

MINUTES OF UPTON AND NORTH ELMSALL PARISH COUNCIL
MEETING
16TH JUNE 2025

The Chairman Cllr L Taylor opened the meeting at 6.30pm. The Allotment, Stable and Grazing Officer and one member of the public were in attendance.

No public session was requested.

Cllrs attending	L Taylor – Chairperson
	P Dainty – Vice Chair
	A Miles
	C Merrington
	E Farmer
	M Hanson
	S Pallett
	S Spencer

Clerk and RFO Ms P Kitchen

UPC 48 To receive and note apologies for absence

Resolved: Apologies received from Cllr B Mears

UPC 49 To approve reasons for absence

Resolved: Apologies were approved

UPC 50 Declaration of Interest and Dispensations

50.1 To receive declarations of interest not already declared under the Parish Councils code of conduct or members Register of Disclosable Pecuniary Interest.

Resolved: None were received

50.2 To receive, consider and decide upon any applications for Dispensation

Resolved: None were received

UPC 51 To approve draft minutes from the extra ordinary meeting of the Parish Council held 14th May 2025

Resolved: The minutes from Parish Council meeting held 14th May 2025 after being circulated were approved as a true record

Item B – to receive a report from Cllr S Spencer

Cllr S Spencer reported this had not been passed for this meeting

UPC 52 To approve draft minutes from the Annual Meeting of the Parish Council 19th May 2025

To amend for the Employment and Staffing Committee to say Cllr S Pallett and not Cllr C Merrington

Resolved: The minutes from the Annual Meeting of the Parish Council 19th May 2025 after being circulated were approved as a true record.

UPC 53 To approve draft minutes from the Parish Council meeting 19th May 2025

Resolved: The minutes from the Parish Council meeting held 19th May 2025 after being circulated were approved as a true record

Item B – To receive a report from Cllr S Spencer

Cllr S Spencer handed out a copy of spreadsheets which he had produced, and he explained how it would work. The sections in red were works or items which were outstanding and once the work was completed this would then show as green. The Council thanked Cllr S Spencer for his work.

UPC 54 To approve draft minutes from the extra ordinary meeting of the Parish Council 27th May 2025

Resolved: The minutes from the extra ordinary Parish Council meeting held 27th May 2025 after being circulated were approved as a true record.

UPC 55 To note the minutes from the Annual Parish Meeting 27th May 2025 – (not to approve)

Resolved: The minutes from the Annual Parish Meeting 27th May 2025 were noted.

UPC 56 To receive verbal or written reports from Parish Councillors – Please note this is for information only and not to approve costs or actions.

Cllr S Pallett reported on the confusion which the double yellow lines were causing near the Upton Library next to the school. The Clerk said she would inform the District Councillors to inform them that UNEF would be contacting them about the issue.

Cllr S Spencer asked if the Parish Councils Facebook had been taken down. The Clerk said this had been done but may take 7 days or so to be deactivated

Cllr S Spencer said it had been reported to him that the Camera Club were looking for alternative meeting arrangements as they had been told the Council were knocking down the building – Clerk to write to them to reassure the club this is not the case.

Cllr M Hanson asked for an update on the bins he had requested – Clerk said she was waiting to hear from WMDC and will email them again

UPC 57 To consider updating the current Parish Councils website

Helen Owen passed on to Cllrs information on prices etc she had sourced on this subject for Cllrs to view.

Cllr S Spencer says he would put together a presentation on companies who will build and maintain a website for the Council.

Resolved: Cllr S Spencer to bring a presentation to the next Parish Council meeting.

UPC 58 Would the Parish Council consider archiving minutes from Parish Council meetings with Wakefield Archives from 2003 to 2020 or later

Resolved: Approved to archive Parish Council minutes from 2003 to 2020 or later.

