

UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRAC, WF9 1JB
01977 645351



PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

To all members of Upton & North
Elmsall Parish Council

Date: 10th December 2025

Dear Councillor,

You are hereby summoned to attend an **Ordinary Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 16th December 2025 at 6:30pm** at **The Village Hall, Upton, WF9 1JB**.

Yours sincerely

Miss Helen Senior
Parish Clerk & RFO

PUBLIC SESSION

Members of the public may raise matters relating to items on the Agenda here. It would be beneficial if these are notified in advance to the Clerk. Questions not answered at this meeting will be answered in writing to the person asking the questions or may appear as an Agenda item at a later date. Members of the public are welcome to stay for the Parish Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chair.

Ordinary Meeting of Upton & North Elmsall Parish Council
Tuesday 16th December 2025 at 6:30pm at the Village Hall

AGENDA

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
- 1.2. To consider approval for the reasons for absence.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
- 2.2. To consider any applications for dispensation.

3. Minutes

- 3.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 18th November 2025. **(A)**
- 3.2. To note the minutes of the Town and Parish Councils Liaison Group meeting held on Tuesday 11th November 2025 **(B)**

4. To receive updates on matters previously discussed and consider any further actions required. (C)

5. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest.

6. To consider a quote from T & D Contractors to move six fence posts at School Street Allotments to accommodate extra space on the outer track.

7. To consider a quote from Adam Washington for works required to address overhanging trees following Parish Council instruction for a Tree Survey to be carried out.

8. To consider upgrading the office Photocopier and entering into a new lease with the current provider. (F)

9. To review Payroll services and consider available alternatives.

10. To consider the Clerk's IT and communications report and agree any necessary actions. (H)

11.To consider a request from the Community Library to provide funding for its OAP Christmas Tea – Councillor S Pallett.

12.Delegation

- 12.1. To give retrospective delegated authority to the Clerk to sign the contract on behalf of the Parish Council for the Pantomime entertainment.
- 12.2. To review and adopt the draft Scheme of Delegation. **(I)**

13.Expenses and Mileage Claims

- 13.1. To consider the reimbursement of costs totalling £80.00 for the purchase of roses for various sites across Upton – requested by Councillor C Merrington.
- 13.2. To review and adopt the draft Expenses and Mileage Policy. **(J)**

14.Financial Matters

- 14.1. To review the draft Budget for 2026/27 and discuss any additions or alterations.
Due to time constraints, Agenda item 14.1's supporting document will be circulated to members separately once completed.
- 14.2. To approve the accounts for payment for December 2025. **(L)**
- 14.3. To receive the list of payments made in November 2025. **(M)**
- 14.4. To receive the bank reconciliations for Cashbooks 2, 3 and 5 for October 2025. **(N)**
- 14.5. To receive the bank reconciliations for Cashbooks 1 and 6 for November 2025. **(O)**

15.Planning

- 15.1. To receive and consider any new planning applications.
- 15.2. To note any planning decisions received.

16.To consider sending a response to WMDC on the Wakefield District Design Code Draft Supplementary Planning Document Consultation. (P)

17.To consider a request from a resident for the Parish Council to take action regarding the lack of bus services in Upton. (Q)

18.To note that the Parish Council office will be closed from 4:00pm on Friday 19th December 2025 and will reopen at 8:30am on Monday 5th January 2026.

19.To note that the next meeting of the Parish Council will take place on Tuesday 20th January 2026 at 6:30pm at The Village Hall.

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MINUTES OF AN ORDINARY MEETING OF UPTON AND NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 18th November 2025 at 6:30pm at the Village Hall

Present: Councillor E Farmer
 Councillor M Hanson
 Councillor A Miles
 Councillor C Merrington
 Councillor S Pallett
 Councillor S Spencer
 Councillor L Taylor – Chair

Helen Senior – Clerk & RFO

Two Members of the Public

Absent: Councillor P Dainty
 Councillor S Hodson
 Councillor E Jones
 Councillor B Mears
 Councillor K Wilson

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
 There were no apologies for absence recorded.
- 1.2. To consider approval for the reasons for absence.
 There were no reasons for absence submitted for approval.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.

There were no declarations of interest recorded.

- 2.2. To consider any applications for dispensation.

There were no applications for dispensation recorded.

3. Minutes

- 3.1. To receive and sign the draft minutes of an Extra Ordinary meeting of the Parish Council held on Friday 7th November 2025.

RESOLVED: that the minutes of an Extra Ordinary meeting of Upton and North Elmsall Parish Council held on Friday 7th November 2025 be received as a true record and signed by the Chair.

- 3.2. To receive the draft minutes of an Allotments Committee meeting held on Monday 3rd November 2025.

RESOLVED: that the minutes of a meeting of the Allotments Committee held on Monday 3rd November 2025 be received.

4. To receive updates on matters previously discussed and to consider any further actions.

Overhanging Branches – Willow Tree, New Lane Crescent

RESOLVED: that the update from the Clerk be received, and that a further verbal update provided by Councillor Merrington at the meeting confirming that the works had been completed be noted.

Speeding Concerns – Common Lane

RESOLVED: that the update from the Clerk be received, and that the Clerk is to request an update from WMDC after the deadline had passed.

Request for Solid White Lines – A638 (between Bell Street and Common Lane)

RESOLVED: that the update from the Clerk be received, and that a further verbal update provided by the Clerk at the meeting confirming that the job had now been logged as urgent by WMDC be noted.

Covenant Update – Old Youth Club, Waggon Lane

RESOLVED: that the update from the Clerk be received, and that a further verbal update provided by the Clerk at the meeting confirming an objection to the licence on behalf of the Parish Council was not sent in on time be noted.

RESOLVED: that a summary of the legal advice obtained be passed to Councillor Farmer, who will be attending and speaking at the licencing hearing as a member of the public.

5. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest. For information only.

- Councillor Spencer reported positive progress on the History of Upton website, with an anticipated launch in the new year.
- Councillor Miles raised concerns regarding fallen leaves and deteriorating fencing on Blue Bell Way.
- Councillor Pallett reported dangerously slippery leaves on the path between the library and old youth club and noted fly-tipped rubbish near the football grounds.
- Councillor Taylor confirmed receipt of a Thank You card from the local representative of the Royal British Legion, which was circulated to members.

6. To note that following the Code of Conduct complaints to Wakefield Council earlier this year, no Councillor complained about has been found to have breached the Upton and North Elmsall Parish Council Code of Conduct.

RESOLVED: that the outcome of the Code of Conduct complaints be noted.

7. To consider a quote for materials for cold frames – as requested by the Allotments Committee.

RESOLVED: that this item be deferred to a future meeting pending quotes for labour costs.

8. To consider a quote from Sutcliffe Play regarding School Street playground.

RESOLVED: that the quote from Sutcliffe Play for replacement equipment, installation of a previously purchased swing seat, and surface repair at a total cost of £3,587.63 (ex VAT) be approved.

RESOLVED: that alternative, cost-effective flooring options be explored should future damage occur.

9. To receive an update from WMDC regarding play area maintenance and consider next steps.

RESOLVED: that the update be received and the Clerk be given delegated authority to sign a Service Level Agreement with WMDC for annual play area maintenance at a total cost of £548.12 per year, commencing April 2026.

10.To consider signing a Landlord and Tenant form to allow the Rugby Club to apply for grass pitch maintenance funding at Quarry Lane.

RESOLVED: that the Clerk be given delegated authority to sign the Landlord and Tenant form to support the Rugby Club's funding application.

11.To consider a request from Upton Fishing Club for the Parish Council to write to WMDC on their behalf regarding maintenance issues at Upton Country Park.

RESOLVED: that the Parish Council write to WMDC requesting maintenance of the areas around the fishing pond, entrance, and car park at Upton Country Park.

12.Peninsula Health and Safety Report and Proposal

12.1. To receive the Health & Safety Report and SafeCheck findings from Peninsula.

RESOLVED: that the Health & Safety and Safecheck reports be received and noted.

