



UPTON AND NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRAC, WF9 1JB
01977 643283

CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ALLOTMENT OFFICER: admin@up-ne-parishcouncil.co.uk

14th October 2025
Dear Councillor

You have been summoned to attend the Parish Council meeting which will take place on **Tuesday October 21st, 2025**, in the Main Hall at the Village Hall, Upton for the purpose of transacting the following business: This meeting will commence at 6.30pm.

Yours sincerely

Clerk & RFO to the Council

PUBLIC SESSION – Members of the public may raise matters relating to items on the agenda here. It would be beneficial if these are notified in advance to the Clerk. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item at later date. Members of the public are welcome to stay for the Parish Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chairman.

AGENDA FOR THE PARISH COUNCIL MEETING

1. To receive apologies.
2. To approve reasons for absence.
3. Declarations of Interests 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
 - 3.2 To receive, consider and decide upon any applications for dispensation.
4. To approve draft minutes from the Parish Council meeting 16th September 2025
5. To approve draft minutes from the Employment and Staffing Committee meeting held Tuesday 23rd September 2025.
6. To receive verbal or written reports from Parish Councillors – Please note this is for information only and not to approve costs or actions.
7. Cllrs requested items for the agenda:
8. To purchase defibrillator batteries for all village machines
9. To consider revision of terms and conditions of Upton and North Elmsall Parish Council grant form
10. To consider and discuss speed limit on Common Lane, Upton

11. To consider speed limit on A638 between New Lane and Common Lane entrances. Speed limit is 40 mile per hour
12. To consider annual donation for Upton Firework display held at Upton Rugby Club
13. To consider the purchase of new hand tools for Upton and North Elmsall Parish Council
14. To consider the purchase of shrubs for Luke Farmer Memorial Garden
15. To approve quotations from T&D Contractors
16. To consider an objection to licensing at the 'Old Youth Club'
17. To consider quotations for the Clerks new office
18. To consider the purchase of blue tooth speakers and sound system for Remembrance Sunday
19. To approve receipts, payments, monthly financial reports and bank reconciliations from 1st September 2025 to 30th September 2025. Please note monthly reports have been sent to Parish Councillors prior to the meeting.
20. Planning matters: - see attached list.
21. 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.
 - Emails from residents - see list.
 - Messages from Facebook – see list.
 - Written Correspondence – see list.
- 22. 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.**

N.B. 'Members attention is drawn to the disclosure of Interest pursuant to section 27 of the Localism Act 2011 and adopted by the Parish Council.

**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 P Dainty S Pallett M Hanson C Merrington E Farmer	Chair
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 Date.....

**Employment and Staffing Committee Minutes of the Upton and North Elmsall
Parish Council meeting held on Tuesday 23rd September 2025 at 6pm at the Village
Hall, Harewood Lane, Upton**

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

In attendance: C L Baxter Interim Clerk
B Caton Interim Clerk

1. To receive apologise for absence

None

2. Declarations of Interest and Dispensations

None

2.1 To receive declarations of interest not already declared under the Parish

**Councils code of conduct or members Register of Disclosable Pecuniary
Interest**

None

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

None

**3. To agree to exclude the public and press in the view that publicity would
prejudice the public interest by reason of the confidential nature of the
business or arising out of the business about to be transacted. (Public
Bodies (Admission to meetings) Act 1960).**

Resolved. To exclude the public and press, agenda items 4 to 10, in camera

4. To approve staff contracts of employment and policies

Resolved. The Allotment Manager and Cleaner contracts to be updated to
include hours of work and holiday entitlement.

5. To approve Clerks Line Manager

Resolved. The Clerks Line Manager will be Cllr Louise Taylor

6. To discuss handover for the new Clerk

Resolved. The Interim Clerks will organise the handover with the new Clerk
following her commencement to the post.

