



UPTON & NORTH ELMSALL PARISH COUNCIL

The Village Hall, Harewood Lane, Upton, WF9 1JB

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MINUTES OF A MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 17th March 2026 at 6:30pm at the Village Hall

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

Helen Senior – Clerk & RFO

2 Members of the Public

Absent: Councillor P Dainty – Vice-Chair
Councillor S Hodson
Councillor B Mears

Public Session

No members of the public present wished to speak.

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
There were no apologies for absence recorded.
- 1.2. To consider approval of 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. To receive and sign the draft minutes of a meeting of Upton & North Elmsall Parish Council held on Tuesday 17th February 2026.

RESOLVED: that the minutes of a meeting of Upton & North Elmsall Parish Council held on Tuesday 17th February 2026 be received as a true record and signed by the Chair.

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

Members noted the written update, together with a verbal update from the Clerk at the meeting regarding dangerous branches on the eco plot, which are to be dealt with urgently due to health and safety concerns, and the response from Wakefield Council regarding the Skate Park, which will be included on the agenda for next month's meeting.

RESOLVED: that the updates on matters previously discussed be received and that no further action be required at this time.

5. To receive verbal updates from Councillors on meetings attended, community activities, or matters of local interest. (For information only.)

Councillor S Spencer provided an update on the Green Lane site inspection carried out earlier in the week, attended by themselves, the Clerk, and the Admin & Allotment Manager.

Councillor H Owen provided an update on the YLCA Talking Tables training day, which was found to be insightful, and urged all members to attend a future session.

Councillor L Taylor also provided an update on training days they had attended, reiterating Councillor Owen's sentiments, and reminded members of the deadlines for submitting motions to the Clerk for inclusion on agendas.

RESOLVED: that the verbal updates from Councillors be received.

6. Casual Vacancy

6.1. To note that, following the statutory notice of casual vacancy, no request for a by-election was received and the Parish Council is therefore entitled to fill the vacancy by co-option.

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

6.2. To confirm the timeline of the co-option process.

RESOLVED: that the timeline for the co-option process be confirmed as 20th March – 10th April 2026 for applications and for the official co-option to take place at the Council meeting on 21st April 2026.

7. To review and adopt the Data Retention & Disposal Policy.

RESOLVED: that the Data Retention & Disposal Policy be reviewed and adopted.

8. To review and adopt the Data Audit & Information Asset Register.

RESOLVED: that the Data Audit & Information Asset Register be reviewed and adopted.

9. To consider a quote from T & D Contractors for the full and permanent repair of the Village Hall ramp access.

RESOLVED: that the quote from T & D Contractors for the permanent repair of the Village Hall ramp be approved at a total cost of £1,250.00 + VAT.

10. To consider a quote from T & D Contractors for the installation of bollards on the Miners Memorial Garden.

RESOLVED: that the quote from T & D Contractors for the installation of bollards on the Miners Memorial Garden be approved at a total cost of £580.00 + VAT.

11. Grass Cutting Contracts

11.1. To consider entering into a 5-year agreement with T & D Contractors for the grass cutting of small areas.

RESOLVED: that the Parish Council enter into a 5-year agreement with T & D Contractors for the grass cutting of small areas at an annual cost of:

- 2026 - £3,100.00 + VAT
- 2027 - £3,255.00 + VAT
- 2028 - £3,420.00 + VAT
- 2029 - £3,590.00 + VAT
- 2030 - £3,770.00 + VAT

11.2. To consider entering into a 5-year agreement with T & D Contractors for the grass cutting of large areas.

RESOLVED: that the Parish Council enter into a 5-year agreement with T & D Contractors for the grass cutting of large areas at an annual cost of:

- 2026 - £7,150.00 + VAT
- 2027 - £7,607.00 + VAT
- 2028 - £7,882.00 + VAT
- 2029 - £8,277.00 + VAT
- 2030 - £8,690.00 + VAT

12. To consider a quote from Adam Washington for the 2026/27 dog waste bin emptying contract.

RESOLVED: that the quote from Adam Washington for the 2026/27 dog waste bin emptying contract be approved at a total cost of £6,240.00.

13.To consider a quote from Adam Washington for the 2026/27 plant watering contract.

RESOLVED: that the quote from Adam Washington for the 2026/27 plant watering contract be approved at a total cost of £5,500.00.

14.To consider quotes for an Asbestos Survey at the Village Hall.

Members considered three quotes for the undertaking of the Asbestos Survey for the Village Hall.

RESOLVED: that Complete Asbestos Surveys be booked to carry out the survey at a total cost of £320.00.

15.To consider a quote from Pro-Logic Computers for the safe and secure disposal of old IT equipment.

RESOLVED: that the quote from Pro-Logic Computers for the safe and secure disposal of old IT equipment be approved at a total cost £24.00 + VAT.

