



Upton & North Elmsall
PARISH COUNCIL

Upton and North Elmsall Parish Council
The Village Hall, Harewood Lane, Upton, WF9 1JB
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08 October 2018

Dear Councillor

You have been summoned to attend a meeting of Upton and North Elmsall Parish Council, which will take place on **Monday OCTOBER 15th, 2018 at 6.30pm** in the Main Hall at the Village Hall, Upton for the purpose of transacting the following business, after the public session has been held if required.

Parish Councillors please note: A meeting for the trustees of the Recreation Ground will be held after the Parish Council meeting has ended. An agenda has been included in your packs

Yours sincerely

Ms P Kitchin

Clerk & RFO to the Council

PUBLIC SESSION

Meetings of the Parish Council are not public meetings, but members of the public have a statutory right to attend meetings of the council as observers. They have no legal right to speak unless the Parish Council Chairman authorises them to do so. Members of the public should not be involved in the decision-making of the Council. The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda. As a matter of best practice, the public forum will be kept separate from the debate of the councillors. If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council. Members of the public are welcome to stay for the 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. Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues). A Councillor with a prejudicial interest in a particular issue may address the Council on the issue during public question time subject to the Councillor leaving the room in the event of an exchange of the issue between the public and the Council during public question time.

The Parish Councils standing order 3h states: *In accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*

AGENDA

1. To approve apologies for absence
2. To receive disclosures by Members of Interests in matters on the agenda



3. To approve minutes from the Parish Council meeting held 17th September 2018 – see attached
4. To approve minutes from the extra-ordinary Parish Council meeting 17th August 2018 – see attached
5. To receive verbal or written reports from Wakefield District Councillors
6. To receive verbal reports from Parish Councillors - to report only - for information only and not to approve costs/actions
7. Dress code for Parish Council meetings – Cllr B Mears
8. To receive costs for lamppost Christmas trees both half and hanging. These show costs for 1, 3 and 5 years. To approve the type of solar trees, quantity and for length of time of contract – To approve costs/actions/resolution thereafter- see attached report
9. To receive costs for hanging baskets and display boxes etc – To approve quantity, type of baskets/boxes and length of contract either 1,3,5 years. Report is included with the previous item.
10. To approve costs to repair the Village Hall roof and to allow a yearly maintenance programme - see attached report and costs
11. To approve free use of the Village Hall to Story Rhyme and On the Move Sessions. This is to use the Book Xchange from Wednesday 5th November, 9:30-10:30 and from Friday 7th November 9:30 - 11:00 in the main hall – to approve/actions/resolutions thereafter
12. To approve grant application received for Fireworks only, for the Community Display held at Upton Rugby Club – see attached – yearly accounts are available to view at the Village Hall
13. To receive a report from the meeting held with the School Street Allotment holders on Monday 22nd September 2018 – see attached. To approve the cost for a large skip to be placed on School Street Allotment further to the meeting held Monday 22nd September 2018
14. To receive a written report from the Clerk and Vice-Chairman regarding Parish Councils allotment sites and grazing area.
15. To approve the Clerk, apply for a Barclays Pre-payment card to allow the Clerk to make larger purchases on behalf of the Parish Council instead of the Clerk purchasing these then reclaiming from the Parish Council. To approve a ceiling limit of up to £2,000.00.
16. To approve list of payments for September/October 2018 – to follow. To approve monthly financial report for the 1st to 30st September 2018 - attached.
17. Planning matters – report to follow
18. Correspondence – report to follow
19. **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**
20. To give a report and updated/outcome and on the arranged meeting regarding the previous complaint received regarding a Parish Councillor
21. The Clerk is requesting permission to source legal advice regarding published (written) defamatory statements made about her position as Clerk in a recent election leaflet produced, distributed and paid for by the members of Community Minded - To approve actions/costs thereafter – see attached information regarding the Defamation Act

Report on Meeting with Plantscape
26th September 2018

Parish Councillors attending: B Mears – Chairman
C Hobson
R Johnson
S Scott

Apologies received from: P Oxby
N Goodall – work

These are the solar trees. The smaller one is similar to a hanging basket and the larger one is a half lamp post tree. They light for approx. 6 hours per night and they are on a timer and the Parish Council can decide what time they start from.



The meeting opened at 10.00am and various scenarios were discussed regarding Christmas lights and summer flower displays. Plantscape will forward on to the Parish Council a quote for 1 year, 3 years and 5 years displays for both the Christmas solar lights and for hanging baskets and displays.

Please see attached quotes for Winter solar trees and Summer hanging baskets/display boxes.

There are prices included on the first sheet for 3,4,5,6 armed metal tree to hang baskets from and a 3 metre square 3 tier planter which includes plants and a round base flower tower including flowers. The Parish Council would have to purchase these in the first year and just pay for planting in the next year(s).

There are a number of catalogues at the Village Hall and you can also see these items on their website

Report from Monday 22nd September 2018
Meeting with School Street Allotment Holders

Councillors attending: B Mears – Chairman

C Hobson

N Goodall

P Mears

P Wilson

S Scott

P Mears

Eight members of the public attended this included School Street allotment holders.

The Chairman opened the meeting at 6.00pm and thanked everyone for attending.

The Chairman opened the meeting by stating this was for the Parish Council and allotment holders to work together to improve the site and the surrounding area. All the allotment holders were quite positive and suggested various ways to improve the site.

There were three main allotments which required quite a lot of clearing-up and it was suggested the Parish Council hire a skip in approximately one month to be placed on site to allow any debris etc to be placed in the skip and to be removed. The Clerk will write to the allotment holders with a date after this cost for the skip has been approved at the next Parish Council meeting on the 15th October 2018.

The issue of locking the two main gates on to the site was raised and everyone seemed happy to start locking the gates from the 1st October and for the Clerk to put up notices depicting this. This will hopefully deter unlawful vehicle access and only house owners and allotment holders have access. This will help to stop illegal fly tipping and safeguarding residents' property both on the allotment site and private gardens. It was also agreed old motor vehicles will be removed by the site.

The Chairman closed the meeting at 6.47 and thanked everyone for attending and their contributions to the discussions.