



UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB

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Allotments Committee

Tuesday 14th April 2026 at 6:30pm at the Village Hall

AGENDA

1. Apologies

- 1.1 To receive apologies for absence.
- 1.2 To approve reasons for absence.

2. Declarations of Interests and Dispensations

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

3. To receive and sign the draft Minutes of a meeting of the Allotments Committee held on Tuesday 6th January 2026.

4. To receive a verbal update on matters relating to the Allotments.

5. To receive an update on preparations for the Village Show and to consider the purchase of promotional banners.

6. To consider the provision of hardcore for the front of bays at Harewood Lane Allotments.

7. To consider quotations for planings in the small corral at Stable Block Two.

8. To consider ragwort removal within the grazing field.

9. To consider a quotation from T & D Contractors for the chain harrowing of the grazing field.

- 10. To consider placing barrel planters outside the allotments.**
- 11. To consider a quotation from T & D Contractors to clear Plot 25.**
- 12. To note the Parish Council's purchase of bat boxes and to consider suitable locations for their installation within the allotments.**
- 13. To discuss the clearing of moss from the grazing field.**
- 14. To consider the future management of the Community Garden, including its potential return to Council management.**
- 15. To receive a presentation from Julie Green regarding the Eco Plot and Plot 10.**

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

MINUTES OF A MEETING OF THE ALLOTMENT & COMMUNITY GARDEN COMMITTEE

Held on Tuesday 6th January 2026 at 6:30pm at the Village Hall

1. Attendance

Councillors:

Cllr. S. Spencer – Chairman

Cllr. C. Merrington

Cllr. L. Taylor

Cllr. E. Farmer

Allotment Representatives:

H. Owen – Harewood Lane

K. Stringfellow – Harewood Lane

Helen Senior - Parish Clerk & RFO

Mrs. Angela. Spencer – Admin & Allotment Manager

Apologies for Absence:

Allotment Representative - Julie Green

2. Welcome and Chairperson's Opening Remarks

The Chairman, Cllr. S. Spencer opened the meeting at 6.30pm and welcomed everyone. No members of the public attended, and therefore, no public session was required.

3. Declarations of Interests and Dispensations

Declarations of Interest:

No declarations of interest were received.

Applications for Dispensation:

No applications for dispensation were received.

4. Minutes from Previous Meeting (3rd of November 2025)

Resolved that the minutes of the previous Committee meeting be approved and signed by the Chair.

5. Review 2025-2026 budget

Resolved that the budget of what had been spent so far be received and noted.

6. Review 2026-2027 budget

Resolved that the proposed budget of £10,000.00 be approved.

7. Approval of Costings for Shed – Stable Block Two

The Allotment Manager reported that the shed previously promised had been stolen. Following discussion, the Allotment Committee resolved to purchase a replacement shed from TJ Sheds, Pontefract. The approved cost is £984.00, which includes an 8 x 6 pent shed, base, fitting, and delivery. The shed will be used as a tack room.

8. Approval of Quote from T&D

The Committee discussed and approved the proposed works by T&D. Paving slabs will be sourced from the School Street allotment site and used to form the base for the new shed at Stable Block Two. The shed will be securely cemented in place.

Resolved that T&D be instructed to lay the base for the new shed, subject to the new quote for the revised works being received. The Clerk was given delegated authority to approve the new quote.

9. Village Show Discussion

The Committee discussed the possibility of holding a Village Show, and members expressed support for the idea.

Resolved that the Allotment Manager would arrange an informal meeting with interested members prior to the next allotment meeting in March, allowing time for ideas and proposals to be developed.

10. General Update – Harewood Lane Allotments

- All plots are currently occupied.
- Improvements have been made to the car park at the site entrance.
- Bays at both ends of the allotment site have been emptied.
- Gates at the middle entrance have been repaired and are now operating correctly, with the ability to be securely locked.
- Allotment holders have reported that the repairs to the car park, bays, and gates have been completed to a good standard by T&D contractors. The gates are now able to be closed and locked as designed, something that had never been possible before.

As Julie Green was unable to attend the meeting, it was agreed that she will be invited to provide updates on Plot 10 and the Eco Plot at the next meeting in March.

11. Date of Next Meeting

Resolved that the next meeting would be held on Tuesday 3rd March 2026.

Meeting Closed: 7.30 pm.

Signed: _____

Chairperson: Cllr. S. Spencer

Date: _____

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Upton & North Elmsall Parish Council
Harewood Lane
Upton
WF9 2JB

2nd April 2026

Dear Upton & North Elmsall Parish Council & Allotment Officer

I am writing to update you on a small community initiative we would love to introduce as part of our charity's work with local children. The idea is to set up a simple market-style stall offering fresh produce, supported by an honesty box system. It is a gentle, educational activity that helps the children learn about growing, sharing, and community responsibility.

As a registered charity, our activities are centred on community benefit, learning, and wellbeing. Having reviewed our current arrangements, we can see no obvious reason why the allotment association would have concerns about this small addition. The stall remains fully in line with our charitable purpose, does not interfere with allotment operations, and supports the wider community positively and transparently.

We would also like to confirm that any donations received through the honesty box will be used solely for the children to reinvest into the eco-allotment area, helping them continue to learn, grow, and care for the space. This includes maintaining the area, improving the environment, and ensuring the space remains available for us to grow in together.

We believe we have already made a positive difference to the allotments through our own fundraising efforts, charitable funds, and generous donations from contractors. We are genuinely grateful for the space we have been given and for the recent work carried out regarding the trees. As part of our ongoing commitment to environmental care, we are hoping to replace four more trees over the next two years, ensuring the area continues to thrive and remains aligned with our shared values of caring for the planet.

Even so, we want to ensure everything is completely clear and comfortable for all involved. We would therefore be grateful for the opportunity to discuss the idea with you, confirm that it fits within your expectations, and address any practical considerations you may wish to raise.

Thank you for taking the time to consider this. We would be very happy to meet or provide any further information you may need.

Bless Community Support
