



Upton & North Elmsall
PARISH COUNCIL

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

14 January 2019

Dear Councillor

You have been summoned to attend a meeting of Upton and North Elmsall Parish Council, which will take place on **Monday JANUARY 21st 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

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

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 December 2018 – see attached
 4. To approve minutes from the Staffing and Employment meeting held 15th January 2019 – to be forwarded prior to the meeting
 5. To receive verbal or written reports from Wakefield District Councillors
 6. To approve list of payments for December 2018/January 2019 – to follow. To approve monthly financial report for the 1st to 31st December 2018 - attached.
 7. Donation received from Aged UK for allowing free use of the Book Xchange on Thursday afternoons - £50.00 - to approve actions thereafter
 8. To approve a 70/80s event date to be approved with a ceiling limit of £500.00 - Parish Development Working Party
 9. To receive a written report from the Allotment, Grazing and Stable officer and Vice-Chairman regarding Parish Councils allotment sites and grazing area – Due to data protection some of the report will be discussed in Private Business - report to follow
 10. Approve costs for new keys and locks for the grazing field and display board – see attached
 11. To approve an addition to the current Parish Councils Allotment agreement – No solid metal sheeting to be used for fencing of any sort as from January 21st 2019, the Parish Council may consider harris fencing only but only when animals are present on the allotment. You must contact the Parish Council to seek full permission prior to this being erected or you will be asked/made to remove this.
 12. To receive information from YLCA regarding ‘family ties’ – if received for the Parish Council meeting
 13. 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 sent via email and hard copies to Cllrs S Pallett and P Costello
 14. Report in informal chat with the Community Foundation 8th January 2019
 15. Benches for School Street green – Cllr B Mears
 16. Cllr L Pickin – Green Lane - open access as the gates are not being locked – to approve actions/costs thereafter
 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. Issues with flytipping and mis-use of Parish Council land – see attached photos – to approve actions, costs thereafter
 21. Issues to be discussed regarding the Parish Council allotment sites – to approve actions, costs thereafter
- 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

From: YLCA Admin <admin@yorkshirelca.gov.uk>

Sent: 15 January 2019 12:35

To: Pat Kitchin <info@up-ne-parishcouncil.co.uk>

Subject: Upton & North Elmsall Parish Council - Family Connections of councillors with each other or an employee (OUR REF : JAN24)

FROM: KAREN CANADINE

LOCAL COUNCILS OFFICER

YORKSHIRE LOCAL COUNCILS ASSOCIATIONS

Dear Mrs Kitchin,

UPTON & NORTH ELMSALL PARISH COUNCIL – FAMILY CONNECTIONS OF COUNCILLORS WITH EACH OTHER OR AN EMPLOYEE

Thank you for your e-mail of 9 January 2019, in which you seek advice on behalf of Upton and North Elmsall Parish Council regarding family connections of councillors with each other or an employee.

These Associations can advise that there is no prohibition in law which prevents an individual from joining the council either by election or co-option if they are related to a serving parish councillor. However, the council may consider it appropriate to include safeguards in its financial management arrangements (for instance where an existing councillor is a cheque signatory and his wife joins the council she should not be permitted to be a cheque signatory as a matter of sound financial administration).

There is also no prohibition on a council employee being related to a serving parish councillor. The parish councillor will have to be aware of the need to declare interests where, for example, the salary or expenses of the clerk or any other issue involving performance or capability of the clerk is being discussed by the council.

We hope this information is useful to you. Please do not hesitate to contact us if you require any further assistance.

Yours sincerely

Karen Canadine

LOCAL COUNCILS OFFICER

Yorkshire Local Councils Associations, York House, Outgang Lane, Osbaldwick, YORK, YO19 5UP. Tel: 01904 436622. E-mail: admin@yorkshirelca.gov.uk. Website: www.yorkshirelca.gov.uk

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SCHOOL STREET ALLOTMENTS

Letters sent out to School Street Allotments for rent during 2018.

A notice was put on the van at School Street to remove the vehicle within two weeks.

Photos of notice and of some of the allotments

HAREWOOD LANE ALLOTMENTS

We have had complaints in about the cockerels on the allotment site they also stated that if nothing was done, they were going to the environmental health.

Letters were sent out on the 3rd of December 2018 about removing cockerels from the allotment site, none of them were removed so we sent another letter out on the 31st giving them two weeks to remove cockerels as it is illegal to have them on an allotment site.

We have been through the allotments and cannot see any at this time 15/01/19.

One of the allotment holders as sent a letter in about some metal sheeting he has put on his allotment; some photos are available of his allotment and another allotment holder. Items to be discussed in private business.

Grazing & Stables

Gate was broken onto the field, Fencing was down around 300 meters, needed a carrel and gate for safety.

This was started on the 07/01/19

The Corral, fencing and gates are now undergoing on the horse's field we are also looking to do the repairs to the stable block.

Locks and keys for the Grazing Field needed. Sheet with total costings are available.

Costs for locks for grazing field. These are on the same system as the ones used for the allotment sites. The keys are registered to the Parish Council so only the Parish Council can have any cut.

Abloy locks PL350-50mm shackle 115.60 x 2 =231.28 inc VAT

20 Abloy keys @ £8.20 = 164.00 inc VAT

TOTAL Approx. cost = £395.20 inc VAT but not including postage
