

UPTON AND NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRAC, WF9 1JB
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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

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
07.11.2025	HMRC	Employer Tax & NIC	£1,114.53	£0.00	£1,114.53
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

Receipts for Month 7				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		56,610.48					56,610.48	
	Banked:09/10/2025	56.00						
	Jade Tyrell	56.00			1065	130	56.00	Grazing
182292556	Banked:23/10/2025	1,567.38						
182292556	HM Revenue & Customs	1,567.38			105		1,567.38	VAT Return Q2
8811	Banked:23/10/2025	1,290.45						
8811	C L Baxter	1,290.45			4000	101	1,290.45	Salary
Total Receipts for Month		2,913.83	0.00	0.00			2,913.83	
Cashbook Totals		59,524.31	0.00	0.00			59,524.31	

Payments for Month 7				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/10/2025	Angela Spencer	DDR	798.72			4000	101	798.72	Salary
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	C L Baxter	DDR	1,612.50			4000	101	1,612.50	Salary
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
07/10/2025	Creative Pensions	DDR	27.74			4003	101	27.74	Staff pensions
09/10/2025	Creative Pensions	DDR	32.40			4003	101	32.40	Staff pensions
13/10/2025	Euro Digtial - 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	HM Revenue & Customs	8809	72.40			4000	101	72.40	PAYE
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	C L Baxter	8811	1,290.45			4000	101	1,290.45	Salary
23/10/2025	Cllr C Merrington	8814	78.00			4216	140	78.00	Rhododendron 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
27/10/2025	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Administration
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	C L Baxter	DDR	1,290.45			4000	101	1,290.45	Salary & Union Flag purchase
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

APPENDIX 2

RECEIPTS & PAYMENTS - OCTOBER 2025 - CASHBOOKS 1 & 6

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	Simply Auto Enrolment	DDR	24.00		4.00	4003	101	20.00	Pensions
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	Integra	DDR	123.90		20.65	4002	101	103.25	Payroll Services - Q2
29/10/2025	J Hale	SO	529.06			4000	101	529.06	Salary
29/10/2025	Upton Rugby Club	8817	3,500.00			4190	110	3,500.00	Fireworks Display
29/10/2025	C L Baxter	DDR	-1,290.45			4000	101	-1,290.45	Salary & Union Flag
									Purchase
29/10/2025	C L Baxter	DDR	1,290.00			4000	101	1,290.00	Salary & Union Flag
									Purchase
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	

Receipts for Month 7				Nominal Ledger Analysis				
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		85,227.14					85,227.14	
031025	Banked:03/10/2025	50.00						
031025	Perkins S	50.00			1000	102	50.00	Room Hire
161025	Banked:16/10/2025	60.67						
161025	Watkins M & J	60.67			1067	129	60.67	Horse Grazing Rent
291025	Banked:29/10/2025	16.00						
021025	Wilson G S	16.00			1000	102	16.00	Room Hire
291025	Banked:29/10/2025	16.00						
291025	Wilson G S	16.00			1000	102	16.00	Room Hire
Total Receipts for Month		142.67	0.00	0.00			142.67	
Cashbook Totals		85,369.81	0.00	0.00			85,369.81	

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	