16.To consider the purchase of two lockable storage cupboards and a new desk for the Admin & Allotment Manager.

RESOLVED: that two lockable storage cupboards and a new desk for the Admin & Allotment Manager be purchased at a total cost of £971.05 (£809.21 + £161.84 VAT).

17.To consider providing funding to Elite Kids Coaching for the 2026 Summer Camp.

RESOLVED: that the funding request from Elite Kids Coaching, totalling £9,600.00, for the 2026 Summer Camp be approved, subject to:

- approval from Upton A.R.L.F.C. for the use of the rugby ground; and
- strict behaviour expectations being set and enforced for camp attendees, following complaints received in 2025.

18.To consider purchasing a new cabinet for the Defibrillator at Upton Arms at a total cost of £589.99 (£491.66 + £98.33 VAT).

RESOLVED: that the new cabinet for the Defibrillator located at Upton Arms be purchased at a total cost of £589.99 (£491.66 + £98.33 VAT).

19.To discuss the gate and ongoing fly-tipping issues at Green Lane and consider possible actions.

Members noted that the previously reported fly-tipping had since been removed. Ongoing issues regarding the gate were discussed at length.

RESOLVED: that no action be taken at this time in respect of the gate and fly-tipping at Green Lane, and that the situation be monitored.

20.To review the Parish Council bank account provision and consider the movement of funds and closure of the unused accounts.

RESOLVED: that the three unused savings accounts be closed as soon as practicable, with any balances transferred to the main savings account, and that the lesser-used current account be phased out and incorporated into the main current account.

21.To review the Parish Council's banking authorisation arrangements and consider reinstating the requirement for two authorised signatories for all payments in line with recommended internal financial controls.

RESOLVED: that the requirement for two authorised signatories be reinstated for all payments made via online banking, as soon as practicable, with the exception of the Clerk's debit card, which will remain as a single-authoriser facility.

22.To consider installing four hanging baskets on the front exterior of the Village Hall – Councillor C Merrington.

RESOLVED: that four hanging baskets be purchased, at a maximum cost of £20.00 per basket, for the front exterior of the Village Hall.

23.To consider the purchase and installation of bat boxes on the Miners Memorial Garden and the Luke Farmer Memorial Garden – Councillor L Taylor.

Members discussed the location options for the bat boxes in detail.

RESOLVED: that a total of 10 bat boxes at £13.98 each (£11.65 + £2.33 VAT) were to be purchased and installed in various Parish Council locations subject to suitability.

24.To consider the reimbursement of costs to Councillor C Merrington for the purchase of compost for the flower tubs.

RESOLVED: that the reimbursement to Councillor Merrington for the purchase of compost for the flower tubs be approved at a total cost of £195.00 (£162.50 + £32.50 VAT).

25.Financial Matters

25.1. To review the updated Parish Council Fixed Asset Register.

RESOLVED: that the Fixed Asset Register be approved, subject to the inclusion of any historic assets previously omitted.

25.2. To review the updated list of Parish Council Contracts.

RESOLVED: that the list of Contracts be approved.

- 25.3. To approve the accounts for payment for March 2026.
RESOLVED: that the accounts for payment for March, totalling £28,453.07 (£24,095.80 + £4,357.27 VAT) be approved for payment.

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

- 25.4. To receive the list of payments made under Clerk's Delegated Authority since the last meeting.
RESOLVED: that the list of payments made under Clerk's Delegated Authority since the last meeting totalling £634.11 (£603.41 + £30.70 VAT) be received.

A copy of the list of payments made under Clerk's Delegated Authority can be found at Appendix 2.

- 25.5. To receive the list of payments made in February 2026.
RESOLVED: that the list of payments made in February 2026 totalling £16,109.67 (£14,649.68 + £1,459.99 VAT) be received.

A copy of the list of payments made in February 2026 can be found at Appendix 3.

- 25.6. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for February 2026.
RESOLVED: that the bank reconciliations for February 2026, showing a cash balance of £26,681.12 (Cashbook 1), £91,525.19 (Cashbook 2), £13.41 (Cashbook 3), £14.64 (Cashbook 5) and £25,342.64 (Cashbook 6), be received.

26.Planning

- 26.1. To receive and consider any new planning applications.
RESOLVED: that the following planning applications be received and no objections raised:

App No	Address	Proposal
26/00424/FUL	71 Harewood Lane Upton Pontefract WF9 1HZ	Part single storey and part 2-Storey rear extensions

26.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

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

27.To consider whether to call the Annual Parish Meeting and, if so, to agree a date for the meeting.

RESOLVED: that the Annual Parish Meeting will be called by the Chair of Upton & North Elmsall Parish Council and will take place at 6:15pm on Tuesday 19th May 2026 at the Village Hall.

