

DRAFT MINUTES OF UPTON AND NORTH ELMSALL PARISH COUNCIL
HELD
18th July 2022

There were 8 members of the public in attendance. The Chairman opened the meeting at 6.30pm.

Public session requested:

A question was raised regarding the contents under private business. The Clerk explained the reason for quotes being in this session following contact with the Information Commissioners Office. It was suggested that for future meetings to have contractor one, contractor two etc and to delete any contractor details. It was also requested for item 23 to be discussed in public session. Discussions between Cllrs and a member of the public took place, it was asked if this item could be taken out of private business the Clerk advised if Cllrs wish to vote to take it out of private business and place into the public domain it can. A proposal and a seconder were received to take item 23 out of private business, a vote was taken, and it was agreed to move item 23 out of private business and into the public domain. Cllr P Kitching and B Mears requested it minuting they both abstained from voting. Cllr P Kitching requested it minuting she abstained as she has an item on the agenda regarding holding a public consultation for Parish Council spending of £15,000.00 and above. It was agreed to make item 23 on the agenda to item 12a.

Cllr S Pallett requested to review the public session on the next Parish Council meeting. The Clerk requested any Cllrs to write in to the Clerk with any suggestions they would like to see for the public session.

Cllrs attended

P Costello - Chairman
B Mears
I Bell
K Davison - Vice-chairman
J Greaves
P Kitching
C Merrington
S McCabe
A Miles
S Pallett
S Spencer
S Wooldridge

UPC 67 To receive apologies and approve reasons for absence.

Apologies were received from Parish Councillors, E Griffin and D Welsh. District Cllrs A Garbutt, J Carrington and R Massey were attending a meeting at WMDC

Resolved: Apologies were approved and noted.

UPC 68 Declarations of Interests and Dispensations.

68.1 To receive declarations of interest not already declared under the Parish Councils code of conduct or members Register of Disclosable Pecuniary Interest.

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

Resolved: None were received

UPC 69 To approve minutes from the Parish Council meeting June 20th, 2022.

No issues were raised being circulated; a vote was taken to approve the minutes as a true record.

Resolved: The minutes from the Parish Council meeting June 20th were approved as a true record.

UPC 70 To approve report from the Finance Working Party 27th June 2022

No issues were raised, a vote was taken to approve the report as a true record via a show of hands.

Resolved: After being circulated, the report from the Parish Councils Finance Working Party meeting held 27th June 2022 was approved as a true record.

UPC 71 To approve minutes from the Employment/Staffing Committee 27th June 2022

Chairman asked if the date of the next meeting for the Employment/Staffing Committee had been arranged? No was the response. No further issues were raised.

Resolved: The minutes from the Employment/Staffing Committee 27th June 2022 after being circulated were approved as a true record.

UPC 72 To receive verbal or written reports from Wakefield District Councillors - Please note this is for information only and not to approve costs or actions.

No report was given as District Cllrs were attending a meeting at WMDC.

UPC 73 To receive verbal or written reports from Parish Councillors – Please note this is for information only and not to approve costs or actions.

Cllr S Pallett – Reported on the SESKU Festival Committee year 6 disco at Minsthorpe Community College.

Cllr S Pallett – had a meeting with Pete Unwin regarding state of the village and some work has now been completed.

Cllr S Pallett - had a meeting with Stuart Saxton regarding issues with Upton Country Park and Bullcarr Mires.

Cllr S Pallett – issues with the gate on Green Lane had been reported to him.

Cllr S Pallett - issues of animal waste being dumped in Walton Wood.

Cllr S Pallett – asked for an update on the recently purchased tablets. Cllr K Davison said Cllr L Dale will be dropping them back off with the Clerk.

Cllr P Costello – reported on the informal meeting both she and Cllr J Greeves regarding a newsletter. Various comments were made on the subject. The Clerk suggested if any further informal meetings were to be arranged for the Chairman to email the Clerk and an invite be sent to all Parish Councillors.

UPC 74 Update on the Community Garden project

Various scenarios regarding the status of the Community Garden project were discussed at length. As legal issues were being raised the Clerk suggested the Council work with YLCA on this issue.

UPC 75 Update on the Rose Estate play area upgrade

The Clerk and Cllr I Bell reported, a further two quotes from other contractors had been sourced and an application to WMDC for funding towards the scheme had been submitted and was hopefully going to go in front of the next funding meeting in August 2022. Also a public consultation for the Rose Estate play field upgrade is underway. Cllr I Bell mentioned it has been suggested to have some play equipment for disabled children on site which will be considered.

