



UPTON & NORTH ELMSALL PARISH COUNCIL

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

(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk

admin@uptonandnorthelmsall-pc.gov.uk

To all members of the Allotments
Committee

Date: 21st May 2026

Dear Councillor,

You are hereby summoned to attend an extraordinary meeting of the **Allotments Committee**, to be held on **Thursday 28th May 2026** at **6:30pm** at **The Village Hall, Upton, WF9 1JB**.

Yours sincerely

A handwritten signature in black ink. The signature appears to be 'Helen Senior' with a large, sweeping flourish at the end.

Miss Helen Senior
Parish Clerk & RFO

Extraordinary Meeting of the Allotments Committee

Thursday 28th May 2026 at 6:30pm at the Village Hall

AGENDA

- 1. To appoint the Chair of the Allotments Committee for the 2026/27 municipal year.**
- 2. To appoint the Vice-Chair of the Allotments Committee for the 2026/27 municipal year.**
- 3. Apologies and Reasons for Absence**
 - 3.1. To receive apologies.
 - 3.2. To consider approval for the reasons for absence.
- 4. Declarations of Interest**
 - 4.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 - 4.2. To consider any applications for dispensation.
- 5. To approve and sign the draft minutes of a meeting of the Allotments Committee held on Tuesday 14th April 2026. (A)**
- 6. To consider a report on urgent ragwort treatment at the Grazing Field and to approve a quotation for the works to be carried out. (B)**



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MINUTES OF THE ALLOTMENTS COMMITTEE

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

Present

Councillor S Spencer - Chair
 Councillor P Dainty
 Councillor L Taylor

H Owen - Harewood Lane Representative
 K Stringfellow - Harewood Lane Representative
 Julie Green - Harewood Lane Representative

Mrs. Angela Spencer – Admin & Allotment Manager

Absent

Councillor E Farmer
 Councillor C Merrington

1. Apologies

1.1. To receive apologies for absence.

RESOLVED: that apologies be received on behalf of Councillors E Farmer and C Merrington.

1.2. To approve reasons for absence.

RESOLVED: that the reasons for absence be approved on behalf of Councillors E Farmer and C Merrington.

2. Declarations of Interests and Dispensations

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

RESOLVED: that the minutes of the Allotments Committee meeting held on Tuesday 6th January 2026 be approved as a true record and signed by the Chair.

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

The Committee received a verbal update on matters relating to the allotments.

During discussion, reference was made to the future issuing of updated allotment agreements and a possible increase to allotment rents.

As these matters had not been included as specific decision items on the agenda, it was noted that they would need to be considered under appropriate agenda items at a future meeting before any decision could be made.

RESOLVED: that the verbal update be received.

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

The Committee received an update on preparations for the Village Show and considered the purchase of promotional banners.

RESOLVED: that promotional banners be purchased at a cost of £16.17 each plus VAT and displayed at suitable locations, including the entrance to Upton, outside the Village Hall and at the Miners Memorial Garden.

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

The Committee considered the provision of hardcore for the front of the bays at Harewood Lane Allotments.

It was noted that hardcore was already present beneath the soil, and that soil appeared to have accumulated on top due to weather conditions.

RESOLVED: that wood chippings be used at the front of the bays rather than additional hardcore.

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

The Committee considered quotations for planings in the small corral at Stable Block Two.

RESOLVED: that this item be deferred to the next meeting, and that stable holders be invited to attend to discuss the works being requested.

8. To consider ragwort removal within the grazing field.

The Committee considered ragwort removal within the grazing field.

RESOLVED: that this item be deferred to the next meeting, and that a Councillor arrange to walk the field with stable holders to assess the matter further.

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

The Committee considered a quotation from T & D Contractors for the chain harrowing of the grazing field.

RESOLVED: that T & D Contractors be instructed to carry out the chain harrowing of the grazing field.

10. To consider placing barrel planters outside the allotments.

The Committee considered placing barrel planters outside the allotments.

RESOLVED: that barrel planters be placed outside Harewood Lane Allotments.

It was further noted that additional compost would be required to allow the barrels to be planted.

11. To consider a quotation from T & D Contractors to clear Plot 25.

The Committee considered a quotation from T & D Contractors to clear Plot 25.

