

UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRACT, WF9 1JB
01977 645351



PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
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MINUTES OF AN ORDINARY MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 16th December 2025 at 6:30pm at the Village Hall

Present: Councillor E Farmer
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 P Dainty
Councillor M Hanson
Councillor S Hodson
Councillor B Mears
Councillor K Wilson

1. Apologies and Reasons for Absence

1.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillor M Hanson.

1.2. To consider approval for the reasons for absence.

RESOLVED: that the reasons for absence provided by Councillor M Hanson be approved.

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 18th November 2025.

RESOLVED: that the minutes of an Ordinary meeting of Upton & North Elmsall Parish Council held on Tuesday 18th November 2025 be received as a true record and signed by the Chair.

- 3.2. To note the minutes of the Town and Parish Councils Liaison Group meeting held on Tuesday 11th November 2025.

RESOLVED: that the minutes of a meeting of the Town and Parish Councils Liaison Group held on Tuesday 11th November 2025 be noted.

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

RESOLVED: that the updates on matters previously discussed were received and that no further actions were required.

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

- Councillor Farmer reported that £122.06 had been raised at the Village Hall for the Poppy Appeal.
- The Chair thanked the staff for their hard work over the last few months and presented them both with a bouquet of flowers.

6. To consider a quote from T & D Contractors to move six fence posts at School Street Allotments to accommodate extra space on the outer track.

RESOLVED: that the quote from T & D Contractors for moving six fence posts at School Street Allotments at a total cost of £180 + VAT be approved.

7. To consider a quote from Adam Washington for works required to address overhanging trees following Parish Council instruction for a Tree Survey to be carried out.

Members considered the proposed works, taking into account health and safety, environmental and wildlife concerns.

RESOLVED: that the quote from Adam Washington for carrying out works on overhanging trees at a total cost of £2,800.00 be approved on the condition that the only works to be carried out are those that are required for health and safety reasons.

8. To consider upgrading the office Photocopier and entering into a new lease with the current provider.

RESOLVED: that the office Photocopier be upgraded and that the Council enters into a new 5-year lease with Euro Digital Systems at a cost of £243.78 per quarter.

9. To review Payroll services and consider available alternatives.

Members reviewed the current Payroll services and considered available alternatives.

RESOLVED: that the Parish Council continues to use Integra Yorkshire Ltd for its Payroll services at a total cost of £23.50 per month for 3 employees plus £10 per month for pension management.

10. To consider the Clerk's IT and communications report and agree any necessary actions.

Email Management and Archiving

RESOLVED: that the creation of a Compliance Officer email account be approved, utilising the current licence already in place for a former member of staff (£7.50/m).

Internet and Telephone System Upgrade (FTTP & VoIP)

RESOLVED: that the quote from DRD Communications for the upgrade to the internet and telephone system be approved and a new telephone handset be purchased as follows:

Product	One Off	Monthly
FTTP 330/50	£114.13	£42.64
Number Ports 2 x single	£20.00	£0.60
Base User 12 months	£0.00	£4.50
Voicemail	£3.00	£0.80

HG	£0.00	£0.00
Cordless handset W73P	£85.12	£0.00
Handset delivery	£13.50	£0.00
TOTAL	£235.75	£48.54

Clerk's Computer – User Profile Update

RESOLVED: that the User Profile update and data transfer for the Clerk's computer be approved, on the condition that it takes place in the new financial year should it come with cost implications.

Remote Working Access

RESOLVED: that no decision was required as the remote access request was no longer needed.

Councillor Email Security

RESOLVED: that a full password reset for Councillor email accounts be approved.

Public-Use PC

RESOLVED: that the Parish Council no longer requires a public-use PC.

11.To consider a request from the Community Library to provide funding for its OAP Christmas Tea – Councillor S Pallett.

Councillor Pallett outlined the Community Library's request for a retrospective donation towards its OAP Christmas Tea, which took place on Sunday 14th December, and aimed to support elderly residents in Upton and North Elmsall by helping to reduce isolation and loneliness within the community.

RESOLVED: that the Parish Council supports the request in principle and will consider the level of donation once details of purchases and associated costs have been provided, with the matter to be included on a future agenda once the information has been received.