UPC 76 To approve the amounts for section 2 and 6 of the Parish Grant Scheme Terms of Reference

Clerk reported the Parish Council had approved in their precept demand to allow £10,000.00 for section 137 and £6,000.00 for other donations. Various suggestions were discussed.

Resolved: It was agreed for the Clerk to search around other local Councils as to what they donate in relation to their precept and to bring back to the next Parish Council meeting.

UPC 77 To approve the use of the green palisade fencing which is in storage to be used to secure a section of allotment area on School Street allotment site to try to alleviate flytipping and fires. – Costs to install attached.

A proposer and a seconder were approved, and vote was requested via a show of hands.

Resolved: It was agreed to use the palisade fencing which is currently in storage which was to fence off the rear of Harewood Lane (1 to 23) and to discuss costs with other costs which has been received for School Street allotments.

UPC 78 Councillors' items requested for the agenda:

- a. **Cllr A Miles – requesting a letter to be sent from the Parish Council to Cllr Denise Jeffery regarding the lack of attendance of District Councillors at Upton and North Elmsall Parish Council meetings.**

A proposer and a seconder were approved and vote was requested via a show of hands.

Resolved: Clerk to write to Cllr Denise Jeffery

- b. **Cllr P Kitching – to request the following to be added to the Parish Councils Standing Orders for openness and transparency: Any Parish Council spending £15,000.00 and above goes to a public consultation.**

Various scenarios and suggestions were raised and discussed at length by Parish Cllrs. A proposer and a seconder was approved and vote was requested via a show of hands.

Resolved: Agreed to include this within the Parish Councils Standing Orders and to add the consultation is only to be held for one calendar month and revisited at the following monthly Parish Council meeting when members of the public views will be taken into consideration before a full decision is made. This is also to cover any requests for Grants/Donations

- c. **Cllr C Merrington – to consider purchasing a tractor for the Parish Council. –**
Cllr C Merrington withdrew this item from the agenda

- d. **Cllr C Merrington and Cllr P Costello requesting the Parish Council approve costs for installation of water, repairs and inclusion of gate(s) to green palisade fencing surrounding the area designated for the School Street Community Garden and Cllrs petrol allowance to be paid separately and to not be included within the approved £20,000.00 for the Community Garden project – costs attached.**

Clerk suggested discussing this item along with the next item on the agenda from Cllr C Merrington. This was agreed.

- e. **Cllr C Merrington – to request further funds towards the Community Garden – waiting for report and figures.**

Cllr P Costello and Cllr C Merrington produced figures amounting to £14,015.00 at the meeting and explained why further funds for the Community Garden were required. The costs did not include installing water on to the site. This item was discussed at length. Cllr A Miles requested this is to be the last amount awarded to the Community Garden. Issues were raised and various scenarios and suggestions were discussed regarding the status of the Community Garden as to whether it be a Parish Council initiative or leased and run by a Community Group. Clerk suggested if the Parish Council keep the Community Garden as a Parish Council initiative, and with volunteers to help maintain the Community Garden the Parish Council would pick up the costs for maintaining and the running of the Community Garden. The Chairman proposed to keep the Community Garden as a Parish Council initiative and to agree to the amount of £14,015.00 not to include costs for installing water into the Community Garden on School Street allotment site. The proposal received a seconder, the Chairman requested a vote via a show of hands, Cllr P Kitching abstained from voting and requested it minuting she feels she has been misled on the scheme.

Resolved: It was agreed to keep the Community Garden as a Parish Council initiative and to award the scheme a further £14,015.00 not including the costs to install water to the site.

- f. **Cllr C Merrington – request a small number of Cllrs meet with the Headteacher of Upton Primary School to discuss the possibility of children having a section on the Community Garden.**

Cllr C Merrington withdrew this item off the agenda.

- g. **Cllr P Costello - to consider a gardening scheme to help residents in emergency situations only.**

The Clerk to source further information from YLCA.

- h. **Cllr P Costello - to form one allotment committee for School Street and Harewood Lane allotment sites. To request no less than 4 Cllrs and to include members of the public.**

The Chairman suggested Cllrs C Merrington, K Davison, Cllr S Spencer and herself (Cllr P Costello) and asked if any further Cllrs would like to be added. Cllr P Kitching put herself forward. Also, the Chairman requested that there be two allotment holders from both Harewood Lane, and School Street allotment site be invited to join the new committee.

- i. **Cllr P Kitching - to request a project working party meeting due to there being no scheduled Parish Council meeting for August 2022.**

Cllr P Kitching requested a meeting be called for the project working party if there are any further projects started.