7. To confirm Clerks start date of 20th October 2025

Resolved. The new Clerk – Helen Senior will start employment on 20th October
2025

8. **To approve the retainment of the Interim Clerks for a 3 month period**
Resolved. The Interim Clerks will remain in post until the end of December 2025
9. **To approve lieu time for Clerk to the Council**
Resolved. Lieu time be approved in accordance with the Councils lieu policy
10. **To consider relocating Clerks office in Village Hall**
Resolved. Employment and Staffing Committee agreed to relocate Clerks office to the front of the Village Hall. Approved contractors will be contacted to carry out necessary works.

UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2025

Application form

Name of group:	Upton ARLFC
Main group contact: (Full name and title)	
Position in group	Treasurer
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	Upton Rugby Club will host a Community Firework Event on the evening of Saturday 1 November. The event is open to all residents of the local community, specifically targeting Upton and North Elmsall, with free entry to both the fireworks display and the accompanying entertainment. Purpose and impact The event aims to strengthen community spirit, provide safe and inclusive entertainment for families, and support local well-being. It will bring people together from across age groups, encourage volunteering, and raise the profile of Upton Rugby Club as a community hub.
Say how you know there is a need for your project	This is a long-running annual event, established to celebrate community life and provide a safe, accessible celebration for local families. To date, there are no other public events of this nature in the Upton and North Elmsall area, making this event a unique community gathering and a key annual highlight for local residents. The event has built trust and familiarity within the community, attracting both long-standing attendees and new participants each year.
What are the full costs of the project (including VAT if applicable)	For the purchasing of Fireworks the total cost will be £3500
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them)	Funder – Club Funds £2000
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of	N/a

application or funding confirmed.	
What contribution to these costs would you like from the parish council?	Any contribution would be welcomed, if the council could contribute £1500 in would be hugely appreciated.
Is this contribution for a specific element of the project?	The contribution from the Parish Council goes directly to the cost of the fireworks
What is the structure of your organisation?	Informal group ☐ Registered charity ☐ Other ☒ Please give details below Committee run CASC organisation

Supporting information checklist

Where relevant please ensure that the following documents are submitted with your application (accounts and bank statements must always be submitted).

	Tick to confirm enclosure
Group constitution or set of rules	
Copy of the most recent/audited accounts	
Evidence of planning permission (if necessary)	
Quotes for capital items and works over £500	
Six most recent bank account statements	
Business plan for the next three years (applications over £5,000)	

Please return to:

The Clerk, the Village Hall, Harewood Lane, Upton, Pontefract, WF9 1JB
 Email: info@up-ne-parishcouncil.co.uk
 Telephone 01977 643283

T&D CONTRACTORS

2 / 10 / 2025

ESTIMATE

Upton and North Elmsall Parish Council

Hare Wood Lane Allotments to make carpark bigger

To scrape grass off area

**To supply and lay approx 80 tonne of tarmac plainings
compacting all areas worked using a double drum vibrating
roller.**

Price includes materials and labour.

£1995.00

Price plus VAT

**Yours sincerely
T EASTER**

T&D CONTRACTORS

6 /5 / 2025

ESTIMATE

Upton & North Elmsall Parish Council

For Concreting Goalposts in Rose Estate

£ 190.00

Price plus VAT

Yours sincerely
T EASTER

T&D CONTRACTORS

2/10 / 2025

ESTIMATE

Upton & North Elmsall Parish Council

To repair gate post Harewood lane allotments, dig out and reset in concrete.

£250.00

Price plus VAT

Yours sincerely
T EASTER

T&D CONTRACTORS

2/ 10 / 2025

ESTIMATE Upton & North Elmsall Parish Council

For chain harrowing horse field .

£450.00

Price Plus VAT

**Yours sincerely
T EASTER**

LICENSING ACT 2003**PUBLIC NOTICE OF APPLICATION FOR
GRANT OF A PREMISES LICENCE**

Notice is hereby given that **Freshgos Limited** have applied for a Premises Licence at: **Old Upton Youth Club, Waggon Lane, Upton, PONTEFRAC T WF9 1HX** whereby the following Licensable Activity is proposed:

Off Sale of Alcohol 06:00 to 23:00hrs DAILY

Representations should be made in writing to: **Wakefield Council, Licensing Department, Wakefield One, PO Box 700, Burton Street, WAKEFIELD, WF1 2EB** no later than **3rd November 2025**.