12.Delegation

12.1. To give retrospective delegated authority to the Clerk to sign the contract on behalf of the Parish Council for the Pantomime entertainment.

RESOLVED: that the Clerk be given retrospective delegated authority to sign the contract for the Pantomime entertainment.

- 12.2. To review and adopt the draft Scheme of Delegation.
RESOLVED: that the draft Scheme of Delegation be adopted.

13. Expenses and Mileage Claims

- 13.1. To consider the reimbursement of costs totalling £80.00 for the purchase of roses for various sites across Upton – requested by Councillor C Merrington.
RESOLVED: that £80.00 be reimbursed to Councillor C Merrington for the purchase of roses for various sites across Upton.
- 13.2. To review and adopt the draft Expenses and Mileage Policy.
RESOLVED: that the draft Expenses and Mileage Policy be reviewed and adopted.

14. Financial Matters

- 14.1. To review the draft Budget for 2026/27 and discuss any additions or alterations.
Members discussed the draft budget for 2026/27 at length and suggested alterations in some areas.

RESOLVED: that the alterations be made to the draft budget for 2026/27 and that the Clerk bring the amended draft budget to the January Parish Council meeting for approval.
- 14.2. To approve the accounts for payment for December 2025.
RESOLVED: that the accounts for payment for December, totalling £9,657.42 (£8,434.08 + £1,223.34 VAT) be approved for payment.

A copy of the list of accounts for payment can be found at Appendix 1.
- 14.3. To receive the list of payments made in November 2025.
RESOLVED: that the list of payments made in November 2025 be received.

A copy of the list of payments made can be found at Appendix 2.
- 14.4. To receive the bank reconciliations for Cashbooks 2, 3 and 5 for October 2025.
RESOLVED: that the signed bank reconciliations for October 2025, showing a cash balance of £91,258.91 (Cashbook 2), £13.37 (Cashbook 3), and £14.60 (Cashbook 5), be received.

- 14.5. To receive the bank reconciliations for Cashbooks 1 and 6 for November 2025.

RESOLVED: that the signed bank reconciliations for November 2025, showing a cash balance of £16,119.27 (Cashbook 1) and £73,429.15 (Cashbook 6), be received.

15.Planning

- 15.1. To receive and consider any new planning applications.

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

App No	Address	Proposal
25/02296/FUL	Woodend, Wrangbrook Road, Upton, Pontefract, WF9 1JU	Erection of an ancillary annexe
25/02295/CPL	Woodend, Wrangbrook Road, Upton, Pontefract, WF9 1JU	Certificate of lawfulness for the siting of a mobile home for use ancillary to the main dwelling

- 15.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

App No	Address	Proposal	Decision
25/01876/FUL	48 High Street, Upton, Pontefract, WF9 1HQ	Change of use from funeral directors (Use Class E) with ancillary residential dwelling at first floor (Use Class C3) to 2no. flats (Use Class C3) including external alterations	Application Refused
24/00927/FUL	Upton ARLFC Clubhouse, Quarry Lane, Upton, Pontefract, WF9 1HQ	Single storey side extension to single storey building to form new changing rooms	Application Approved

16.To consider sending a response to WMDC on the Wakefield District Design Code Draft Supplementary Planning Document Consultation.

RESOLVED: that the Parish Council submits comments to the Wakefield District Design Code Draft Supplementary Planning Document consultation, supporting the inclusion of mandatory environmental sustainability standards within the Design Code for all new development.

17.To consider a request from a resident for the Parish Council to take action regarding the lack of bus services in Upton.

Members considered the comments raised by a resident regarding the lack of bus services in the village.

RESOLVED: that the Parish Council contact the District Councillors for Upton to request that they look into the situation on behalf of the resident.

18.To note that the Parish Council office will be closed from 4:00pm on Friday 19th December 2025 and will reopen at 8:30am on Monday 5th January 2026.

The Chair informed members that the time of closure on Friday 19th December had been amended to 2:00pm.

RESOLVED: that the Parish Council office is to be closed for Christmas from 2:00pm on Friday 19th December 2025 and will reopen on Monday 5th January 2026 at 8:30am.

19.To note that the next meeting of the Parish Council will take place on Tuesday 20th January 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 20th January 2026 at 6:30pm at the Village Hall.