12.2. To consider signing up to Peninsula's Health & Safety services contract.

RESOLVED: that the Council enter a 60-month Health & Safety services contract with Peninsula at a total cost of £159.34 per month, and that the Clerk be given delegated authority to sign the agreement.

13.To receive a report on moving to a .Gov.UK domain and to consider next steps.

RESOLVED: that the Clerk obtain at least three quotes for:

- The purchase of a .Gov.UK domain;
- The creation of a new Council website;
- The provision of Microsoft 365 Business Standard email addresses for two members of staff;
- Web based email addresses for all members; and
- The continuation of the current .co.uk domain for at least the next 5 years.

14.To consider the purchase of a mobile phone for the Clerk and SIM-only contracts for the Clerk and Admin/Allotment Manager for the sole purpose of transacting Council business.

RESOLVED: that a mobile phone be purchased for the Clerk at a cost of £65.30 and two 30-day rolling SIM-only contracts be obtained from Smarty at an estimated total cost of £21.60 per month.

15.To consider the purchase of a Christmas Tree for placement outside the Village Hall.

RESOLVED: that a budget of £450.00 be approved for a Christmas tree, chamber, and lights.

RESOLVED: that the Clerk arrange the purchase of battery powered lights and Cllr Merrington arrange the purchase of the tree and chamber.

16.Banking Updates

16.1. To approve the retrospective addition of the Clerk to the bank mandate.

RESOLVED: that retrospective approval be given to the addition of the Clerk to the bank mandate.

16.2. To approve the provision of a debit card for the Clerk.

RESOLVED: that approval be given to the provision of a debit card for the Clerk.

17.Planning

17.1. To receive and consider any new planning applications.
There were no planning applications received.

17.2. To note any planning decisions received.
There were no planning decisions received.

18.Financial Matters

18.1. To note the receipt of the VAT Return from HMRC, totalling £1,567.38.

RESOLVED: that the receipt of the VAT Return from HMRC, totalling £1,567.38, be noted.

18.2. To consider the following financial requests from Councillors:

18.2.1. Reimbursement of costs for Remembrance Day refreshments – requested by Councillor S Pallett.

RESOLVED: that £58.20 be reimbursed to Councillor S Pallett for the purchase of refreshments for Remembrance Day.

18.2.2. Reimbursement of costs for lawn mower fuel – requested by Councillor C Merrington.

RESOLVED: that £14.01 be reimbursed to Councillor C Merrington for the purchase of fuel for the Parish Council lawn mower.

- 18.2.3. Mileage Claim – requested by Councillor C Merrington.
RESOLVED: that £56.70 be reimbursed to Councillor C Merrington for the mileage incurred during September and October 2025 whilst carrying out maintenance and improvement tasks around the village.

RESOLVED: that the Clerk be instructed to create a Policy on how mileage claims and reimbursements are to be handled and processed moving forward and to bring this to the next meeting for review and adoption.

- 18.3. To approve the accounts for payment for November 2025.
RESOLVED: that the accounts for payment for November, totalling £11,885.95 + VAT of £2,078.73 (gross total of £13,964.68), be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.

- 18.4. To receive the list of payments made in October 2025.
RESOLVED: that the list of payments made in October 2025 be received.

A copy of the list of payments made can be found at Appendix 2.

- 18.5. To receive the bank reconciliation for October 2025.
RESOLVED: that the signed bank reconciliations showing a cash balance of £35,971.00 (Cashbook 1) and £85,361.31 (Cashbook 6) be received.

19.Future Parish Council Dates

- 19.1. To agree future meeting dates up to May 2026.
RESOLVED: that the meeting dates for Upton and North Elmsall Parish Council up to May 2026 would be as follows:
- Tuesday 16th December 2025
 - Tuesday 20th January 2026
 - Tuesday 17th February 2026
 - Tuesday 17th March 2026
 - Tuesday 21st April 2026
 - Tuesday 19th May 2026 – Annual Meeting of Council

19.2. To note that the next meeting of the Parish Council will take place on Tuesday 16th December 2025 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton and North Elmsall Parish Council would be held on Tuesday 16th December at 6:30pm at the Village Hall.

20.To resolve to take item 21 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.

RESOLVED: that item 21 be taken in private due to the confidential nature of the business to be transacted.

21.To consider granting delegated authority to the Clerk to arrange temporary cleaning services for the Village Hall during periods of staff absence, ensuring continuity of hygiene and safety standards.

RESOLVED: that the Clerk be given delegated authority to arrange temporary cleaning services during periods of staff absence to ensure continuity of hygiene and safety standards.

In the absence of any further business, the Chair thanked everyone for their attendance and closed the meeting.

APPENDIX 1

A

Accounts Payable Upton and North Elmsall Parish Council Nov-25

DATE	PAYEE	ITEM	NET	VAT	TOTAL
01.11.2025	WMDC	By Election Charges	£9,863.05	£1,972.61	£11,835.66
01.11.2025	Tornado Pest Control	Monthly Rodent Maintenance	£85.00	£17.00	£102.00
01.11.2025	ADT Fire & Security	Signal Transmission Services - Intruder Alarm	£12.53	£2.51	£15.04
04.11.2025	Shaw Toilet Hire	Toilet Hire - School Street	£75.00	£15.00	£90.00
04.11.2025	Shaw Toilet Hire	Toilet Hire - Harewood Lane	£75.00	£15.00	£90.00
04.11.2025	YLCA	Staff Training	£10.00	£0.00	£10.00
04.11.2025	YLCA	Staff Training	£73.00	£0.00	£73.00
04.11.2025	YLCA	Staff Traing	£27.40	£0.00	£27.40
07.11.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
11.11.2025	YLCA	Staff Training	£27.40	£0.00	£27.40
13.11.2025	ADT Fire & Security	Maintenance - Access Control System	£283.04	£56.61	£339.65
14.11.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
			£11,885.95	£2,078.73	£13,964.68

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Yorks Local Council Assn	DDR	27.40			4152	101	27.40	Councillor Training
01/10/2025	Newstead Nurseries Ltd	DDR	44.46		5.25	4222	148	39.21	Seeds/bulbs
01/10/2025	First Impressions	DDR	71.40		11.90	4222	148	59.50	Climbing Plants
01/10/2025	Newstead Nurseries Ltd	DDR	105.00		17.50	4230	126	87.50	Weed Killer/gardening supplies
01/10/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	120	125.00	Toilet Hire School Street
01/10/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	121	125.00	Toilet Hire Harewood lane
01/10/2025	Fist Impressions	DDR	206.00		34.33	4222	148	171.67	plants/pots
01/10/2025	Gas Safe	DDR	680.00			4113	102	680.00	Under sink water heater
01/10/2025	Adam Washington	DDR	1,750.00			2008	140	1,750.00	Wkly watering/removal tree
01/10/2025	T & D Contractors	DDR	2,040.00		340.00	4024	120	1,700.00	Installation of fence sc/stree
01/10/2025	First Rescue	DDR	2,142.00		357.00	4036	140	1,785.00	G5 Pads & Battery bundle
03/10/2025	Grenke Leasing	DDR	454.79		75.80	4032	101	378.99	Photocopier Lease
13/10/2025	Euro Digitial - photocopying	DDR	5.89		0.98	4041	101	4.91	Photocopying costs
14/10/2025	Scottish Water - Business	DDR	398.13			4105	121	398.13	Harewood Lane Allotments
14/10/2025	Scottish Water - Business	DDR	86.38			4105	135	86.38	Memorial Garden
15/10/2025	Scottish Water - Business	DDR	296.01			4105	129	296.01	Horse Grazing
15/10/2025	Scottish Water - Business	DDR	151.75			4105	102	151.75	Village Hall
16/10/2025	Penninsula HR	DDR	229.63		36.48	2009	101	193.15	Employment Services
21/10/2025	Adam Washington	8813	320.00			2008	140	320.00	Weekly flower watering
21/10/2025	Yorks Local Council Assn	8806	105.00			4152	145	105.00	Training Day
21/10/2025	Newstead Nurseries Ltd	8803	39.00		6.50	4222	148	32.50	Purchase of Compost
21/10/2025	Newstead Nurseries Ltd	8802	90.00		15.00	4222	148	75.00	Feed and Weed & Buckets
22/10/2025	SSAFE Limited	DDR	1,915.00		319.17	4125	102	1,595.83	CCTV Installation
22/10/2025	SSAFE Limited	DDR	-1,915.00		-319.17	4125	102	-1,595.83	CCTV Installation
23/10/2025	Cllr C Merrington	8814	78.00			4216	140	78.00	Rododendron Plants
23/10/2025	Cllr C Merrington	8814	40.00			4299	147	40.00	Sweets for Com Garden Children
24/10/2025	British Gas Business	DDR	73.42		3.50	4108	102	69.92	Gas Supply
28/10/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
29/10/2025	Hesketh Gas Ltd	DDR	183.42		30.57	4113	102	152.85	Boiler Repair & Service
29/10/2025	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Monthly Rodent Maintenance
29/10/2025	SSAFE Limited	DDR	2,394.00		399.00	4125	102	1,995.00	CCTV Installation
29/10/2025	SSAFE Limited	DDR	-2,394.00		-399.00	4125	102	-1,995.00	CCTV Installation
29/10/2025	SSAFE Limited	DDR	1,915.00		319.17	4125	102	1,595.83	CCTV Installation

