Bank, the decision and Cllr Smith to remove the old table and chairs outside the pavilion.

056/0626.To consider a request for benches in Overton and suggested locations.

A resident has requested installation of some benches in Middlestown and Overton and has approached the Parish Council to support the purchase.

Permission would be required for all proposed locations from the landlord.

- *On the grass across from The Black Swan*
- *On the grass at the end of Wood mount*
- *Where Green Lane meets Crossfields on the street in front of the wall*
- *Ginell between Crossfields and Nell Gap Lane on the grass*
- *Grass area on Nell Gap Lane*
- *Where Green Lane meets New Road*
- *Old Road would be good. The benches outside Overton Stores are broken. (it was noted this would be the responsibility of the owner)*

The locations were considered and concerns about benches some of the locations.

The Parish Council agreed three locations: -

- Planter at bottom of Green Lane (WMDC)
- Bottom of Ramsey Road (WMDC)
- Grange Lane Overton. Footpath 24

It was agreed to do a Facebook poll to ask residents their thoughts and any other locations to be suggested.

057/0626.To consider and agree the lamp post testing for installation of Smiley SID.

The Parish Council have been approached by West Bretton Parish Council to share the costs of the lamp post testing.

Clerk to further investigate and clarify the costs.

058/0626.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- Refused

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

b-To consider any appeals

059/0626. Correspondence/training opportunities

a-To receive correspondence

- YLCA-Cllr Discussions
- WHP Telecoms-Consultation letter New Hall Farm mast 5G network.
- WMDC-weekly Planning lists
- YLCA-Play area on-site training
- YLCA-Training Programme
- YLCA-Chair skills
- YLCA-Footpath training-10/6/26

060/0626. Working Together within the community.

a- To receive any updates from Councillors regarding: -

(i). Denby Grange -Cllr Allott updated the meeting they had a car show on bank holiday Monday. The event was well received.

(ii). Youth Club

(iii). Thornhill poors/Walker & Greenwood charities.

(iv). Save Sitlington countryside -Nothing to report

(v) Netherton Village Hall management committee.

The new door has been installed and the invoice paid.

(vi). To confirm the date of trustees (Sitlington Parish Council) meeting for the Netherton Village Hall.

All Parish Councillors to attend the trustees meeting to be held on 23rd June.

Cllr Collison sent apologies

061/0626. Staffing and Office matters

Nothing to report.

062/0626. Matters of an urgent nature (for information only) or items for inclusion on agenda.

New meeting venue

Planning information about the pavilion.

Middlestown Cemetery dog poo on the graves, concerns raised on social media.

Future meetings.

Tuesday 16th June Recreation & Leisure committee

Tuesday 23rd June Netherton Village Hall trustees meeting

To be arranged -pavilion subcommittee.

Meeting end:8.30pm