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

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 21st April 2026 at 6:30pm at the Village Hall.

APPENDIX 1

Accounts Payable Upton and North Elmsall Parish Council Mar-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
21.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
26.02.2026	D3 Office	Toilet Cleaner	£10.32	£2.06	£12.38
27.02.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01.03.2026	Qudo (DRD Communications)	Broadband Installation & Rental Costs	£147.01	£29.41	£176.42
03.03.2026	Adam Washington	Chainsaw Repair	£32.54	£0.00	£32.54
03.03.2026	T & D Contractors	2025/26 Small Area Grass Cutting Contract	£2,950.00	£590.00	£3,540.00
03.03.2026	T & D Contractors	Second Half of Fence Installation - School Street	£5,950.00	£1,190.00	£7,140.00
03.03.2026	T & D Contractors	Rose Estate Play Area Gate Repair	£180.00	£36.00	£216.00
03.03.2026	T & D Contractors	Tree Removal - School Street	£1,380.00	£276.00	£1,656.00
03.03.2026	T & D Contractors	2025/26 Large Area Grass Cutting Contract	£8,750.00	£1,750.00	£10,500.00
03.03.2026	T & D Contractors	Extra Pedestrian Gate Installation - School Street	£1,500.00	£300.00	£1,800.00
03.03.2026	T & D Contractors	Relocation of 6 Fence Posts - School Street	£180.00	£36.00	£216.00
04.03.2026	YLCA	Councillor Training Course	£115.00	£0.00	£115.00
05.03.2026	YLCA	Staff Training Webinar	£27.40	£0.00	£27.40
05.03.2026	YLCA	Training Day - x 4 Councillors	£420.00	£0.00	£420.00
06.03.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
11.03.2026	HMRC	Employers PAYE & NIC	£1,114.53	£0.00	£1,114.53
11.03.2026	Pro Logic	Installation of Network Ports & Clerk's Laptop	£739.00	£147.80	£886.80
13.03.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
17.03.2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
			£24,095.80	£4,357.27	£28,453.07

APPENDIX 2

Payments Made Under Clerks Delegated Authority

Upton and North Elmsall Parish Council

February - March 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL	
18.02.2026	Adam Washington	Weekly Bin Emptying (Invoice UptonPC0036, Dated 31.01.2026)	£120.00	£0.00	£120.00	Invoice was missed off the list of invoices for payment in February.
20.02.2026	Newstead Nurseries	Purchase of 12 x Assorted Fruit Trees	£300.00	£0.00	£300.00	
24.02.2026	KDM Joinery	Creation of Cable Management Hole and Purchase of Grommet (office)	£30.00	£0.00	£30.00	
02.03.2026	Amazon	Desk Organiser & Stationery Set, Pens, Desk Mat	£39.56	£7.91	£47.47	
02.03.2026	Amazon	Post-It Notes, Keyboard and Mouse	£25.72	£5.14	£30.86	
16.03.2026	Amazon	Curtain Pole and Curtain for Office privacy	£29.83	£5.96	£35.79	
16.03.2026	Amazon	Washing Up Liquid & Bleach (bulk orders)	£25.41	£5.11	£30.52	
16.03.2026	Amazon	Magnets for Noticeboards	£11.65	£2.33	£13.98	
16.03.2026	Amazon	Mesh Playpen (for Storage use)	£21.24	£4.25	£25.49	Payment pending as at 17.03.26.
			£603.41	£30.70	£634.11	

