



UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
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PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

MINUTES OF AN ORDINARY MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 20th January 2026 at 6:30pm at the Village Hall

Present: Councillor P Dainty
Councillor E Farmer
Councillor M Hanson
Councillor A Miles
Councillor C Merrington
Councillor S Pallett
Councillor S Spencer
Councillor L Taylor – Chair

Helen Senior – Clerk & RFO

Two Members of the Public

Absent: Councillor S Hodson
Councillor B Mears
Councillor K Wilson

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
There were no apologies for absence recorded.
- 1.2. To consider approval for the reasons for absence.
There were no reasons for absence submitted for approval.

2. Declarations of Interest

- 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. Minutes

- 3.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 16th December 2025.

RESOLVED: that the minutes of an Ordinary meeting of Upton & North Elmsall Parish Council held on Tuesday 16th December 2025 be received as a true record and signed by the Chair.

- 3.2. To receive the minutes of the Allotments and Community Garden Committee held on Tuesday 6th January 2026.

RESOLVED: that the minutes of a meeting of the Allotments and Community Garden Committee held on Tuesday 6th January 2026 be received.

4. To receive updates on matters previously discussed and consider any further actions required.

Old Youth Club Premises Licence

RESOLVED: that the Clerk's written update and Councillor Farmer's verbal update, both confirming the granting of the licence, be received.

Removal of Deadwood and Cherry Tree

RESOLVED: that the update be received and the provisional dates of 18th, 19th and 20th February for the removal of the deadwood and cherry tree be noted.

Lack of Bus Service Provision

RESOLVED: that the update be received and that the Clerk is to chase this matter up.

Design Code Draft Supplementary Planning Document

RESOLVED: that the update on comments being submitted to the Planning Portal be received.

Photocopier Lease

RESOLVED: that the update on the new photocopier lease and installation be received.

Fibre Internet and New Phone Line

Members noted that the already approved one-off costs had increased following building reclassification by BT Openreach, and that approval had been given to

the new cost following consultation with the Chair due to the urgency of the works.

RESOLVED: that the update be received and that members note the increase of £195.00 to the one-off installation costs.

Compliance Officer Email Account

RESOLVED: that the update on the Compliance Officer email account and deactivation of the old accounts be received.

Councillor Email Password Reset

RESOLVED: that the update on Councillor email password resets be received.

Health & Safety and Fire Risk Assessments

RESOLVED: that the update be received and that the follow-up visit by the assessor, taking place on 12th February 2026, be noted.

5. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest. For information only.

Councillor Merrington advised that, for health reasons, he would be stepping back from involvement with the Community Garden and Village flower tubs. The Parish Council placed on record its thanks to Councillor Merrington for his long-standing contributions to the Parish.

6. Casual Vacancy and Co-Option

6.1. To review and adopt the new Casual Vacancy and Co-Option Policy.

Members noted that the existing policy did not fully align with the Parish Council's Standing Orders.

RESOLVED: that the revised Casual Vacancy and Co-Option Policy be adopted, subject to minor non-material formatting amendments.

6.2. To note that no by-election was called and the Parish Council is now entitled to co-opt.

RESOLVED: that the absence of a by-election and the Council's entitlement to co-opt be noted.

6.3. To review and approve the co-option documents and timeline.

RESOLVED: that the co-option documents be approved and the timeline agreed as follows:

- Applications to go live on 23.01.2026.
- Closing date for applications will be 06.02.2026.
- Co-Option to take place at the February Council meeting on 17.02.2026.

7. To discuss the re-siting of boulders on Rose Estate Playing Field and consider a quote from T & D Contractors.

Members noted that the decision made by the Council in February 2025 to re-site the boulders had not yet been implemented. T & D Contractors had renewed their quote and it was reported that there were no changes to the cost.

RESOLVED: that the quote from T & D Contractors to re-site the boulders at a cost of £280.00 + VAT be approved, and that Councillor Farmer and the Clerk arrange a site visit prior to works.

8. To consider a quote from T & D Contractors for tree removal at School Street Allotment.

Members considered the proposal in detail.

RESOLVED: that the quote from T & D Contractors to remove trees at School Street Allotment, totalling £1,380.00, be approved (5 votes in favour, 3 against).