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
29/10/2025	Euro Digtial Systems	DDR	39.73		6.62	4041	101	33.11	Photocopier Charges
29/10/2025	Yorks Local Council Assn	DDR	230.00			4152	145	230.00	Training for Cllrs
29/10/2025	Yorks Local Council Assn	DDR	35.00			4010	133	35.00	Finance Training
29/10/2025	Askew Skip Hire	DDR	285.00		47.50	4027	102	237.50	Maxi Skip for Village Hall
29/10/2025	Upton Rugby Club	8817	3,500.00			4190	110	3,500.00	Fireworks Display
29/10/2025	Adam Washington	DDR	320.00			2008	140	320.00	Flower Watering & Bin Emptying
29/10/2025	Adam Washington	DDR	320.00			2008	140	320.00	Flower Watering & Bin Emptying
29/10/2025	Adam Washington	DDR	320.00			2008	140	320.00	Flower Watering & Bin Emptying
29/10/2025	Adam Washington	DDR	320.00			2008	140	320.00	Flower Watering & Bin Emptying
30/10/2025	Cllr C Merrington	8820	127.50			4219	140	127.50	Tools for Village Hall
31/10/2025	Utility Warehouse	DDR	118.33		19.72	4040	101	98.61	Telephone & Broadband
Total Payments for Month			23,553.31	0.00	1,453.12			22,100.19	
Balance Carried Fwd			35,971.00						
Cashbook Totals			59,524.31	0.00	1,453.12			58,071.19	

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/10/2025	Barclays Bank	DDR	8.50			4043	101	8.50	Commission Charges
Total Payments for Month			8.50	0.00	0.00			8.50	
Balance Carried Fwd			85,361.31						
Cashbook Totals			85,369.81	0.00	0.00			85,369.81	

TOWN AND PARISH COUNCIL LIAISON GROUP

Tuesday, 11 November 2025

Present:

- The Chair (District Councillor Daniel Wilton)
- Councillor Cliff Parsons - Normanton Town Council
- Councillor Peter Daniels - Crigglestone Parish Council
- Councillor Julie Medford - Warmfield-cum-Heath Parish Council
- Councillor Tim Saunders - Walton Parish Council
- Helen Senior - Clerk, Upton & North Elmsall Parish Councils
- Richard Leech - Clerk, South Hiendley Parish Council
- Jemma Nolan - Clerk, Ackworth Parish Council
- Charles Greaves - Clerk, Ryhill Parish Council
- Emma King - Clerk, Sharlston Parish Council
- Rebecca Maindonald - Clerk, Crofton Parish Council
- Nic Stansby - Clerk, Havercroft-with-Cold Hiendley Parish Council
- Donna Johnston – Clerk, Normanton Town Council

Individuals presenting agenda items

- Lucy Dickson - Emergency Planning and Resilience Manager
- Ashleigh Cross - (Impact: The Local Government Graduate Programme) Emergency Planning and Resilience Team
- Samantha Liston - Operations Director, Facilities Management
- Joseph Stanhope - Operations Manager
- Tegwen Roberts - Heritage Development Manager

Supporting officers

- Mark Tolson – Scrutiny, Complaints and Political Support Manager
- Michael Reynolds – Overview and Scrutiny Officer

37. CHAIR'S INTRODUCTION AND WELCOME

Councillor Daniel Wilton welcomed everyone to the meeting. It was noted that the Liaison Group gave Town and Parish Councils a welcome opportunity to share knowledge and ideas, and to question the District Council's political leaders and key officers.

38. ACCEPTANCE OF APOLOGIES FOR ABSENCE

Apologies for absence were accepted on behalf of:

- District Councillor Brian Mayhew - Deputy Chair
- Sue Earnshaw – Clerk, West Bretton Parish Council
- Peter Walsh – Clerk, Walton Parish Council
- Alan Draper – Clerk, Thorpe Audlin Parish Council
- Councillor Anthony Smith – Thorpe Audlin Parish Council
- Councillor Tony Hames – East Hardwick Parish Council

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 11 NOVEMBER 2025

39. TO RECEIVE AND CONFIRM THE MINUTES OF THE MEETING OF THE TOWN AND PARISH LIAISON GROUP HELD ON 8 JULY 2025

Resolved - That the minutes of the meeting of the Town and Parish Councils' Liaison Group held on 8 July 2025 be approved as a correct record.

40. COMMUNITY PLANS

Lucy Dickson, Emergency Planning and Resilience Manager and Ashleigh Cross from Impact: The Local Government Graduate Programme apprised members of developments designed to increase provision of safe spaces.

As part of ongoing work to improve community resilience, the Emergency Planning and Resilience Team were mapping community safe spaces across the district. These were locations where residents could seek shelter in an emergency. The process had been successfully piloted in Normanton, and the project was now being extended to all Town and Parish Councils.

Attendees were requested to complete a template, which would be circulated after the meeting, with details of any suitable premises within their areas which could serve as safe spaces in an emergency. They were asked to return the completed template by 4 December 2025 to allow the project to be progressed promptly.

It was hoped that the project would enhance community resilience by ensuring that, in times of crisis such as flooding or power outage, residents had a comfortable place of refuge close to their residence. It was explained that the Team was keen to collaborate with communities to provide a continuously improving response to residents when needed. Examples were given of methods used to assist vulnerable people, including how language barriers were overcome.

The Chair thanked Lucy and Ashleigh for the update.

Resolved – That the information presented at the meeting be noted.

41. CHRISTMAS LIGHTS

Samantha Liston, Operations Director, Facilities Management; and Joseph Stanhope, Operations Manager updated attendees on their response to concerns previously raised regarding disappointing communication and delays from Council officers responsible for facilitating Christmas decorations in localities.

The new system outlined to attendees during the March 2025 meeting had resulted in more timely ordering and installations were underway. Consultations would start early in 2026 regarding requirements for Christmas 2026. This would lead to a more community focused and responsive approach with a focus on innovation and excellence. It was noted that more cost-effectiveness, reduced-maintenance lighting installation options were now available.

Officers committed to respond to individual attendees' concerns regarding local issues including those regarding invoicing and poor communication.

The Chair thanked Samantha and Joseph for the update.

Resolved – That the information presented at the meeting be noted.

TOWN AND PARISH COUNCIL LIAISON GROUP - TUESDAY, 11 NOVEMBER 2025

42. HERITAGE NETWORK

Tegwen Roberts, Heritage Development Manager led attendees through her written briefing.

