

08 November 2021

Dear Councillor

You have been summoned to attend the Parish Council meeting which will take place on **Monday 15th November 2021 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

PUBLIC SESSION – 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 held Monday 27th September 2021.
4. To approve minutes from the Parish Council meeting 18th October 2021.
5. To approve the minutes from the Extra Ordinary meeting 25th October 2021.
6. To receive and approve minutes from the Employment/Staffing Committee – 1st November 2021 – cancelled.
7. To discuss and approve any action following the meeting November 10th, 2021, with residents regarding the Parish Council fencing off its woodland area at the rear of 1 to 23 Harewood Lane.
8. To receive verbal or written reports from Wakefield District Councillors - Please note this is for information only and not to approve costs or actions.
9. To receive verbal or written reports from Parish Councillors – Please note this is for information only and not to approve costs or actions.
10. To receive written or verbal updates of the forming of a new Upton Parish Council by Upton Parish Councillors.
11. Keepmoat Homes – proposal of 146 dwellings on the old ‘Bell Street allotment site’ to agree to any actions/proposals which the Parish Council wish¹ to carry out.

12. Parish Council Pantomime Saturday 4th December 2021 x 2 shows - To discuss arrangements for volunteers/food/sweets, cost for tickets, Santa's Grotto, selection boxes etc. A suggestion has been received from Friends of the Community; 'would the Parish Council be happy to donate the ticket price to its Food Bank, the members will volunteer to help out at both shows, provide free hotdogs during the interval for children, bake buns etc, tea and coffee'.
13. Christmas Tree Provision for 2021– cost per tree for 2019 was as follows:
 - Provision of 22' tree dressed with white LED lighting £1925.39 plus VAT
 - Dressing of existing live tree with solar lighting North Elmsall £365.98 plus VAT
 Just to note the lamppost Christmas trees will be erected and switched on approx. 24th November 2021.
14. Further to earmarking up to £90,000.00 to approve costs for Upton Bike Track Facility Designs Works - £4,200.00 without VAT with VAT £5,040.00. To consider holding a public consultation once the Design Statement has been completed.
15. Cllr S Spencer - to speak to the Parish Council about the future plans for Upton and North Elmsall History Group
16. Part of Village Wardens duties is to make suggestion/recommendations to the Parish Council, therefore for the Parish Council to consider recommendations/suggestions/costs from the Village Warden. Prices and photographs have been provided.
 - To purchase a towable gritter trailer for the winter.
 - To possibly purchase grit bins to be placed near bungalows, areas such as hills etc.
 - Clerk has arranged with WMDC to receive 5 tonnes of free grit but if the weather is extremely bad to consider purchasing further grit.
 - To start a volunteer group of snow wardens to assist the Village Warden in extremely sever weather.
 - To replace signs on the School Street Park as letters have been peeled off.
 - To look at forming a volunteer litter picking group to litter pick bad areas.
17. To approve and suggest amount to purchase a re-furbished laptop from Airedale Computers for the Village Warden to allow him to produce reports, add photographs which can keep the Parish Council up to date.
18. To approve costs for Village Warden to carry out a Portable Appliance Testing (PAT) course £30.00 plus VAT and to approve purchase of PAT Testing equipment - £189.00 ex VAT
19. To approve a third representative for the Joint Burial Committee.
20. To approve receipts, payments, monthly financial reports and bank reconciliations from October 1st to 31st October 2021. Please note: monthly reports have been sent to Parish Councillors. Nominated signees have verified all invoices before signing cheques.
 - To request all payments are included in the minutes.
21. Planning matters: - see attached list
22. New Correspondence received and to decide actions where necessary:
 - WMDC Street Lighting – emailed to all Parish Councillors 4th November 2021

24. **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.**
25. Issues on Rose Estate playing field regarding added play equipment without Parish Council consent.
26. WMDC – re content of the letter for the Grazing Field, do the Parish Council have any comments to make regrading this issue as there are problems sorting out a face to face and Zoom meeting.
27. Staffing Issues - Clerk to update on current sick leave of a member of staff, to consider/approve/costs
28. To consider the employment of a cleaner for approximately 10 hours a week.

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 on the 13th June 2012