RESOLVED: that T & D Contractors be instructed to clear Plot 25 at Harewood Lane Allotments.

12.To note the Parish Council's purchase of bat boxes and to consider suitable locations for their installation within the allotments.

The Committee noted the Parish Council's purchase of bat boxes and considered suitable locations for their installation within the allotments.

RESOLVED: that two bat boxes be installed on the Eco Plot at Harewood Lane Allotments, and two bat boxes be installed at School Street Allotments.

13.To discuss the clearing of moss from the grazing field.

The Committee discussed maintenance requirements within the grazing field.

RESOLVED: that the Admin and Allotment Manager seek prices from Ryan Bywater in relation to spraying ragwort, obtain quotations for spreading granulated lime on the grazing field, and speak with the person carrying out soil testing on the grazing field to obtain any relevant information.

14.To consider the future management of the Community Garden, including its potential return to Council management.

The Committee considered the future management of the Community Garden, including its potential return to Council management.

RESOLVED: that the Committee recommend to Full Council that it considers whether the Community Garden should return to the direct management of the Parish Council.

15.To receive a presentation from Julie Green regarding the Eco Plot and Plot 10.

The Committee received a presentation from Julie Green regarding the Eco Plot and Plot 10.

The Committee discussed the proposed use of the plots by Little Buds, including the proposed operation of a small donation-based farm shop.

RESOLVED: that the proposed Little Buds farm shop may operate from Plot 10, subject to the following conditions:

- The farm shop may only operate during supervised Little Buds sessions.
- The farm shop may only be used by Little Buds families and allotment holders.
- Any produce offered through the farm shop must be provided on a donation basis only.
- An honesty box may be used for donations, provided that accurate records are maintained.
- Records of donations received must be presented to the Committee, to allow the Admin and Allotment Manager to keep appropriate records.
- If the farm shop, honesty box or use of the plot gives rise to any concerns from allotment holders, the matter must be referred back to the Allotments Committee for further consideration.
- Appropriate public liability insurance must remain in place.

It was further confirmed that no trees may be planted on the Eco Plot or Plot 10, except for fruit trees that have been formally approved by the Committee.

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

Signed: _____

Date: _____

**UPTON & NORTH ELMSALL PARISH COUNCIL
EXTRAORDINARY MEETING OF THE ALLOTMENTS COMMITTEE
Thursday 28th May 2026**

URGENT RAGWORT TREATMENT – GRAZING FIELD

Purpose of report

The purpose of this report is to ask the Allotments Committee to consider and approve a quotation for urgent ragwort treatment at the Grazing Field.

Background

At the Allotments Committee meeting held on 14th April 2026, the Committee considered ragwort removal within the grazing field. The item was deferred to allow the matter to be assessed further, including a walk of the field with stable holders.

At the same meeting, during discussion of grazing field maintenance, the Committee resolved that prices be sought from Ryan Bywater in relation to spraying ragwort. The quotation now presented to the Committee follows on from that resolution.

Ragwort has been identified within the Grazing Field. Ragwort is harmful to grazing animals and therefore requires appropriate action on health and safety and animal welfare grounds.

Urgency

The contractor has advised that the treatment cannot be left any later than the first week of June, as it must be carried out within the correct timeframe in order to be effective.

This matter is therefore time-sensitive. If the treatment is delayed beyond the recommended period, it may not take effect. This would mean that the Council could incur costs of nearly £2,000 without achieving the intended outcome.

Due to the urgent nature of the work, an extraordinary meeting of the Allotments Committee has been arranged so that the quotation can be considered and, if approved, the contractor can be instructed without delay.

Financial implications

The quotation received is in the sum of £1,700.00 plus VAT.

The Committee is asked to consider whether the quotation represents appropriate and necessary expenditure in light of the health and safety, animal welfare, and timing issues set out in this report.

Recommendation

That the Allotments Committee considers the quotation received for ragwort treatment at the Grazing Field and resolves whether to:

1. approve the quotation in the sum of £1,700.00 plus VAT; and
2. authorise the Admin & Allotment Manager to instruct the contractor to proceed with the works as soon as possible.