

Upton and North Elmsall Parish Council
The Village Hall, Harewood Lane, Upton, WF9 1JB
Telephone: 01977 643283
Email: info@up-ne-parishcouncil.co.uk

Upton & North Elmsall
PARISH COUNCIL

10 December 2018

Dear Councillor

You have been summoned to attend a meeting of Upton and North Elmsall Parish Council, which will take place on **Monday DECEMBER 17th, 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.

Yours sincerely

Ms P Kitchin
Clerk & RFO to the Council

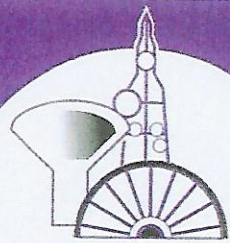
PUBLIC SESSION

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.

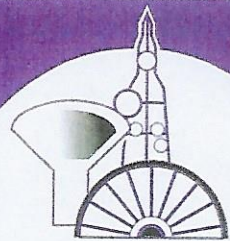
The Parish Councils standing order 3h states: *In accordance with standing order 3(e) a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.*

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 19th November 2018 – see attached
4. To receive a report from the Finance Working Party meeting held Monday 12th November 2018 -
To approve any actions/cost thereafter – report previously sent to Cllrs
5. To receive a report from the informal chat with Grazing and Stable holders – see attached



6. To receive quotes for various works on the grazing field and Harewood Lane roadway through the allotment site – Quotes include, new fencing for part of the grazing field, repairs to post onto field and to build corral area, notice board, repairs to the road way though the allotment site to approve costs actions thereafter – to be sent by email and post prior to the meeting
7. To receive verbal or written reports from Wakefield District Councillors
8. To approve list of payments for November/December 2018 – to follow. To approve monthly financial report for the 1st to 30th November 2018 - attached.
9. To receive the Completion of the Parish Councils Annual Return for the financial year April 1st, 2017 to March 31st 2018 – copy attached
10. To approve the Security Incident Policy to comply with the Parish Councils duties under the General Data Protection Regulation and Data Protection Act 2018 - copy attached
11. To receive a report from Cllr N Goodall regarding issues raised by Cllr L Pickin as to cheque reimbursements for payments made for the Parish Council at Country Baskets for Christmas decorations and Ebay for books for the Book Xchange due to the 'family connections to the Clerk'
12. Due to continual referral to 'family connections' between the Clerk and some members of the Parish Council both Labour and Community Minded, to allow the Clerk to contact Yorkshire Local Council Association for legal clarification on 'family connections'
13. Report on the Pantomime event - Friday 7th and Saturday 8th December 2018 – Cllr C Hobson
14. Report from Cllr P Wilson on the Presentation Evening at Minsthorpe Community College 6th December 2018
15. Information received from *The Community Foundation for Wakefield District* - please see attached information – to approve any actions/costs thereafter
16. Donation request received from Upton Stay and Play – see attached – to approve cost/actions thereafter
17. Youth Provisions – as requested at the last Parish Council meeting, for Cllrs to bring ideas forward
18. Cllr L Pickin – Green Lane - open access as the gates are not being locked – to approve actions/costs thereafter
19. To receive a written report from the Allotment, Grazing and Stable officer and Vice-Chairman regarding Parish Councils allotment sites and grazing area – report to follow
20. Planning matters – report to follow
21. Correspondence – report to follow
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**
23. Chairman to respond to Cllr B Tallons request for this agenda item – 'answers from the Chairman over accusations made towards community minded'
24. Behaviour/conduct of Chairman and Labour Councillors at the last Parish Council meeting - Cllr B Tallon – no further information



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25. Behaviour/conduct of Community Minded Councillors at the last Parish Council meeting – no further information - Cllrs P Wilson, C Hobson, P Oxby, R Johnson, N Goodall, P Mears, S Scott and B Mears

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 on the 13th June 2012

STABLES & GRAZING MEETING

DATE: 27/11/18

Time: 17.30 until 19.00

MEETING: Upton Village Hall (library)

Attendees present:

Pat Kitchen, Brian Mears, Clare Mears, Rita Johnson, Paul Wilson, Angela Spencer

Stable & Grazing Attendees:

S Gledhill, M Naylor, D Wheat, K Hatfield, S Cunliffe.