In support of the 'Our Heritage Our Stories' two-year project to support heritage across the Wakefield District, attendees were requested to promote the development of a community heritage network across the Wakefield District amongst local groups associated with any level of heritage. The [Wakefield Heritage Network](#) would be meeting to further discuss how community groups could be involved.

It was suggested that clerks and members of Town and Parish Councils would benefit from subscribing to **Heritage e-news via** - [Heritage - Wakefield Council](#) .

The Chair thanked Tegwen for the update.

Resolved – That the information presented at the meeting be noted.

43. INCONSIDERATE PARKING

This item was deferred to March 2026.

44. ANY OTHER BUSINESS

The Chair agreed to progress:

- A query from the Clerk of Ryhill Parish Council regarding timely updating of the register of electors.
- A query from the Clerk of Havercroft-with-Cold Hiendley Parish Council regarding email updates of the planning list.
- Concerns raised by a Crigglestone Parish Councillor regarding planning enforcement.

45. ITEMS FOR FUTURE BUSINESS

Attendees suggested items of future business to be considered at subsequent meetings of the Liaison Group, including:

- Training on recruitment of town/parish councillors – it was suggested that the Elections Team may be able to produce videos for inclusion on the Council's website and 'Your District' newsletter. It was expected that this would be after the district elections in May 2026
- The financial implications and future of lamppost inspections.
- An update on efforts to minimise littering and dog fouling.

46. DATE AND TIME OF NEXT MEETING

Resolved – That the next meeting of the Town and Parish Councils' Liaison Group be held remotely on 10 March 2026 at 10.30 am.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 16th December 2025

UPDATE ON MATTERS FROM THE PREVIOUS MEETING

Fallen Leaves on Bluebell Way

At the November meeting, Councillor Miles raised concerns regarding fallen leaves on Bluebell Way.

Following this, an email was received from Councillor Merrington confirming that he had contacted the resident who carries out village sweeping, and they had confirmed they intended to attend the following day to clear the leaves.

Traffic and Safety Concerns – A638 (Bell Street to Common Lane)

A formal response was issued on 19th November 2025 from Wakefield Council to Jon Trickett MP regarding concerns about speeding on the A638, who has shared this information with the Parish Council.

Key points include:

- The section between New Lane and Common Lane is a 40mph zone, increasing to 50mph beyond Common Lane.
- Data from the West Yorkshire Speed Compliance Tool indicates average vehicle speeds exceed 40mph, confirming potential speeding issues.
- The data will be passed to Leeds City Council and the West Yorkshire Safety Camera Partnership for further assessment, including additional speed and volume surveys.
- If criteria are met, the site may become eligible for enforcement or other measures.

Upton Fishing Club – Pond Maintenance & Lease Responsibilities

WMDC have issued a list of requirements the Fishing Club must comply with to undertake maintenance work around the pond.

The lease places responsibility for maintenance on the Club; however, members have expressed concerns about their ability to meet WMDC's requirements.

The Club has therefore explored alternative options, and the Clerk will meet with a representative on Wednesday 17th December to discuss:

- Provision of a piece of equipment to support ongoing pond maintenance.
- Access to Parish Council grant funding for this purpose.

This report provides factual updates on matters previously discussed by the Parish Council. All information contained herein is accurate to the best of the Clerk's knowledge at the time of writing and is suitable for public record.

Health & Safety Services – BrightHR

All onboarding for BrightHR's Health & Safety service is now complete.

A dedicated webpage is live, containing:

- All risk assessments
- Staff training resources
- Accident/incident reporting tools

In-person Health & Safety and Fire Safety inspections will take place on Monday 12th January 2026.

The Village Hall will be closed to all visitors on this date to allow the inspections to take place safely and without interruption.

Gov.UK Domain – Quotes and Next Steps

Due to time constraints, the requests for quotes were not sent out to Registrars until Monday 8th December. Some quotes have been received, however additional quotes are still awaited.

The Clerk will collate all quotes and prepare a full options report for consideration at the January 2026 meeting.

Christmas Tree Provision – Additional Trees and Lights

Following consultation with the Chair and informal feedback from Councillors via email, two additional Christmas trees and two sets of lights were purchased for Bell Street and North Elmsall.

Sufficient funds remained within the previously approved Christmas Tree budget to cover these purchases.

However, labour costs for the external contractor assisting Councillor Merrington will be invoiced separately.

The contractor has aimed to minimise costs by scheduling this work alongside other required tasks to reduce the number of chargeable days.

UPTON & NORTH ELMSALL PARISH COUNCIL**ORDINARY MEETING OF COUNCIL**

Tuesday 16th December 2025

PHOTOCOPIER UPGRADE & NEW LEASE PROPOSAL**1. Purpose of the Report**

To present members with details of a proposal received from Euro Digital Systems for the upgrade of the Council's existing photocopier and for entering into a new lease arrangement.

2. Background

The Parish Council currently leases a photocopier under a 5-year rental agreement costing £378.99 per quarter.

According to the current Photocopier provider (Euro Digital Systems), substantial savings may now be available by upgrading the machine while also reducing ongoing usage charges.

Euro Digital Systems is offering a replacement machine - the Canon imageRUNNER ADVANCE DX C3830i. This is a newer, more efficient model as detailed in the attached Canon brochure.

3. Summary of the Proposal**3.1 Recommended Model**

- Canon imageRUNNER ADVANCE DX C3830i: Print, Copy, Scan, Send, Store functions.
- Print speed: Up to 30 pages per minute (A4).
- Scan speed: Up to 270 images/min (300 dpi, duplex).
- Print resolution: Up to 1200 x 1200 dpi (at half speed).
- Processor: 1.8 GHz Dual Core; 3.5 GB RAM.
- Storage: 256 GB SSD, expandable to 1 TB.
- Touchscreen: 10.1" TFT LCD panel.

Further benefits include:

- Energy-efficient operation (ENERGY STAR® certified).
- Advanced security features including encryption, user authentication, and McAfee embedded control.
- High-speed single-pass duplex scanning.

- Mobile/cloud print support (e.g., Google Drive).
- Large paper capacity and finisher options.

3.2 Proposed Lease Options

Euro Digital Systems is offering two lease term alternatives:

- 6-year lease: £222.24 per quarter.
- 5-year lease: £243.78 per quarter.

Compared to the Council's current quarterly rental of £378.99, both options represent significant savings.

Euro Digital Systems also state that the Council's copy/print usage charges would reduce by 25%, providing further cost efficiencies.

4. Financial Implications

- Current quarterly cost: £378.99.
- Proposed quarterly cost (5-year): £243.78.
- Proposed quarterly cost (6-year): £222.24.

Estimated rental savings:

- 5-year option: approx. £135 per quarter
- 6-year option: approx. £157 per quarter

These savings exclude the additional projected 25% reduction in usage/copy charges, which would further reduce total annual costs.

Funding is available in the Council's existing administration budget.

5. Risks and Considerations

- Operational efficiency: The proposed model offers significantly faster scanning and more modern security features compared to older units, reducing downtime and improving workflow.
- Data security: Enhanced protection measures (e.g., encryption, authentication options) help ensure compliance with information governance expectations.
- Long-term commitment: Members should consider whether a 5-year or 6-year lease offers the best balance between savings and contractual flexibility.
- Environmental impact: The new model has improved energy efficiency and sustainability credentials.

6. Options for Members

- Approve the upgrade and enter into a new lease agreement with Euro Digital Systems for the Canon imageRUNNER ADVANCE DX C3830i.
- Approve the upgrade but request comparable quotes from additional suppliers before making a final decision.
- Retain the current photocopier and continue under the existing lease (not recommended due to reduced efficiency and higher cost).
- Defer the decision pending further information.