UPC 79 (item 23 now as 12a on the agenda, requested to be taken out of private business) To consider purchasing the plot of land for sale on Tom Wood Ash Lane – see information from the Estate Agent. – Cllr P Costello

Cllr P Costello explained as to why she thought the Parish Council should purchase this land. This received a proposer and seconder. The Chairman requested a vote via a show of hands

Resolved: It was agreed not to purchase the plot of land.

UPC 80 To receive a Grant Request Form for the newly formed Tinker-Tots Playgroup and to request free use of the Village Hall as a not for profit play group – see attached form. No amount requested

A proposal was put forward to award £500.00 and to allow free use of the Village Hall Tuesday and Friday mornings 9.15 to 11.15am. This received a seconder. The Chairman requested a vote via a show of hands.

Resolved: The proposal was approved also free use of the Village Hall until further notice.

UPC 81 To approve the request from Bless Community Services to place their sign outside on the wall of the Village Hall. – information received regarding size etc requested at previous Parish Council meeting – 20th June 2022. The sign is the one currently outside the library.

Resolved: Clerk to write to Bless Community Services to say unfortunately due to other groups operating from the Village Hall they too could request signs putting up on the Village Hall and it could get out of hand.

UPC 82 To approve the following Risk Assessments:

Grounds Maintenance

Outdoor Working

Litter Picking

Use of Herbicides

Use of Contractors

Resolved: The risk assessments were approved

UPC 83 Report from the Parish Councils Internal Auditor – see attached

The report was noted.

UPC 84 Update received from Upton Rugby Club regarding the recent grant award for floodlights – previously emailed out to Cllrs 29th June 2022.

The Parish Council noted the update received from Upton Rugby Club.

Resolved: The proposal was approved.

UPC 85 To approve receipts, payments, monthly financial reports and bank reconciliations from 1st June 2022 to June 30th, 2022. Please note: monthly reports have been sent to Parish Councillors. Nominated signees have verified all invoices before signing cheques.

Resolved: All receipts and payments were approved.

UPC 86 Planning matters: - see attached list

APPLICATIONS RECEIVED

None

APPROVED PLANNING

22/00443/HAZ Asda Yorkshire Xdc, Elmsall Way, WF9 2XX. ASDA Stores Limited View Online Hazardous Substances Consent Application Approved 08-Jul-22

22/00425/FUL Asda Yorkshire Xdc, Elmsall Way, South Elmsall, WF9 2XX c/o Agent View Online Planning Application for the Storage of Liquefied Natural Gas and Associated Works

22/00589/FUL Sunny Mede, Common Lane, Upton, WF9 1DF Mrs Alice Hepworth Residential development for the erection of 1 no. dormer bungalow (resubmission of previously approved application ref. 19/00413/FUL)

22/01149/FUL 29 Thistle Drive, Upton, Pontefract, WF9 1NQ. Mr Dale Cooper. First floor rear extension with exterior alterations.

22/00544/FUL 7 Peters Close, Upton, WF9 1GH Mr Adam Redfern, raising of the roof line to incorporate a loft conversion including dormers to front and rear and Juliet balcony to rear

UPC 87 New Correspondence received and to decide actions/costs where necessary:

New Correspondence received and to decide actions/costs where necessary: please note some of the content of the correspondence can be discussed is private business due to GDPR

- **Emails from residents**
 - Report from WMDC regarding the planter at North Elmsall which has been smashed – Clerk to get estimates and to email out to Cllrs and for four Cllrs to approve costs
 - Email from one resident - Clerk has requested he visit the office for a chat to discuss his issue further.
 - Email from a resident regarding health and safety issues on School Street Community Garden – Clerk has responded to the resident.
- Messages from Facebook - noted
- Letter from Yorkshire Air Ambulance – Thank you letter for the £71.00 donated
- Invite to attend the Centenary of The Royal British Legion – If Cllrs are wishing to attend to email them directly.

UPC 88 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.

Resolved: Approved

UPC 89 To receive one quote for the following and to approve costs:

- School Street allotment site: new pedestrian gate, supply and fit.

- Replacing missing palings.
- To fit fencing already stored 120 metres and to supply and fit a double gate.
- To cut back laurels to fence height approx. 4 foot high.

Resolved: To source further quotes.

UPC 90 To receive one quote for the following to approve costs:

- For new pedestrian gate in wood to supply and fit.
- For making flag stone base to for green house.
- For making paths with plainings.
- For levelling up for poly tunnel and tidy round pond.

Resolved: To source further quotes

Chairman thanked everyone for attending and closed the meeting at 8.57pm

Signed Chairman _

Date: _____