UPC 59 Cllrs requested items for the agenda

- A Cllr B Mears** – to consider purchasing large boulders to be placed around Rose Estate play field to help stop quad bikes etc accessing the field. Unfortunately, Cllr B Mears was unable to attend but a discussion took place.
Resolved: To arrange site visit to Rose Estate playing field
- B Cllr L Taylor** - to consider a community grant/donation fund budget to allow one off community grant awards – Clerk has supplied information to show the difference between a grant and a donation. Various scenarios were discussed and Clerk suggested they look at other Councils Grant/Donations Policies.
Resolved: Approved for the HR Solicitors Penninsular to put a grant/donation policy together for the Parish Council.
- C Cllr C Merrington** – requesting a budget to purchase items for the school children when they visit the Community Garden – requesting approximately £350.00 – to purchase equipment/refreshments etc
Resolved: £350.00 was approved.
- D Cllr S Spencer** – report on the damage to school street play area surface.
Resolved: To gather quotes for a DIY kit and for the repair to be carried out via a professional team

UPC 60 Request received to hire the Village Hall for close work dog training

Resolved: To request further information

UPC 61 Dates for forthcoming Parish Council and Allotment and Community Garden Committee meetings – requested to change to Tuesday evenings on a temporary basis

Resolved: The Allotment and Community Garden Committee meetings will remain on Monday evenings and the Allotment, Grazing and Stable Officer, Angela Spencer will minute the meetings. The Parish Council meetings will be held on the third Tuesday of each month until further notice.

UPC 62 To receive the Internal Auditors report

Issue of the Council van being ring fenced, and use of T & D Contractors were discussed. It was suggested to contact the internal auditor

Resolved: The report was noted

UPC 63 To approve Cllr C Merringtons mileage claim

Copy of mileage was sent out to Cllrs

Resolved: Approved £29.99

UPC 64 To approve Clerks mileage and expenditure claim – postage, items from B&Q, Screwfix, petrol for lawnmower/trimmer – see attached

Copy of mileage record and invoices were sent out to Cllrs

Resolved: Approved £101.16

UPC 65 To approve the addition of Clare Baxter – Interim Clerk and RFO to the Parish Councils Mandate form and bank debit card

Resolved: Action approved

UPC 66 To approve the removal of the Clerk from the Parish Councils mandate and to cancel the Parish Councils debit card due to her retirement. A new one can be requested by the Interim Clerk and RFO

Resolved: Actions approved

UPC 67 To approve receipts, payments, monthly financial reports and bank reconciliations from 1 May 2025 to 31st May 2025. Please note monthly reports have been sent to Parish Councillors.

A question was raised to ask why there had not been any listings for the Parish Councils fuel card. Clerk informed the Cllr because it's not been used as the Village Warden is not at work.

Resolved: No further issues were raised, and the payments and receipts were approved.

UPC 68 Planning matters – see attached list

None received

UPC 69 New Correspondence received and to decide actions/costs where necessary: please note some of the content of the correspondence can be discussed in private business due to GDPR. Please note all other email correspondence is forwarded to Councillors.

Written correspondence was received from a resident regarding a Village Hall booking

Resolved: No other correspondence was received

UPC 70 To agree to exclude the public and press in the view that publicity would prejudice the public interest by reason of the confidential nature of the business or arising out of the business about to be transacted. (Public Bodies (Admission to meetings) Act 1960).

Resolved: Approved

UPC 71 To receive quotes for updating the valuation of Parish Council assets – land and Village Hall

The Clerk informed the meeting she had not had time to deal with this matter due to the number of meetings and other work commitment

UPC 72 To approve the Clerks flexi hours and holiday pay due to her retirement on the 27th of June 2025

The Clerk had previously supplied a copy and full breakdown of dates, times etc for flexi hours and an explanation for the build-up of these. The Clerk left the meeting at this point. Following discussions the Clerk returned to the meeting where an offer was put on the table.

The Clerk never responded but walked away.

The Chair thanked everyone for their attendance and contributions and closed the meeting at 7.40pm

Signed Chairman L. Payne
Date 15th July 2025