7. Recommendation

Members are recommended to:

- Approve the upgrade of the Parish Council's photocopier to the Canon imageRUNNER ADVANCE DX C3830i and authorise the Clerk to enter into a new lease agreement with Euro Digital Systems on the preferred term (5-year or 6-year).

**UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
Tuesday 16th December 2025**

IT & COMMUNICATIONS INFRASTRUCTURE

1. Purpose of Report

To present a summary of recommendations and required decisions relating to the Council's IT and communications infrastructure, following consultation with the Council's IT support provider, Pro Logic Computers (UK) Ltd.

2. Background

The Clerk recently met with Pro Logic to undertake a review of the existing IT systems, internet and telephone services, email management, and data security arrangements. This follows recent changes in staffing, Council members, and the creation of a new office space, as well as outstanding queries from Pro Logic that had been deferred until the Council appointed a new Clerk.

Pro Logic has advised on several areas requiring action. This report outlines the key points and sets out the decisions needed from Members.

3. Matters for Consideration

3.1 Email Management and Archiving

A proposal has been received to create a single secure Compliance Officer account to hold and manage archived email data from former staff and councillors. This approach supports good practice in information governance and reduces ongoing licence costs.

Decision Required:

- Whether to approve the implementation of a Compliance Officer email account for management of historic email archives.

3.2 Internet and Telephone System Upgrade (FTTP & VoIP)

A quotation has been received for upgrading to a fibre-to-the-premises (FTTP) internet connection alongside a digital telephone (VoIP) system. This will improve reliability, provide voicemail facilities, and reduce ongoing monthly costs compared with the current provider. It also removes the need for running cabling through the building to connect the new office to the internet.

Decision Required:

- Whether to approve the move to the proposed FTTP broadband and VoIP telephone system.
- Whether to approve the purchase of the required VoIP handset.

3.3 Clerk's Computer – User Profile Update

To ensure the workstation reflects the correct role and supports continuity for future postholders, the Clerk's computer requires a profile update and data migration.

Decision Required:

- Whether to approve the IT provider undertaking the user-profile rebuild and data transfer.

3.4 Remote Working Access

Temporary remote-access arrangements are required to support completion of essential work.

Decision Required:

- Whether to approve temporary remote-working access (VPN) for the Clerk to facilitate the completion of the final draft of the 2026/27 budget.

3.5. Councillor Email Security

To ensure robust digital security, it has been recommended that all Councillor email passwords be reset and reissued securely.

Decision Required:

- Whether to approve a full password reset for all Councillor email accounts.

3.6. Public-Use PC

The Council previously agreed to replace the public-use computer as the current one is outdated and incapable of receiving the necessary updates and support to keep the system protected. This decision has not yet been actioned due to no second-hand computers being available, and then the purchase being deferred until the new Clerk came into post. Given limited demand and the availability of alternative facilities nearby, the Council may wish to consider whether replacement remains necessary.

Decision Required:

- Whether to proceed with replacing the public-use PC.

4. Financial Implications

- The Compliance Officer account carries low ongoing monthly fees which simply replace the fees currently being paid for a staff email account that is no longer required. This will be covered under the IT Support budget – no additional cost is likely to be incurred.
- Costs relating to the FTTP and VoIP upgrade are included in the quotation presented to the Council. There is enough in the Village Hall Improvements budget to cover the one-off cost, and the monthly cost will show a slight saving on the estimated Telephone/Broadband service budget.
- Work relating to the Clerk's user profile may incur one-off costs to be confirmed by Pro Logic. This is not essential work and can be carried out in the new financial year to ensure sufficient budget.

5. Recommendations

1. Approve the implementation of a Compliance Officer email account.
2. Approve the FTTP and VoIP upgrade and purchase of the required handset.
3. Approve the user-profile update on the Clerk's workstation – to be carried out in the new financial year if there are cost implications.
4. Approve temporary remote-access arrangements for the Clerk.
5. Approve a full Councillor password reset.
6. Decide whether to replace the public-use PC.

SCHEME OF DELEGATION



**This Scheme of Delegation was adopted by
Upton & North Elmsall Parish Council on**

**** ***** ****

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1. DISCHARGE OF THE SCHEME

- (a) The Parish Clerk is designated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a proper officer.
- (b) This Scheme of Delegation forms part of the Council's Financial Regulations and Standing Orders and will be reviewed every year and when there are staffing changes.
- (c) Those with delegated responsibility are referred to by job title, Parish Clerk (Proper Officer).
- (d) One of the purposes of the document is to clearly define the parameters within which Officers of the Council can act without reference to Councillors. Where consultation with others is a requirement of the ability to act it is clearly set out with whom that consultation should take place.
- (e) Any deviation from this scheme should be reported to Council at the earliest opportunity with an explanation of the circumstances in which the breach occurred.
- (f) The other purpose of the document is to capture the various delegated powers throughout the Council, including those delegated by the Council to its committees. This element of the scheme incorporates the Terms of Reference of the committees.

2. PRINCIPLES OF DELEGATION

- (a) Section 101 of the Local Government Act 1972 provides:
- (b) That a Council may delegate its powers (except those incapable of delegation) to a committee, or an officer.
- (c) A Committee may delegate its powers to an officer.
- (d) The delegating body may exercise Powers that have been delegated.
- (e) Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and with the law.
- (f) Inside of reserved powers (see 5 below) in an emergency the Parish Clerk is empowered to carry out functions of the Council.
- (g) Where the Parish Clerk is contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Chair of the Council and must ensure that they obtain appropriate legal, financial, and other specialist advice before action is taken.

3. AUTHORITY TO ACT

- (a) 3.1 It will be appropriate for the Parish Clerk to refer a matter to the Council where the determination of the matter is likely to be particularly controversial or raises issues of policy which it would be appropriate for councillors to determine; or could, by its scale or complexity expose the Council to major corporate risk.
- (b) 3.2 The Parish Clerk and Committees have the responsibility to act within the Council's approved policies, procedures, and framework and within the law in conjunction with this delegated scheme.

4. CONFLICTS OF INTEREST

- (a) Under the Local Government Act 1972, section 117 the Parish Clerk must make a formal declaration about council contracts which they have a financial interest.
- (b) Where the Parish Clerk has a conflict of interest in any matter, he/she shall not participate in that matter unless approved by the Council and this is formally recorded in the Council minutes.

5. COUNCIL RESERVED POWERS

- (a) The following matters are only to be resolved by the full Council:
- Appointment of the Parish Clerk/Responsible Financial Officer and other council officers following a recommendation from the Staffing Committee
 - To adopt and change the Standing Orders, Financial Regulations, Scheme of Delegation, and other Council policies
 - To approve and adopt the Policy Framework.
 - To approve and adopt the Budget.
 - To agree and/or amend the terms of reference for Committees
 - To adopt the schedule of meetings for the ensuing year.
 - To determine matters involving expenditure for which budget provision is not made or is exceeded.
 - To set the Precept.
 - To make bylaws.
 - To borrow money.
 - To annually approve the statutory annual return
 - To approve eligibility for the General Power of Competence

6. DELEGATION TO COMMITTEES - SAFEGUARDS

- (a) The Council may, at any time without prejudice to executive action taken already, revoke any executive power delegated to a committee or Officer.

7. DELEGATION TO COMMITTEES

(a) Employment & Staffing Committee

Membership: 5 Councillors

Quorum: 3 Councillors

Meetings: When required, to ensure that Upton & North Elmsall Parish Council complies with the requirements of employment law and follows best practices in providing good working conditions for staff

Terms of Reference:

The Employment and Staffing Committee has delegated powers to act on behalf of the full Parish Council in relation to the defined terms of reference only; any recommendations outside the Committee's terms of reference shall be made to the full council.

