

**Minutes of the Upton & North Elmsall Parish Meeting held on Tuesday 16th
September 2025 at 6.30pm at the Village Hall, Harewood Lane, Upton**

Present: Cllrs L Taylor Chair
P Dainty
S Pallett
M Hanson
C Merrington
E Farmer

In attendance C L Baxter Interim Clerk

1. To receive apologies for absence

Resolved.

Cllr B Mears
Cllr S Hodson

2. To approve reasons for absence

Resolved.

Cllr B Mears – Prior engagement
Cllr S Hodson – Illness

3. Declarations of Interest 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 received

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

Resolved. None received

4. To approve draft minutes from the Parish Council meeting of 15th July 2025

Resolved.

The minutes were accepted as a true and accurate record

**5. To approve draft minutes from the Employment and Staffing Committee
meeting held Tuesday 29th July 2025**

Resolved.

The minutes were accepted as a true and accurate record

**6. To approve draft minutes from the Employment and Staffing Committee
meeting held Tuesday 26th August 2025**

Resolved.

The minutes were approved as a true and accurate record

**7. To appoint new Clerk and RFO for Upton and North Elmsall Parish Council
Resolved.**

The post will be filled by Helen Senior a qualified Clerk who will commence on a salary of SCP 31

8. To receive verbal or written reports from Parish Councillors (FIO)

Cllr C Merrington – Reported overhanging trees and shrubbery at New Lane, Upton

**9. Councillors requested items for the agenda
Resolved.**

Items as listed from agenda item 10 to 20

**10. To consider Employment and Staffing Committee terms of reference and delegated powers
Resolved.**

Local Government Act 1972, section 101 allows for Councils to discharge their powers to Committees such as Staffing and Employment Committee and enables Committees to instruct, decide and take decisions on behalf of the Parish Council

**11. To approve three Christmas Trees for 2025
Resolved.**

The Clerk was instructed to get quotes from Wakefield Council for three Christmas trees to be installed at Upton Arms, Bell Street and North Elmsall, Council further instructed for quotes for two electricity pods at Bell Street and North Elmsall

**12. To approve Barclays Banking Mandate for members
Resolved.**

The following members were approved for the banking mandate: Councillors Louise Taylor, Paul Dainty, Steve Spencer and Elaine Farmer

**13. To discuss complaint to Barclays Mandate Team
Resolved.**

A complaint has been submitted and Council waits for a response following several returned cheques

**14. To consider overgrown trees at residents property – Waggon Lane
Resolved.**

Council to instruct Adam Washington to undertake a tree survey to check on the safety and to determine if trees need felling or pruning

15. To approve additional cameras for CCTV in Village Hall

Resolved.

Council agreed to move all cameras onto one system at an approximate cost of £2,500.00.

16. To approve materials for Luke Farmer Memorial Garden

Resolved.

Council approved 5 tonne of gravel for Memorial garden at a cost of £250.00

17. To approve new Union Flag for Cenotaph

Resolved.

Council asked the Clerk to source a new flag

18. To approve painting of pit tubs for Miners Memorial Garden

Resolved.

Council agreed to this request and set a budget of £150.00 for materials

19. To approve goal posts for School Street playing fields

Resolved.

The posts were ordered in May 2025 and Council waits their delivery

20. To approve mileage allowance for Cllr C Merrington (108 miles @ 45p)

Resolved.

Council approved the cost of £48.60

21. To approve receipts, payments, monthly financial reports and bank reconciliations from 1st August 2025 to 31st August 2025

Resolved.

Approved and signed as circulated to members

22. Planning Matters

Resolved.

25/01683/EIASO Minsthorpe Sports and Fitness. Request for screening opinion to confirm whether there is a requirement for an Environmental impact assessment in respect of a flood alleviation scheme.

23. 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. Please note all other email correspondence is forwarded to Councillors.

Resolved.

- Emails from residents
An email asking for all union flags to be removed from the village
- Messages from Facebook
Nothing to report

- Written correspondence
Nothing to report

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

Resolved.

Item 25 in camera

25. To report outcome of the Village Warden as per the Employment and Staffing Committee meeting

Resolved

Item took place in camera and will not be documented due to the confidential nature of the business to be discussed.

Chair

L. Fyfe

Date

21/10/25