APPENDIX 1

Accounts Payable
Upton and North Elmsall Parish Council
Dec-25

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19.11.2025	Huws Gray	Tree Chamber	£47.16	£9.43	£56.59
25.11.2025	Newstead Nurseries Ltd	10ft Christmas Tree	£58.33	£11.67	£70.00
27.11.2025	Cllr L Taylor	Magnets for Notice Boards	£9.99	£0.00	£9.99
27.11.2025	Cllr L Taylor	Ink Cartridge	£43.61	£0.00	£43.61 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Correction Tape	£12.75	£0.00	£12.75 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Whiteboard Markers	£10.50	£0.00	£10.50 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Correction Fluid	£4.98	£0.00	£4.98 CHAIRS ALLOWANCE
28.11.2025	Cllr L Taylor	Ink Cartridge & Markers	£49.75	£0.00	£49.75 CHAIRS ALLOWANCE
28.11.2025	Adam Washington	Installation of Christmas Decorations	£160.00	£0.00	£160.00
28.11.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
30.11.2025	Newstead Nurseries Ltd	2 x 10ft Christmas Trees	£100.00	£20.00	£120.00
01.12.2025	PHS Group	Hygiene Services	£1,013.95	£202.79	£1,216.74
01.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
02.12.2025	Shaw Toilet Hire	School Street Allotment	£125.00	£25.00	£150.00
02.12.2025	Shaw Toilet Hire	Harewood Lane Allotment	£125.00	£25.00	£150.00
05.12.2025	H Senior	2 x Outdoor Tree Christmas Lights	£80.98	£0.00	£80.98
05.12.2025	Midland Entertainment	Pantomime Entertainment	£1,600.00	£320.00	£1,920.00
05.12.2025	H Senior	Refreshments for Pantomime	£30.50	£0.00	£30.50
08.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
09.12.2025	HMRC	PAYE & NIC	£1,114.33	£0.00	£1,114.33
10.12.2025	Adam Washington	2 x Installation of Christmas Decorations/Christmas Trees	£320.00	£0.00	£320.00
15.12.2025	ADT Fire & Security	Intruder Alarm Maintenance	£267.25	£53.45	£320.70
15.12.2025	Inscape Construction	New office build - Remaining Balance	£1,920.00	£384.00	£2,304.00
15.12.2025	Inscape Construction	Contingency - Electrical/Gas works & Decorating	£860.00	£172.00	£1,032.00
16.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
			£8,434.08	£1,223.34	£9,657.42

APPENDIX 2

Receipts for Month 8				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		35,971.00					35,971.00	
061125	Banked:06/11/2025	56.00						
061125	Tyrrell J	56.00			1065	130	56.00	Grazing Rent
Banked:19/11/2025		12,122.83						
191125	Community A/c	12,122.83			204		12,122.83	Funds moved to cover bills.
Total Receipts for Month		12,178.83	0.00	0.00			12,178.83	
Cashbook Totals		48,149.83	0.00	0.00			48,149.83	