APPENDIX 3

Date: 09/03/2026

Upton & North Elmsall Parish Council Current Year

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Cashbook 1

User: CLERK

Current A/c

For Month No: 11

Payments for Month 11

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>
02/02/2026	Amazon EU S.a.r.L.	DDR	38.22		6.36	4099	102	31.86	Toilet Brushes
02/02/2026	Hope Lighting Solutions Ltd	DDR	21.36		3.56	4113	102	17.80	Tube Lighting
02/02/2026	Ashton Enterprise Ltd	DDR	4.99			4113	102	4.99	Tube Light Starters
03/02/2026	B&Q Limited	DDR	479.98			4115	102	479.98	Heaters
03/02/2026	Rapid Electronics Ltd	DDR	11.70		1.95	4120	139	9.75	T25 Screwdriver
03/02/2026	B&Q Limited	DDR	-479.98			4115	102	-479.98	Heaters
03/02/2026	Futura Direct Ltd	DDR	479.98		80.00	4115	102	399.98	Heaters
05/02/2026	Amazon EU S.a.r.L.	DDR	13.29		2.21	4115	102	11.08	12" Wall Clock
05/02/2026	Amazon EU S.a.r.L.	DDR	32.27		5.38	4115	102	26.89	4 x 8" Wall Clocks
05/02/2026	Tinyyo Limited	DDR	12.34		2.06	4099	102	10.28	Sink & Drain Plunger
05/02/2026	Amazon EU S.a.r.L.	DDR	12.10		2.02	4099	102	10.08	Silicone Toilet Brush
09/02/2026	Fire Protection Online Limited	DDR	184.44		30.74	4113	102	153.70	2 x Extinguishers + Commission
12/02/2026	Euro Digtial Systems	DDR	53.24			4041	101	53.24	Photocopier Charges
12/02/2026	KDM Joinery	DDR	120.00			4115	102	120.00	Heaters & Canvas Fitted
13/02/2026	Scottish Water - Business	DDR	17.03			4105	135	17.03	Water Charges
16/02/2026	Home Discount Limited	DDR	101.70		16.98	4047	101	84.72	6 x Shelving Units
16/02/2026	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
16/02/2026	Amazon EU S.a.r.L.	DDR	11.99		2.00	4115	102	9.99	12" Wall Clock
16/02/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Monthly Credit Renewal
17/02/2026	Zizz 24-7	DDR	5.21		0.87	2002	102	4.34	Easy Peel Sticky Labels
17/02/2026	Zizz 24-7	DDR	-5.21		-0.87	2002	102	-4.34	Easy Peel Sticky Labels
17/02/2026	Zizz 24-7	DDR	5.21		0.87	4046	101	4.34	Easy Peel Sticky Labels
18/02/2026	Amazon EU S.a.r.L.	DDR	9.89		1.65	4047	101	8.24	Floor Cable Protector
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	T & D Contractors	DDR	2,394.00		399.00	4024	121	1,995.00	Carpark Extension
18/02/2026	Askew Skip Hire	DDR	285.00		47.50	4027	102	237.50	Skip Hire
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	DRD Communications Ltd	DDR	1.56		0.26	4040	101	1.30	VoIP Set Up Charges
18/02/2026	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Quarterly Rodent Maintenance
18/02/2026	D3 Office Group Ltd	DDR	203.15		33.87	2002	102	15.18	Cleaning Supplies
						4046	101	154.10	Stationery & Supplies
18/02/2026	Sutcliffe Play	DDR	3,363.64		560.61	4113	136	2,803.03	Installation of Play Equipment
18/02/2026	Value Products Limited	DDR	4.78		0.80	4113	102	3.98	2 x Caution signs
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
18/02/2026	Euro Digtial Systems	DDR	15.66		2.61	4041	101	13.05	Printing Charges
18/02/2026	Value Products Limited	DDR	31.74		5.29	4113	102	12.24	Vacant/Occupied Door Sign
						2002	102	14.21	Accident Report Book & Holder
18/02/2026	Man Plumbing and Heating	DDR	225.00			4113	102	225.00	Heating - Annual Gas Service
18/02/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying

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APPENDIX 3

Date: 09/03/2026

Upton & North Elmsall Parish Council Current Year

Page: 3

Time: 13:16

Cashbook 1

User: CLERK

Current A/c

For Month No: 11

Payments for Month 11

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>
18/02/2026	D3 Office Group Ltd	DDR	115.15		19.19	4047	101	95.96	Office Equipment
18/02/2026	Pro Logic Computers (UK) Ltd	DDR	18.00		3.00	4047	101	15.00	2 x Internet Cables
19/02/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
19/02/2026	Upton & North Elmsall Forum	DDR	493.73			4191	110	493.73	Donation - OAP Xmas Tea
20/02/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Monthly Credit Renewal
20/02/2026	Newstead Nurseries Ltd	DDR	300.00			2006	120	300.00	12 x Assorted Fruit Trees
						330	0	-300.00	12 x Assorted Fruit Trees
						6000	120	300.00	12 x Assorted Fruit Trees
24/02/2026	KDM Joinery	DDR	30.00			4047	101	30.00	Cable Management
27/02/2026	British Gas Business	DDR	714.57		119.09	4108	102	595.48	Gas Charges
27/02/2026	Utility Warehouse	DDR	121.47		19.84	4040	101	101.63	Phone & Internet Monthly Bill
Total Payments for Month			16,101.17	0.00	1,459.99			14,641.18	
Balance Carried Fwd			26,681.12						
Cashbook Totals			42,782.29	0.00	1,459.99			41,322.30	

APPENDIX 3

Payments for Month 11				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>
04/02/2026	Barclays Bank	DDR	8.50			4043	101	8.50	Commission Charges
18/02/2026	Current A/c	180226	20,000.00			200		20,000.00	Funds for Bill Payments
Total Payments for Month			20,008.50	0.00	0.00			20,008.50	
Balance Carried Fwd			25,342.64						
Cashbook Totals			45,351.14	0.00	0.00			45,351.14	