

MINUTES OF THE ANNUAL MEETING OF UPTON AND NORTH ELMSALL PARISH
COUNCIL
HELD
19th May 2025

The Chairman opened the meeting at 6.30pm. 2 members of the public were in attendance. Also attending was the Allotment Officer, Mrs A Spencer,

A public session was requested.

A representative from Bless Community Support came to thank the Parish Council for purchasing the fridge freezer and the extra trolley which will be a big help their groups.

Cllrs attended	L Taylor– Acting Chairman
	B Mears
	C Merrington
	E Farmer
	E Jones
	K Wilson
	P Dainty
	S Pallett
	S Spencer

Clerk and RFO	Ms Pat Kitchen
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UPC 01 Election of Chairman and signing of the Declaration of Acceptance of Office Form.

A proposer and a seconder were received for Cllr L Taylor; no other proposals were received.

Resolved: Cllr L Taylor is the Chairman for the ensuing year and signed the Acceptance of Office form.

UPC 02 To receive apologies for absence.

Apologies received from Cllr B Mears who said he would be leaving the meeting at approx. 7.15pm. Cllr P Dainty gave Cllr S Hodson's apologies for not attending.

Resolved: Apologies were noted.

UPC 03 Declarations of Interests and Dispensations.

3.1 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.

3.2 To receive, consider and decide upon any applications for dispensation.

Resolved: None were received.

UPC 04 Election of Vice-Chairman.

A proposer and seconder were received for Cllr P Dainty.

Resolved: Cllr P Dainty was elected as Vice-Chairman for the ensuing year.

UPC 05 Election of members to working parties/committees.

- a. **Employment/Staffing Committee – currently 5 members.** Five Cllrs raised their hands Cllr B Mears wished to be considered as the Clerk is leaving in June
Resolved: Cllrs C Merrington, P Dainty, M Hanson, E Farmer, and L Taylor were elected for the ensuing year. It was approved for Cllr B Mears be used as a reserve if anyone is unable to attend.
- b. **Allotment and Community Garden Committee – currently no less than 4 Cllrs**
Resolved: Cllrs C Merrington, L Taylor, S Spencer, and E Farmer were elected for the ensuing year.
- c. **The Finance Working Party** – this is open to all Parish Council members

UPC 06 Election to outside bodies:

- a. **Joint Burial Board Committee – three representatives – current Cllr S Pallett, S Hodson and C Merrington.**
Resolved: Cllr S Pallett, C Merrington and S Spencer.
- b. **Yorkshire Local Council Association – requested by YLCA for two representatives.**
Resolved: Cllrs L Taylor and E Farmer

UPC 07 To confirm the Parish Council still meets the criteria to take on the General Power of Competence and resolves to continue to do so; subject to Guidance Notes previously approved (an eligible council with at least two thirds of its members being declared elected and the Clerk holds the CiLCA qualification).

Resolved: Approved and confirmed.

UPC 08 To clarify/approve the position of the Chairman of the Parish Council as an Ex-officio – see information provided.

Resolved: The status of the Chairman acting as an ex-officio still stands as the previous year.

For information:

- a. Do the Parish Council permit the Chairman of the Parish Council to attend Parish Council Committee meetings as an ex-officio.
Resolved: Approved.
- b. If approved do you wish the ex-officio to take part in any private business of the said committee.
Resolved: Denied
- c. If approved to state which Parish Council Committees, they can attend.
Resolved: Both the Allotment/Community Gardens Committee and the Employment/Staffing Committee
- d. If approved do the Parish Council wish to give voting rights to the Chairman as ex-officio.
Resolved: Approved.

UPC 09 To approve or amend any Parish Council Policies, Regulations and Terms of Reference previously adopted - see attached list – if any Parish Councillor wishes to view the policies before the Parish Council meeting, please contact the Clerk – to note the current policies can be altered at any time with approve from the Parish Council.

Resolved: All were approved and to note that policies and regulations can be amended with full Parish Council approval.

UPC 10 To approve the Parish Councils Risk Assessments – list attached, if you wish to view them, they are available at the Village Hall

Resolved: Approved.

UPC 11 To approve the Parish Councils Asset Register including the Village Wardens list of tools.

The Clerk had noted on the current asset register to be re-assessed for insurance purpose

Resolved: The current asset register was approved and also to place on the Parish Councils next agenda to approve re valuation of items.

UPC 12 To approve dates for future monthly Parish Council meetings – see attached list.

It was suggested to leave the dates for the Parish Council and Committee meetings until a meeting has been held with temporary Clerk and RFOs and to place future dates on to the next Parish Council meetings agenda but to approve the meeting date for June 2025

Resolved: Approved date for the next Parish Council meeting as the 16th June 2025 and to produce a list of dates for the next Parish Council meeting.

UPC 13 To approve continuation of free use of the Village Hall's main hall and adjoining room – Benevolent Fund, Benevolent Fund Christmas Tea (usually end of November) Over 60's Keep Fit, Womens Institute, Political Parties, Tinker Tots, Upton Ladies Group, Dance Class (examinations only approximately once/twice a year), Friends of the Community, and Bless Community Services.

Resolved: Approved continued free use.

UPC 14 To approve continued free use of the Book Xchange/library room for the following groups - Womens Institute Committee for its monthly meetings, SESKU Festival Committee, Bless Community Services – Knit and Natter, Upton Camera Club, Friends of the Community with Day Opportunities, Upton and District History Group, Ladies Over 60's

Resolved: Approved continued free use. To note Bless Community Services is now known as Bless Community Support and to also note the History Group is called Upton and North Elmsall History Group.

UPC 15 To approve Internal Auditor for the financial year 1st April 2025 to 31st March 2026 – Alison Cocliff BA (Hons) ACMA, CGMA – Managing Director of Integra Accountants.

Resolved: Approved.

UPC 16 To approve direct debits and standing order payments.

Resolved: Approved.

As there was no further business to transact at the Annual Meeting of Upton and North Elmsall Parish Council the Chairman closed this meeting at 6.55pm and proceeded to open the Parish Council meeting.

Signed by Chairperson _____

Date: _____