9. To consider quotes for the new gov.uk domain.

Members considered the available options and the Clerk's recommendation.

RESOLVED: that Wakefield Website Design be appointed as the Parish Council's Registrar for the move to a gov.uk domain, at a one-off cost of £3,036.00 (inc. VAT) for the building of a bespoke website and the ongoing annual cost of approximately £334.00; and that Pro Logic would be asked to continue providing the Parish Council with email addresses (no change to current costings) and to work alongside Wakefield Website Design to ensure a smooth transition over to gov.uk.

10. To consider a quote from DC Elec for the annual PAT Testing at the Village Hall.

It was reported that clarification was required regarding previous PAT testing certification, and that updated testing should therefore be arranged as a priority.

RESOLVED: that the quote from DC Elec, totalling £360 + VAT, be approved.

11. To consider the purchase of a laptop for the Clerk to enable working from home in an emergency.

RESOLVED: that the immediate purchase of a laptop from Pro Logic at a cost of up to £500.00 for the Clerk be approved.

12. To consider a grant application from Upton Fishing Club.

Members considered the application in line with the Council's grants policy.

RESOLVED: that the Parish Council would offer to cover the costs of hiring the required equipment and operator at a cost of up to £1,000.00 in line with policy limits. The Clerk was delegated authority to liaise with the Fishing Club to consider and approve the necessary quotes and arrange payment in a timely manner.

13.To retrospectively approve the funding totalling £4,114.00 for the Citizens Advice services taking place at the Village Hall in 2025/26.

RESOLVED: that retrospective approval be given for the funding of the Citizens Advice services held at the Village Hall during the 2025/26 financial year at a total cost of £4,114.00.

14.To receive the 2025 Citizens Advice User Report and consider a quote to continue funding its services at the Village Hall in 2026/27.

RESOLVED: that the Citizens Advice User Report be received; and that the quote for the continuation of the Citizens Advice services in 2026/27, totalling £4,289.00, be approved.

15.To consider a request from Live Well Wakefield to hold sessions at the Village Hall alongside Citizens Advice.

RESOLVED: that the request to hold sessions at the Village Hall be approved, subject to space availability and flexibility of dates, with arrangements delegated to the Clerk.

16.To consider installing solar panels on the Community Garden – requested by Councillor C Merrington.

The request was withdrawn; no further action required.

17.To consider the reimbursement of costs totalling £30.00 for the purchase of flowers presented to the former RBL representative – requested by Councillor E Farmer.

RESOLVED: that £30.00 be reimbursed to Councillor E Farmer for the purchase of flowers presented to the former RBL representative.

18.Budget and Precept 2026/27

18.1. To review and approve the final draft Budget for 2026/27.

Members considered the budget for the 2026/27 Financial Year, which was broken down as follows:

Expenditure	£291,930.00
Income	-£18,165.00
Contribution from Earmarked Reserves	-£20,000.00
Shortfall	£253,765.00

RESOLVED: that the budget be approved.

18.2. To confirm the Parish Council's Precept Demand for 2026/27.

RESOLVED: that the Precept for the 2026/27 Financial Year would be set at £253,765.00.

Members noted that this is the first increase in the Precept in two years, and represents a 1.65% increase on last year, which would be as follows:

<u>Band</u>	<u>25/26 Charge</u>	<u>Indicative 26/27 Charge</u>	<u>Annual Increase</u>
A	93.61	95.15	£1.54
B	109.21	111.01	£1.80
C	124.81	126.87	£2.06
D	140.41	142.72	£2.31
E	171.61	174.44	£2.83
F	202.82	206.16	£3.34
G	234.02	237.87	£3.85
H	280.82	285.45	£4.63

19. Financial Matters

- 19.1. To approve the accounts for payment for January 2026.

RESOLVED: that the accounts for payment for January, totalling £3,687.21 (£3,348.33 + £338.88 VAT) be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.

- 19.2. To receive the list of payments made in December 2025.

RESOLVED: that the list of payments made in December 2025 totalling £19,867.36 (£18,267.14 + £1,600.22 VAT) be received.

A copy of the list of payments made can be found at Appendix 2.