Scope

- The Employment/Staffing Committee to have delegated powers to consider and implement/negotiate any changes, which are required to comply with Employment Law, Health & Safety Law and Terms & Conditions of Service as laid down by the National Joint Council (NJC "Green Book") and recommended by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC)
- The Employment/Staffing Committee will have power to appoint a line manager for the clerk who will have responsibility for day to day liaison with the clerk including holiday/leave arrangements; sickness; approve overtime payments for members of staff; ensuring workload is acceptable and manageable; ensuring the clerk has sufficient time to undertake the workload; general well being of the clerk in her work and appraisal.
- The nominated councillor will not have decision making powers but will report the liaison/discussions with the clerk to the Employment Committee should any decisions be required on any issue.
- The Employment/Staffing Committee to have delegated powers to administer the Discipline and Grievance Procedure, subject to agreement by both parties. If agreement cannot be reached then the matter will be referred to full Council.
- The Employment/Staffing Committee to have delegated powers to carry out annual staff appraisals (Via its nominated Councillor, in October).
- The Employment/Staffing Committee to have delegated powers to consider and implement pay awards, increments and payroll management.
- The Employment/Staffing Committee to have delegated powers to review staff pension arrangements.

- The Employment/Staffing Committee to have delegated powers to review job descriptions, person specifications, staff establishment (including promotion and re-grading).
- The Employment/Staffing Committee to have delegated powers through the Chairman to issue press statements regarding Employment matters on behalf of the full council.

Approved amendments to the Terms of Reference 14th May 2025:

Delegation will be to:

- Agree the application pack to include a job advert, job description, person specification and application form.
- Short list candidates
- Set an interview date and carry out interviews
- Select a suitable candidate for the role from those interviewed and make recommendation to full council in the case of the Clerk/RFO and to make an appointment in all other cases.
- The Chair of the staffing committee will make a verbal offer, following a full council meeting (post of Clerk/RFO) or following a formal meeting of the Committee, where the appointment decision is to be made and subject to satisfactory references.
- The Chair of the committee will liaise with the successful candidate prior to commencement of employment.
- The Chair of staffing committee will obtain references
- On behalf of the Council, the Chair of staffing committee to provide a statement of particulars/contract of employment on day one of employment.
- No Cllrs who are related to any member of staff are allowed to be members of the Employment and Staffing Committee.

(b) Allotments & Community Garden Committee

Membership:	No less than 4 Councillors, plus 2 members from each Allotment Site.
Quorum:	3 Councillors
Meetings:	At least once a year, and then when required, to ensure that Upton & North Elmsall Parish Council complies with the requirements of allotment policies, laws and procedures and follows best practices for the running, management, health & safety and provision of allotments.

Terms of Reference:

To Incur expenditure on Behalf of the Parish Council on items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

For decisions on behalf of the Parish Council concerning the detailed operation and management of the allotments and relationships with individual tenants, but excludes final decisions on:

- Rent
- Major improvements to the site
- Changes to services affecting all tenants.
- Situations where a dispute between the committee and a tenant has not been resolved by the committee.

Additions to the Terms of Reference approved by the Parish Council 19th February 2024.

- To keep within the budget allocated by the Parish Council. Records and accounts must be kept of all spending carried out by the Committee and accounts must be supplied to the Parish Council at least once a quarter.
- To gain and approve quotes for small works, on the allotments, community garden and eco allotment, works/maintenance no more than (£1,500.00). If works are above this amount it must go to the Parish Council for approval. (Not to include any up and coming works for the re-development of School Street allotment site until all works have been completed and signed off by the Parish Council. The Parish Council could consider raising the amount of budget for the committee.
- To oversee any works being carried out on the allotments, community garden and eco allotment.
- To approve spending for summer and winter flower displays.
- To approve spending and organising the children's Sunflower competition.
- To approve spending and organising any competitions considered suitable regarding growing of produce.
- Any remaining budget cannot be carried forward/over to the following financial year.
- If the Committee require further funds during the financial year to apply to the full Parish Council with a breakdown of what is required.

Addition to the Terms of Reference approved at the Parish Council meeting 17th February 2025

- To add to the Allotment and Community Gardens Committee spending power – to purchase whiskey barrels from the allocated funding for this Committee.

8. DELEGATION TO PARISH CLERK & RESPONSIBLE FINANCIAL OFFICER

(a) Parish Clerk

- In the case of an emergency, the Clerk shall have the power to take reasonable steps to secure the Council's assets or position, following consultation with the Chair (if practicable in the circumstances).
- Power to authorise relevant training courses provided the expense can be met from approved budgets having taken into account the training needs of the employees and councillors.
- The Clerk is the manager for all staff employed by the Council and is given delegated powers to manage the council staff in accordance with the Council's policies, procedures, and budget.
- The authority to sanction and authorise payment of overtime so long as the costs can be contained within the parameters of the approved budget. The Clerk shall have the authority to engage casual or temporary workers subject to budget and the Clerk shall consult with the Staffing Committee members when such work is to be sanctioned.
- Power to act immediately on all Health and Safety or emergency issues without waiting for endorsement by the full Council.
- Power to release press statements on any activities of the Council subject to prior consultation with the Chair.
- Power to act on own initiative to implement the Council's policies and objectives.
- Power to take appropriate steps to ensure the Council does not exceed its powers.
- Power to manage all the Council's facilities and resources in accordance with the Council's policies.
- In liaison and after conferring with the Chair, to make such Civic arrangements as are necessary.
- The Proper Officer shall have authority to issue written authorisation to individual officers to act as the Council's authorised officers in the performance of their statutory or other duties.

- The Proper Officer shall be responsible for signing all the Council's Official Notices as set out in the Standing Orders.
- As Proper Officer/Responsible Financial Officer, the Clerk may incur expenditure on revenue items on behalf of the Council up to the amounts included in the approved budget.
- In cases of urgency or emergency, the Clerk, in consultation with the Chair (or Vice-Chair in their absence), is authorised to take any action necessary to protect the interests of the Council, including entering into contracts and authorising expenditure up to £2000. Any such action must be reported to the next meeting of the Council for ratification.
For the avoidance of doubt, this emergency delegation includes authority for the Clerk to sign contracts or agreements required to ensure continuity of council services or events where delay would cause financial loss, reputational harm, or cancellation.
- The Parish Clerk, in consultation with Councillors, to make comment on planning applications submitted to Upton & North Elmsall Parish Council by Wakefield Metropolitan District Council within the statutory 21-day consultation period if the deadline is before the next Council meeting.

(b) Responsible Financial Officer

- The Responsible Financial Officer will be responsible for all financial records of the Council and the careful administration of its finances and accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and with the policies and procedures set by the Council and within the law.
- The Responsible Financial Officer will have the power to release any financial related report or document to the Council in discharge of the Responsible Financial Officer responsibilities.
- The Responsible Financial Officer shall ensure the approved precept request is issued to the billing authority.

UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRACT, WF9 1JB
01977 645351



PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

PARISH COUNCIL EXPENSES & MILEAGE POLICY

1. Purpose

This policy sets out the procedures for claiming mileage and other expenses incurred by Parish Councillors and employees while carrying out approved Council business. It ensures that all claims are fair, consistent, transparent, and compliant with HMRC guidance and recognised local government best practice.

2. Scope

This policy applies to:

- All members of the Parish Council (elected or co-opted).
- All Council staff, including the Clerk and any contracted employees.

3. General Principles

- Expenses must only be claimed for actual, necessary, and reasonable costs incurred while carrying out approved Council duties.
- No individual should be financially disadvantaged by undertaking Council business.
- All claims must be supported by appropriate receipts or evidence (where applicable).
- All claims must be made using the official Council claim forms.
- The Council reserves the right to query, refuse, or amend any claim that does not comply with this policy.

4. Prior Authorisation of Expenditure

No councillor or staff member may incur expenditure on behalf of the Parish Council without prior approval, unless such expenditure falls within a formally delegated spending limit agreed by the Council.

All purchases of goods, materials, plants, tools, or services for Council projects must be authorised before the purchase is made. Authorisation must be granted by:

- the Council; or
- a Committee with delegated authority; or
- the Clerk, where a financial delegation is in place.