Apologies:

N Goodall, L Pickin, M Stevens, A Cutts

Agenda:

- First meeting to introduce Angela Spencer to whom they will be dealing with now
- Field & Grazing rent arrears
- Discuss payments for 2019 beginning April
- To let them know that we are getting quotes together for fencing
- Signs have gone up (no horse to be left unattended at any time)
- Gates in stable area
- Fence fixed at side of field near corral
- To change stables they have to do it in writing to the council first.

Action to be taken:

- Look at adding hay payments to rent and grazing monthly payment.
- Spenner is to contact Bob who provides the hay for the field.
- Locks for gates into allotments
- Angela to send letters out to all allotment holders to remind them to lock the gates
- Suggestions were made regarding safeguarding the allotments due to gates being constantly left open which is leaving peoples animals and belongings at risk – to look at an idea of some sort of safety barrier
- Horses to be wormed twice yearly
- To have the field checked for rag wort in the summer (June/July)
- Chain arrowing in the spring (March/April) ask Bob for price for both
- Spenner to get a list of things that need attending to in the stables
- Gate onto field and a Carrol putting around the gate entrance to the field for safety

Information received regarding the Community Foundation

The Community Foundation for Wakefield District is working to help families in your local area and across the Wakefield District stay warm this Christmas.

The aim is to bring warmth to 800 families and elderly people who are facing fuel poverty this Christmas.

This year's challenge is to double the £10,000 match funding already provided by WDH and Wakefield Council. With this in place, every pound donated to the Winter Fuel Christmas Challenge will be matched. The Community Foundation is set to double the number of families receiving Winter Fuel support, from 350 households last year to 800 this year. The aim, with public support, is to ensure families and elderly people can benefit from emergency fuel grants of £25 over the festive season.

We would like to discuss how the Winter Fuel grants could be promoted to residence in your area who otherwise would face real hardship over Christmas. We would also like to discuss the possibility of increasing the number of £25 grants available in your area, through an element of local matched funding, where ever £12.50 provided locally will be match by the Community Foundation's Winter Fuel fund to provide another emergency fuel grant in for one of your local families.

It would be good to be able to meet with you at your offices and discuss the potential impact of this campaign. Please could you suggest a date, which would be convenient for you.

Yours sincerely,

Jon Ingham

Development Manager

Community Foundation for Wakefield District

REPORT FROM THE FINANCE WORKING PARTY MEETING
HELD
12th November 2018

The Chairman opened the meeting at 6.00pm

Placed on the table for the meeting were all bank statements, VAT information, staff salary information, time sheets, invoices, paying in book, cheque book and receipt book

Cllrs attending	B Mears – Chairman
	N Goodall
	R Johnson
	P Oxby
	L Pallett
	S Scott
	P Wilson

Item 1 To receive apologies for absence

Resolved: Cllrs C Hobson and P Mears

Item 2 To check the Parish Councils accounts as per the Terms of Reference

All information relating to the Parish Councils accounts were available for viewing. No issues were raised.

Item 3 To recommend approval of telephone banking for the Clerk only – a terms of reference to be approved by the full Parish Council

The Clerk explained she has always used telephone banking to alter the monthly salaries which are prepared by Roy Stanleys Accountants but was told a form will have to be completed to allow this in the future

Resolved: To approve recommending the Clerk complete the necessary paperwork for the Parish Councillors to sign and any financial regulations/statements for approval by the Parish Council

Item 4 Check Clerks incurred expenses - to recommend payment to the Parish Council

Petrol expenses for journey to Country Baskets for Christmas Decorations and Ackworth Garden Centre for new Christmas tree amounting to 61.2 miles at 45p per mile. Total payment of £27.54.

Resolved: To recommend payment of £27.54

As there was no further business to discuss the Chairman closed the meeting at 6.18pm and thanked everyone for attending