- 19.3. To receive the bank reconciliations for Cashbooks 2, 3 and 5 for November 2025.

RESOLVED: that the signed bank reconciliations for November 2025, showing a cash balance of £91,258.91 (Cashbook 2), £13.37 (Cashbook 3), and £14.60 (Cashbook 5), be received.

- 19.4. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for December 2025.

RESOLVED: that the signed bank reconciliations for December 2025, showing a cash balance of £26,316.41 (Cashbook 1), £91,525.19 (Cashbook 2), £13.41 (Cashbook 3), £14.64 (Cashbook 5) and £43,497.32 (Cashbook 6), be received.

20.Planning

20.1. To receive and consider any new planning applications.

RESOLVED: that the following planning applications be received and no objections raised:

App No	Address	Proposal
26/00039/TPO	1 Fields End Court Upton Pontefract WF9 1BS	Crown Reduce 5 trees by 30% and Crown Clean.

20.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

App No	Address	Proposal
25/01781/SPN	Upton Primary School Waggon Lane Upton Pontefract	Installation of solar panels on the school roofs

20.3. To discuss the Consultation from United Infrastructure regarding plans to install a base station at the BT Radio Site on Harewood Lane, Upton, and consider comments, if any, to submit.

RESOLVED: that no comments be submitted in relation to the proposed base station at the BT Radio Site, Harewood Lane.

21.To note that the next meeting of the Parish Council will take place on Tuesday 17th February 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 17th February 2026 at 6:30pm at the Village Hall.

APPENDIX 1

Accounts Payable Upton and North Elmsall Parish Council Jan-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19/12/2025	Pegasus Fire Protection	Fire Extinguisher Service	£149.65	£29.94	£179.59
20/12/2025	Cllr L Taylor	Ink Cartridge	£37.99	£0.00	£37.99 CHAIRS ALLOWANCE
21/12/2025	Cllr L Taylor	Ink Cartridge	£34.40	£0.00	£34.40 CHAIRS ALLOWANCE
29/12/2025	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
31/12/2025	Integra	Quarterly Payroll Services & Pension Management	£100.50	£20.10	£120.60
01/01/2026	Wakefield Website Design	Annual Website Hosting & Maintenance	£220.00	£44.00	£264.00
04/01/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
06/01/2026	Adam Washington	Removal of Christmas Decorations	£160.00	£0.00	£160.00
06/01/2026	ADT Fire & Security	Annual Fire Alarm Maintenance	£351.66	£87.91	£439.57
06/01/2026	Sutcliffe Play	Purchase of Replacement Play Equipment for School Street	£784.60	£156.93	£941.53
12/01/2026	HMRC	Employers PAYE & NIC	£1,114.53	£0.00	£1,114.53
15/01/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
20/01/2026	YLCA	Staff Training Course	£35.00	£0.00	£35.00
			£3,348.33	£338.88	£3,687.21

Paid on 14.01.26 under Clerk's
delegated authority to avoid late
payment.