APPENDIX 2

Date: 08/12/2025

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Time: 16:27

Cashbook 1

User: CLERK

Current A/c

For Month No: 8

Payments for Month 8

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>
03/11/2025	HM Revenue & Customs	8830	574.92			4000	101	574.92	PAYE/NIC Oct 2025
03/11/2025	Itsa Goal Posts Ltd	8810	1,687.99		281.33	4120	137	1,406.66	Goal Posts
03/11/2025		SO	798.72			4000	101	798.72	Salary Oct 2025
04/11/2025		8832	1,144.32			4000	101	1,144.32	Salary Oct 2025
05/11/2025	Shaw Portable Toilet Hire	8807	300.00		50.00	4005	120	125.00	Toilet Hire - School Street
						4005	121	125.00	Toilet Hire - Harewood Lane
05/11/2025	PPL PRS Ltd	DDR	328.08		54.68	4126	102	273.40	Music Licence
06/11/2025	Creative Pension Trust	DDR	32.40		5.40	4001	101	27.00	Pension Administration
07/11/2025	Cllr P Dainty	DDR	309.98			4235	134	309.98	Portable PA System
11/11/2025	Friends of the Community	8827	500.00			4191	110	500.00	Foodbank Grant - Third Payment
12/11/2025	Euro Digtial Systems	DDR	49.92		8.32	4041	101	41.60	Photocopying Charges
13/11/2025	Scottish Water - Business	DDR	12.27			4105	135	12.27	Water Charges- Memorial Garden
14/11/2025	Inscape Construction	DDR	2,181.60		363.60	4115	102	1,818.00	Office Build - Deposit
17/11/2025	Peninsula HR	DDR	229.63		36.48	2009	101	193.15	HR Services
20/11/2025	Cllr C Merrington	DDR	14.01		2.34	4212	140	11.67	Lawnmower Fuel
20/11/2025	Cllr C Merrington	DDR	56.70			4151	103	56.70	Mileage Claim - Sept & Oct 25
20/11/2025	ADT Fire and Security	DDR	15.04		2.51	4110	102	12.53	Intruder Alarm Services
20/11/2025	ADT Fire and Security	DDR	339.65			4110	102	339.65	Card Access-Annual Maintenance
20/11/2025	Shaw Portable Toilet Hire	DDR	90.00		15.00	4005	120	75.00	Toilet Hire - School Street
20/11/2025	Shaw Portable Toilet Hire	DDR	90.00		15.00	4005	121	75.00	Toilet Hire - Harewood Lane
20/11/2025	Wakefield District Council	DDR	11,835.66		1,972.61	4160	103	9,863.05	By-Election Charges
20/11/2025	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Rodent Maintenance
20/11/2025	Yorks Local Council Assn	DDR	10.00			4010	101	10.00	Training - .Gov.uk Domain
20/11/2025	Yorks Local Council Assn	DDR	73.00			4010	101	73.00	Training - New Clerk Induction
20/11/2025	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Training - Allotment H&S
20/11/2025	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Training- Allotment Management
20/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/11/2025	HM Revenue & Customs	DDR	1,114.53			4000	101	1,114.53	PAYE/NIC - Nov 2025
20/11/2025	Safety Signs 4 Less	DDR	21.49		3.58	4047	101	17.91	H&S Law Poster
20/11/2025	H Senior	DDR	65.30			2003	101	65.30	Work Mobile Phone
20/11/2025	A Spencer	DDR	124.80			4235	134	124.80	Panto '25 Hotdogs
20/11/2025	A Spencer	DDR	40.95			4235	134	40.95	Panto '25 Sweets
20/11/2025	A Spencer	DDR	67.96			4235	134	67.96	Panto '25 Crisps
20/11/2025	A Spencer	DDR	25.96			4235	134	25.96	Panto '25 Orange Juice
20/11/2025	A Spencer	DDR	25.96			4235	134	25.96	Panto '25 Blackcurrent Juice
25/11/2025	T & D Contractors	DDR	672.00		112.00	4113	136	190.00	Goal Posts
						4024	121	290.00	Gate Post Repair Harewood Lane
						4113	130	80.00	Gate Post Repair Top Stables

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APPENDIX 2

Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/11/2025	T & D Contractors	DDR	7,140.00		1,190.00	2006	120	5,950.00	School St Fence - 1st Payment
25/11/2025	Cllr L Taylor	DDR	15.93			4235	134	15.93	Elf Tights - Panto '25
25/11/2025	H Senior	DDR	51.16			4115	102	51.16	Village Hall Xmas Lights
25/11/2025	H Senior	DDR	44.99			4220	140	44.99	Outdoor Xmas Tree Lights
26/11/2025	British Gas Business	DDR	200.83		9.56	4108	102	191.27	Village Hall Heating
26/11/2025	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
26/11/2025	Cllr L Taylor	DDR	26.32			2002	102	26.32	Blue Roll
26/11/2025	Adam Washington	DDR	160.00			4115	102	160.00	Christmas Decs Installation
26/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
27/11/2025	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Enrolment Services
28/11/2025	Utility Warehouse	DDR	120.16		19.62	4040	101	100.54	Phone & Broadband
28/11/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
28/11/2025		DDR	529.06			4000	101	529.06	Salary Nov 2025
Total Payments for Month			32,030.56	0.00	4,222.95			27,807.61	
Balance Carried Fwd			16,119.27						
Cashbook Totals			48,149.83	0.00	4,222.95			43,926.88	