Retrospective approval of expenditure should only be granted in exceptional circumstances, and the Council reserves the right to refuse reimbursement for any item purchased without proper prior authorisation.

Individuals making unauthorised purchases do so at their own financial risk. The Council is not obliged to reimburse expenses incurred without approval.

The Clerk shall maintain a record of delegated authorisations to ensure transparency and compliance with Financial Regulations.

5. Mileage Allowance

5.1 Eligible Mileage

Mileage may be claimed for travel required to undertake official Parish Council duties, including:

- Attending Council or committee meetings (where travel is not normally expected).
- Attending external meetings, conferences, or training where authorised.
- Carrying out inspections or site visits on behalf of the Council.
- Travel to purchase goods, conduct banking, or complete other authorised tasks.

Travel between home and the normal place of work (for employees) is not claimable unless:

- Required outside normal working hours; or
- At the direct instruction of the Council.

5.2 Mileage Rates

Mileage will be reimbursed at HMRC Approved Mileage Allowance Payments (AMAP), currently:

- Cars and vans: 45p per mile for the first 10,000 miles, 25p thereafter.
- Motorcycles: 24p per mile.
- Bicycles: 20p per mile.

These rates automatically update in line with HMRC guidance unless the Council resolves otherwise.

5.3 Recording Mileage

Mileage claims must include:

- Date of travel.
- Purpose of journey.
- Start and end locations.
- Total miles claimed.

Mileage should normally be calculated using the most direct route.

6. Public Transport Expenses

- Standard class travel only may be claimed.
- Receipts or tickets must be provided with all claims.
- Taxis may only be used when:
 - prior approval is granted; or
 - no reasonable public transport option exists; or
 - travel is urgent or relates to safety considerations.

7. Subsistence

Councillors and staff may claim the cost of meals or refreshments only when:

- They are required to be away from home or their normal place of work for more than 4 hours.
- Meals are not already provided as part of the event, meeting, or training.
- Claims represent reasonable and locally appropriate costs.

Alcoholic drinks cannot be claimed.

Receipts must be supplied for all subsistence claims.

8. Other Reimbursable Expenses

The following expenses may be claimed where properly incurred and supported by receipts:

- Parking fees (but not parking fines).
- Postage, stationery, and printing required for Council business.
- Training or conference registration fees where approved.
- Phone calls or communication costs directly related to Council duties.

9. Excluded Expenses

The following cannot be claimed:

- Fines or penalties (parking or traffic-related).
- Alcoholic drinks.
- Personal purchases or discretionary expenses.
- Travel or costs not directly related to approved Council duties.

10.Claim Process

The following process must be adhered to:

1. All expenses and mileage claims must be submitted using the official Council claim forms.
2. Receipts or supporting documentation must be attached.
3. Claims should be submitted monthly, or at minimum quarterly.
4. Claims must be authorised as follows:
 - Councillors: authorised by the Clerk.
 - Staff: authorised by the Chair or Vice-Chair.

5. Payments will be processed in line with the Council's normal financial procedures and recorded for transparency.

11. Review of Policy

This policy will be reviewed annually by the Parish Council, or more frequently if required due to legislative or HMRC changes.

Accounts Payable
Upton and North Elmsall Parish Council
Dec-25

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19.11.2025	Huws Gray	Tree Chamber	£47.16	£9.43	£56.59
25.11.2025	Newstead Nurseries Ltd	10ft Christmas Tree	£58.33	£11.67	£70.00
27.11.2025	Cllr L Taylor	Magnets for Notice Boards	£9.99	£0.00	£9.99
27.11.2025	Cllr L Taylor	Ink Cartridge	£43.61	£0.00	£43.61 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Correction Tape	£12.75	£0.00	£12.75 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Whiteboard Markers	£10.50	£0.00	£10.50 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Correction Fluid	£4.98	£0.00	£4.98 CHAIRS ALLOWANCE
28.11.2025	Cllr L Taylor	Ink Cartridge & Markers	£49.75	£0.00	£49.75 CHAIRS ALLOWANCE
28.11.2025	Adam Washington	Installation of Christmas Decorations	£160.00	£0.00	£160.00
28.11.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
30.11.2025	Newstead Nurseries Ltd	2 x 10ft Christmas Trees	£100.00	£20.00	£120.00
01.12.2025	PHS Group	Hygiene Services	£1,013.95	£202.79	£1,216.74
02.12.2025	Shaw Toilet Hire	School Street Allotment	£125.00	£25.00	£150.00
02.12.2025	Shaw Toilet Hire	Harewood Lane Allotment	£125.00	£25.00	£150.00
05.12.2025	H Senior	2 x Outdoor Tree Christmas Lights	£80.98	£0.00	£80.98
05.12.2025	Midland Entertainment	Pantomime Entertainment	£1,600.00	£320.00	£1,920.00
05.12.2025	H Senior	Refreshments for Pantomime	£30.50	£0.00	£30.50
08.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
10.12.2025	Adam Washington	2 x Installation of Christmas Decorations/Christmas Trees	£320.00	£0.00	£320.00
			£5,146.83	£613.89	£5,760.72

Date: 08/12/2025

Upton & North Elmsall Parish Council

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Time: 16:27

Cashbook 1

User: CLERK

Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2025	Itsa Goal Posts Ltd	8810	1,687.99		281.33	4120	137	1,406.66	Goal Posts
05/11/2025	Shaw Portable Toilet Hire	8807	300.00		50.00	4005	120	125.00	Toilet Hire - School Street
						4005	121	125.00	Toilet Hire - Harewood Lane
05/11/2025	PPL PRS Ltd	DDR	328.08		54.68	4126	102	273.40	Music Licence
07/11/2025	Cllr P Dainty	DDR	309.98			4235	134	309.98	Portable PA System
11/11/2025	Friends of the Community	8827	500.00			4191	110	500.00	Foodbank Grant - Third Payment
12/11/2025	Euro Digtial Systems	DDR	49.92		8.32	4041	101	41.60	Photocopying Charges
13/11/2025	Scottish Water - Business	DDR	12.27			4105	135	12.27	Water Charges- Memorial Garden
14/11/2025	Inscape Construction	DDR	2,181.60		363.60	4115	102	1,818.00	Office Build - Deposit
17/11/2025	Peninsula HR	DDR	229.63		36.48	2009	101	193.15	HR Services
20/11/2025	Cllr C Merrington	DDR	14.01		2.34	4212	140	11.67	Lawnmower Fuel
20/11/2025	Cllr C Merrington	DDR	56.70			4151	103	56.70	Mileage Claim - Sept & Oct 25
20/11/2025	ADT Fire and Security	DDR	15.04		2.51	4110	102	12.53	Intruder Alarm Services
20/11/2025	ADT Fire and Security	DDR	339.65			4110	102	339.65	Card Access-Annual Maintenance
20/11/2025	Shaw Portable Toilet Hire	DDR	90.00		15.00	4005	120	75.00	Toilet Hire - School Street
20/11/2025	Shaw Portable Toilet Hire	DDR	90.00		15.00	4005	121	75.00	Toilet Hire - Harewood Lane
20/11/2025	Wakefield District Council	DDR	11,835.66		1,972.61	4160	103	9,863.05	By-Election Charges
20/11/2025	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Rodent Maintenance
20/11/2025	Yorks Local Council Assn	DDR	10.00			4010	101	10.00	Training - .Gov.uk Domain
20/11/2025	Yorks Local Council Assn	DDR	73.00			4010	101	73.00	Training - New Clerk Induction
20/11/2025	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Training - Allotment H&S
20/11/2025	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Training- Allotment Management
20/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/11/2025	Safety Signs 4 Less	DDR	21.49		3.58	4047	101	17.91	H&S Law Poster
20/11/2025	A Spencer	DDR	124.80			4235	134	124.80	Panto '25 Hotdogs
20/11/2025	A Spencer	DDR	40.95			4235	134	40.95	Panto '25 Sweets
20/11/2025	A Spencer	DDR	67.96			4235	134	67.96	Panto '25 Crisps
20/11/2025	A Spencer	DDR	25.96			4235	134	25.96	Panto '25 Orange Juice
20/11/2025	A Spencer	DDR	25.96			4235	134	25.96	Panto '25 Blackcurrent Juice
25/11/2025	T & D Contractors	DDR	672.00		112.00	4113	136	190.00	Goal Posts
						4024	121	290.00	Gate Post Repair Harewood Lane
						4113	130	80.00	Gate Post Repair Top Stables

