

18th April 2022

Dear Councillor

You have been summoned to attend the Parish Council meeting which will take place on **Monday April 25th, 2022, at 6.30pm** in the Main Hall at the Village Hall, Upton for the purpose of transacting the following business:

Yours sincerely

Ms P Kitchin
Clerk & RFO to the Council

All Parish Council meetings are voice recorded for minute purposes

PUBLIC SESSION – 30 minutes - 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 question 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 Chairman.

AGENDA FOR THE PARISH COUNCIL MEETING

1. To receive apologies and approve reasons for absence.
2. Declarations of Interests and Dispensations
 - 2.1 To receive declarations of interest not already declared under the Parish Councils code of conduct or members Register of Disclosable Pecuniary Interest
 - 2.2 To receive, consider and decide upon any applications for dispensation.
3. To approve minutes from the Extra-Ordinary Parish Council meeting 14th March 2022
4. To approve minutes from the Parish Council meeting 21st March 2022.
5. To receive verbal or written reports from Wakefield District Councillors - Please note this is for information only and not to approve costs or actions.
6. To receive verbal or written reports from Parish Councillors – Please note this is for information only and not to approve costs or actions.
7. Information regarding numbers for the CAB service – to consider/agree whether to continue the CAB service due to the increase in costs or consider a half service (every other week).
8. To approve purchase of 5 litter bins in light of recent complaints – 2 for the ‘old recreation ground, Waggon Lane and 2 for Rose Estate playing fields and 1 for the Memorial Garden.



9. Cost for 5 year electrical survey for the Village Hall.
10. To approve cancellation of ADT yearly check on the Parish Councils CCTV now this has been updated with another system.
11. To consider/approve the Parish Council set up an amazon account due to the amount of orders made and this should reduce the Clerk being refunded.
12. To approve purchase of racking system for upstairs storage x 8
13. Councillors' items requested for the agenda
 - Cllr K Davison** - to place noticeboards in better positions
 - Cllr K Davison** – to approve costs for Pantomime and to request a list of volunteers for the event.
 - Cllr K Davison** - Figures requested for income/expenditure for stables, grazing and allotments. – to consider/agree a rise in rental.
 - Cllr I Bell** - to receive/discuss/approve costs regarding the drawings and quotes supplied by Sutcliffe Play for the improvements to Rose Estate playing field.
 - Cllr A Miles** – To discuss/approve the provision of an ipad or similar for Parish Councillors, this would do away with a great deal of paperwork and make communication much simpler.
14. To receive/approve costs regarding recommendation from the Village Warden
 - To have new led lights for outside the Village Hall eco-friendly please see attached invoice.
 - To have the waste bin at Village Hall emptied weekly instead of fortnightly with added bins this will be required.
 - To have signs made up for Council grit bins saying (Upton and North Elmsall Parish Council or the Councils emblem) to show the public they are supplied by our Parish Council.
 - Health and Safety - To request a volunteer to support ladders while ceiling tiles are being replaced – An offer of £50.00 to help has been received
15. To approve receipts, payments, monthly financial reports and bank reconciliations from 1st March 2022 to 31st March 2022. Please note: monthly reports have been sent to Parish Councillors. Nominated signees have verified all invoices before signing cheques.
16. To approve Clerks expenses 15th Dec 2021 to 31st March 2022 and 1st April to 25th April 2022 -breakdown provided invoices are available prior to the meeting and on the night.
17. Planning matters: - see attached list
18. New Correspondence received and to decide actions/costs where necessary:
 - Email from a resident regarding Green Lane
 - Invite for Chairman from Featherstone Town Council
- 19. To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of the business, the Public and Press to be excluded further from the Meeting.**

Clerk will not be in attendance for these agenda items.

20. To receive/discuss/approve costs/actions for information and costs received regarding Time and Motion for the Clerks written proposal put forward by the Clerk and Responsible Finance Officer to split the role into two positions on a strict no detriment basis recommended by Chris Geeson BA CPFA FSLCC, Local Council Consultant in July 2019, in recommendation number 41 in the Health Check report and this was recommended by the Employment and Staffing Committee.
21. To discuss/approve that all employees have a job evaluation carried out at the same time as the Clerk – **Cllr A Miles**
22. In line with item 21 on the agenda, all members of staff are requesting a meeting with all Parish Councillors to be given guidance on what the Parish Councils expectations of its members of staff are.

N.B. ‘Members attention is drawn to the disclosure of Interest pursuant to section 27 of the Localism Act 2011 and adopted by the Parish Council.