Email: licensingoffice@wakefield.gov.uk

The licensing register is kept at the above address and is also available at <http://www.wakefield.gov.uk> Persons wishing to inspect the application may do so between the hours of 10.00 to 15.00hrs Monday to Friday.

It is an offence to knowingly or recklessly make a false statement in connection with an application which carries an unlimited fine.



**THE
LICENSING GUYS**
KEEPING YOU LEGAL AND TRADING

01432 700024 – info@thelicensingguys.com

R P WINDOWS & JOINERY

UPVC Doors. Windows. Double Glazing, etc.

UPTON VILLAGE HALL

22, HAREWOOD LANE

UPTON

PONTEFRACT

WF9 1JB

ESTIMATE

TO, SUPPLY & FIT

1 3.6M OFFICE x 3.6M SQ, 70MM C.L.S. TIMBER

FITTED WITH FIRE/PLASTER BOARD.

1 FIRE/DOOR (TO MATCH EXISTING OR CLOSEST) HANDLES, LOCK, HINGES

1 FIRE/DOOR FRAME

RE-MOVE LIGHT SWITCH & CHOSER, RE-FIT ON OUTSIDE & INSIDE OFFICE

FIT 3 DOUBLE SOCKETS IN NEW OFFICE

PLASTER

FIT ARCHITRIVES & SKIRTINGS TO MATCH EXISTING

EMULSION IN MAGNOLIA & GLOSS TO MATCH.

RE-MOVE ALL RUBBISH FROM SITE

£6,750.00

R Palled.

Braithwaite Contracting

Estimate

For: Upton Parish Council

Estimate No: 33

Date: 08/10/2025

Description	Quantity	Rate	Amount
Parish hall office fit out Price is for everything discussed Full stud walls All plastering Doors fitting All electrics moving / sorting Painting All labour	1	£4,650.00	£4,650.00

Subtotal	£4,650.00
Total	£4,650.00

Total	£4,650.00
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Accounts Payable Upton and North Elmsall Parish Council

1st September 2025 to 30th September 2025

DATE	PAYEE	ITEM	TOTAL
03/09/2025	YLCA	Webinar	36.50
03/09/2025	Shaw Ltd	Toilet Hire	100.00
03/09/2025	Tornado Pest Control	Pest Control	102.00
03/09/2025	Adam Washington	Weekly Flower Watering	960.00
03/09/2025	PKF Little John	AGAR	1008.00
03/09/2025	Louise Taylor	Chairs Allowance (Computer)	1019.99
04/09/2025	Scottish Water	Community Garden	115.10 DD
08/09/2025	UK Fuels Ltd	Charges	1.80 DD
12/09/2025	Euro Digital Ltd	Photocopying Costs	42.46 DD
16/09/2025	Peninsula Business	HR Solicitors	229.63 DD
16/09/2025	P Dainty	Cellar Pump	82.97
16/09/2025	Hesketh Gas Ltd	Repairs to boiler	183.42
16/09/2025	C Merrington	Refreshments	44.00
16/09/2025	C Merrington	Sow Grow	324.00
16/09/2025	C Merrington	Mileage	48.60
16/09/2025	C Merrington	Bulbs	120.00
16/09/2025	C Merrington	Paint	105.50
17/09/2025	EON Next	Electric	1705.42 DD
17/09/2025	Ssafe Limited	CCTV	479.00
23/09/2025	C Merrington	Pea Gravel	285.00
23/09/2025	British Gas	Heating (Village Hall)	40.65 DD
29/09/2025	Pro Logic Computers	IT Support	177.90 DD
29/09/2025	Simply Auto Enrol	Pension Admin	24.00
30/09/2025	Utility Warehouse	Tele/Broadband	117.44 DD
TOTAL			£19,967.60