APPENDIX 2

Date: 08/01/2026

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Time: 10:32

Cashbook 1

User: CLERK

Current A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/12/2025		8793	144.26			4000	101	144.26	Tax Refund on Backpay
01/12/2025		SO	798.72			4000	101	798.72	Salary
01/12/2025		SO	2,566.64			4000	101	2,566.64	Salary
02/12/2025	Creative Pension Trust	DDR	223.41			4003	101	223.41	Pension Contribution
02/12/2025	Cllr S Pallett	DDR	58.20			4235	134	58.20	Remembrance Day Refreshments
02/12/2025	Shaw Portable Toilet Hire	DDR	-150.00		-25.00	4005	120	-125.00	Toilet Hire - School Street
02/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	147	125.00	Toilet Hire - Community Garden
04/12/2025	Creative Pension Trust	DDR	32.40		5.40	4001	101	27.00	Enrolment Services
05/12/2025	Scottish Water - Business	DDR	45.36			4105	120	45.36	Water Charges
05/12/2025	Scottish Water - Business	DDR	-45.36			4105	120	-45.36	Water Charges
05/12/2025	Scottish Water - Business	DDR	45.36			4105	147	45.36	Water Charges
11/12/2025	Information Commissioner	DDR	47.00			4022	101	47.00	ICO Data Protection Fee
16/12/2025	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
17/12/2025	E.ON Electricity	DDR	1,041.73		173.62	4107	102	868.11	Village Hall Electricity
17/12/2025	HUWS Gray Group	DDR	56.59		9.43	4220	140	47.16	Xmas Tree Chamber
17/12/2025	Newstead Nurseries Ltd	DDR	70.00		11.67	4220	140	58.33	Outdoor Xmas Tree
17/12/2025	Newstead Nurseries Ltd	DDR	120.00		20.00	4220	140	100.00	2 Outdoor Xmas Trees
17/12/2025	PHS Group	DDR	1,216.74		202.79	4113	102	1,013.95	Hygiene Services
17/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	120	125.00	Toilet Hire - School Street
17/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	121	125.00	Toilet Hire - Harewood Lane
17/12/2025	H Senior	DDR	80.98			4220	140	80.98	Outdoor Xmas Tree Lights x2
17/12/2025	Midland Entertainment	DDR	1,920.00		320.00	4235	134	1,600.00	Pantomime Entertainment
17/12/2025	H Senior	DDR	30.50			4235	134	30.50	Panto 2025 Refreshments
17/12/2025	HM Revenue & Customs	DDR	1,114.33			4000	101	1,114.33	December 2025 PAYE & NIC
17/12/2025	Inscape Construction	DDR	2,304.00		384.00	4115	102	1,920.00	Second Payment - Office build
17/12/2025	Inscape Construction	DDR	1,032.00		172.00	4115	102	860.00	New Office Build - Contingency
17/12/2025	ADT Fire and Security	DDR	320.70		53.45	4110	102	267.25	Intruder Alarm Maintenance
17/12/2025	Cllr C Merrington	DDR	80.00			4222	148	80.00	Roses for the Village planters
17/12/2025	Cllr L Taylor	DDR	60.00			4155	103	60.00	2x Flowers for Staff
17/12/2025	Cllr L Taylor	DDR	9.99			4046	101	9.99	Magnets for Notice Boards
17/12/2025	Cllr L Taylor	DDR	43.61			4155	103	43.61	Ink Cartridge
17/12/2025	Cllr L Taylor	DDR	12.75			4155	103	12.75	Correction Tape
17/12/2025	Cllr L Taylor	DDR	10.50			4155	103	10.50	Whiteboard Markers
17/12/2025	Cllr L Taylor	DDR	4.98			4155	103	4.98	Correction Fluid
17/12/2025	Cllr L Taylor	DDR	49.75			4155	103	49.75	Ink Cartridge & Markers
17/12/2025	Adam Washington	DDR	160.00			4115	102	160.00	Christmas Decs Installation
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying

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APPENDIX 2

Payments for Month 9				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
17/12/2025	Adam Washington	DDR	320.00			4220	140	320.00	2x Christmas Tree Installation
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
19/12/2025	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
29/12/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
29/12/2025	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Auto Enrolment
30/12/2025	British Gas Business	DDR	469.02		78.17	4108	102	390.85	Village Hall Gas Charges
30/12/2025		DDR	798.72			4000	101	798.72	Salary December 2025
30/12/2025		DDR	2,566.64			4000	101	2,566.64	Salary December 2025
30/12/2025		DDR	529.06			4000	101	529.06	Salary December 2025
30/12/2025		DDR	-798.72			4000	101	-798.72	Salary December 2025
30/12/2025		DDR	-2,566.64			4000	101	-2,566.64	Salary December 2025
30/12/2025		DDR	-529.06			4000	101	-529.06	Salary December 2025
30/12/2025		SO	798.72			4000	101	798.72	Salary December 2025
30/12/2025		SO	2,566.64			4000	101	2,566.64	Salary December 2025
30/12/2025		SO	529.06			4000	101	529.06	Salary December 2025
31/12/2025	Utility Warehouse	DDR	118.18		19.29	4040	101	98.89	Phone and Broadband
Total Payments for Month			19,858.86	0.00	1,600.22			18,258.64	
Balance Carried Fwd			26,316.41						
Cashbook Totals			46,175.27	0.00	1,600.22			44,575.05	