Continued on Page 237

Date: 08/12/2025

Upton & North Elmsall Parish Council

Page: 237

Time: 16:27

Cashbook 1

User: CLERK

Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
25/11/2025	T & D Contractors	DDR	7,140.00		1,190.00	2006	120	5,950.00	School St Fence - 1st Payment
25/11/2025	Cllr L Taylor	DDR	15.93			4235	134	15.93	Elf Tights - Panto '25
25/11/2025	H Senior	DDR	51.16			4115	102	51.16	Village Hall Xmas Lights
25/11/2025	H Senior	DDR	44.99			4220	140	44.99	Outdoor Xmas Tree Lights
26/11/2025	British Gas Business	DDR	200.83		9.56	4108	102	191.27	Village Hall Heating
26/11/2025	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
26/11/2025	Cllr L Taylor	DDR	26.32			2002	102	26.32	Blue Roll
26/11/2025	Adam Washington	DDR	160.00			4115	102	160.00	Christmas Decs Installation
26/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying t Services
28/11/2025	Utility Warehouse	DDR	120.16		19.62	4040	101	100.54	Phone & Broadband
28/11/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
Total Payments for Month			32,030.56	0.00	4,222.95			27,807.61	
Balance Carried Fwd			16,119.27						
Cashbook Totals			48,149.83	0.00	4,222.95			43,926.88	

Date: 25/11/2025

Upton & North Elmsall Parish Council

Page 1

Time: 10:08

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 2 - Base RateTracker A/c

User: PAT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Rate Tracker	31/10/2025		91,258.91
			<u>91,258.91</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			91,258.91
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			91,258.91
		Balance per Cash Book is :-	91,258.91
		Difference is :-	0.00

Signatory 1:

Name L Taylor Signed L Taylor Date 27/11/25

Signatory 2:

Name H. Senier Signed H. Senier Date 27/11/25

Date: 25/11/2025

Upton & North Elmsall Parish Council

Page 1

Time: 10:09

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 3 - Business Premium A/c

User: PAT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Premium A/c	31/10/2025		13.37
			<u>13.37</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			13.37
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			13.37
		Balance per Cash Book is :-	13.37
		Difference is :-	0.00

Signatory 1:

Name L. Taylor Signed L. Taylor Date 27/11/25

Signatory 2:

Name H. Senior Signed H. Senior Date 27/11/25

Date: 25/11/2025

Upton & North Elmsall Parish Council

N
Page 1

Time: 10:08

Bank Reconciliation Statement as at 31/10/2025
for Cashbook 5 - Pavilion

Prepared by: PAT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Pavilion Account	31/10/2025		14.60
			<u>14.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			14.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			14.60
		Balance per Cash Book is :-	14.60
		Difference is :-	0.00

Signatory 1:

Name

L Taylor

Signed

L Taylor

Date

27/11/25

Signatory 2:

Name

H Senior

Signed

H Senior

Date

27/11/25

Date: 03/12/2025

Upton & North Elmsall Parish Council

Page 1

Time: 12:47

**Bank Reconciliation Statement as at 30/11/2025
for Cashbook 1 - Current A/c**

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current A/c	30/11/2025		16,119.27
			<u>16,119.27</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,119.27
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,119.27
		Balance per Cash Book is :-	16,119.27
		Difference is :-	0.00

Signatory 1:

Name

L. Taylor

Signed

L. Taylor

Date

5/12/25

Signatory 2:

Name

H. Senior

Signed

H. Senior

Date

5/12/25

Date: 03/12/2025

Upton & North Elmsall Parish Council

Page 1

Time: 13:56

Bank Reconciliation Statement as at 30/11/2025
for Cashbook 6 - Community A/c

User: CLERK

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Community Account	30/11/2025		73,429.15
			<u>73,429.15</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			73,429.15
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			73,429.15
		Balance per Cash Book is :-	73,429.15
		Difference is :-	0.00

Signatory 1:

Name

L Taylor

Signed

L Taylor

Date

5/12/25

Signatory 2:

Name

H Senior

Signed

H Senior

Date

5/12/25

UPTON & NORTH ELMSALL PARISH COUNCIL

ORDINARY MEETING OF COUNCIL

Tuesday 16th December 2025

**WAKEFIELD DISTRICT DESIGN CODE – DRAFT SUPPLEMENTARY PLANNING
DOCUMENT CONSULTATION**

1. Purpose of the Report

To provide Members with a clear, accessible summary of the Wakefield District Design Code Draft Supplementary Planning Document (SPD) Consultation, ensuring all Councillors understand the purpose and implications of the consultation and the decision required.

2. Background

Wakefield Council is consulting on a Draft Design Code for the district. The Design Code sets out rules and guidance for how new development should be designed, including the appearance of buildings, street layouts, landscaping, materials, and the overall character of development.

The Design Code supports the Wakefield District Local Plan (adopted January 2024) and will be used by planning officers and developers when preparing and assessing planning applications. It applies to all areas within the district, including Upton and North Elmsall.

The consultation period runs from 20 November 2025 to 5pm on 14 January 2026.

3. Purpose of the Design Code

The Draft Design Code aims to ensure that new development is:

- a. High quality
- b. Attractive and well designed
- c. Sensitive to local character
- d. Environmentally responsible
- e. Supported by appropriate landscaping and infrastructure

It does not grant planning permission but provides clear expectations for good design within the district.

4. Consultation Documents

Wakefield Council has published the following materials for consultation:

- a. Wakefield District Design Code Draft SPD
- b. Appendices to the Design Code
- c. Initial Consultation Statement
- d. SEA Screening Determination
- e. Draft Development Checklists
- f. Viability Analysis

These documents can be viewed at:

www.wakefield.gov.uk/planningpolicyconsult

5. Relevance to the Parish Council

As a recognised stakeholder in planning policy, the Parish Council is invited to comment on the Design Code. Any response submitted will be made public by Wakefield Council.

The Design Code will influence how future development in Upton and North Elmsall is designed, including:

- a. building appearance
- b. street layout
- c. landscaping
- d. parking
- e. integration with existing communities

It is therefore an opportunity for the Parish Council to express views on whether the proposed design expectations reflect local needs and character.

6. Decision Required

Members are asked to:

- a. Decide whether the Parish Council wishes to submit an official response to the consultation; and
- b. If so, agree the key points or comments to be included.

Members may also submit their own individual comments as residents if they wish.

UPTON & NORTH ELMSALL PARISH COUNCIL**ORDINARY MEETING OF COUNCIL**

Tuesday 16th December 2025

BUS SERVICE PROVISION IN UPTON**Summary:**

The Parish Council has received correspondence from a resident regarding concerns about the reliability and consistency of several local bus services operating in and around Upton. The concerns relate to issues such as occasional missed or reduced services, changes to route coverage, and difficulties experienced by residents who rely on public transport for essential journeys. Similar concerns have been raised informally within the community in recent months.

Council to Consider:

Members are invited to consider whether the Parish Council should take any of the following actions:

- Write to the relevant bus operators to request clarification on current service levels and any steps being taken to address reliability concerns;
- Raise the matter with District Councillors and/or the West Yorkshire Combined Authority;
- Invite bus operators or WYCA representatives to attend a future Parish Council meeting; or
- Take no further action.

Decision Required:

To agree what, if any, action the Parish Council wishes to take.