



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

11th February 2019

Dear Councillor

You have been summoned to attend a meeting of Upton and North Elmsall Parish Council, which will take place on **Monday FEBRUARY 18TH 2019 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

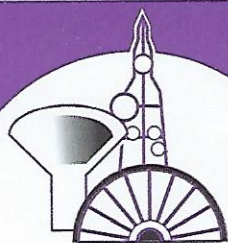
PUBLIC SESSION

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 21st January 2019 – see attached
4. To approve actions and report from the Finance Working Party meeting 4th February 2019
5. To receive verbal or written reports from Wakefield District Councillors



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6. To receive recommendations from the Finance Working Party and to approve precept requirements/demand for the financial year 1st April 2019 to 31st March 2020
7. To approve list of payments for January/February 2019 – to follow. To approve monthly financial reports and bank reconciliation for the 1st to 31st January 2019 – previously supplied for Finance Working Party meeting 4th February 2019.
8. To receive Internal Audit report – to follow
9. Request received from Upton United Juniors Community Sports Club for loan of tables
10. Donation request received from Upton Fun Run – see attached – Constitution and bank statement will be available to view - To approve actions/costs thereafter
11. To discuss and approve rise in the costs from £8,000.00 to £11,000.00 received from the Burial Board – see minutes and report emailed 14th December 2018 to all Parish Councillors. Please note this is the first rise in costs from the year 2000. If you require a hard copy, please contact the Clerk
12. To approve the Parish Development Working Party hold an open day event on School Street green to celebrate the completion of the project and possible opening of the Play area. A date to be arranged. To consider approving costs if any for the event
13. To approve dates for this year's Pantomime – 6th and 7th December 2019 – cost to be approved at a later date. Just to note last years costs were £1,800.00 exc VAT
14. To receive a written report from the Allotment, Grazing and Stable officer and Vice-Chairman regarding Parish Councils allotment sites and grazing area
15. Planning matters – report to follow
16. Correspondence – report to follow
17. **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**
18. Discuss and approve costs for repairs to Green Lane gate – quote attached
19. Discuss and approve costs for further repairs to fencing on the Grazing Field – see attached quote and photographs
20. Discuss and approve costs for fencing on Rose Estate playing field (to the rear of the garages) – see attached quotes
21. Discuss and approve costs for repairs to Harewood Lane through road – see attached quotes
22. Update regarding flytipping on Parish Council land – photographs to follow – to approve actions costs thereafter

Please note there is to be a meeting for the Trustees of the Recreation Ground following this 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 on the 13th June 2012

DRAFT

MINUTES OF UPTON AND NORTH ELMSALL PARISH COUNCIL MEETING HELD
21ST JANUARY 2019

The Chairman opened the meeting at 6.30pm. One member of the public was in attendance also attending were District Cllrs Allan Garbutt and Jessica Carrington

As there was no public session requested the Chairman moved on to the Parish Council meeting

Cllrs attending	B Mears - Chairman
	A Miles
	B Tallon
	C Hobson
	M Stevens
	N Goodall
	P Costello
	P Mears
	P Wilson
	R Johnson
	S Pallett
	S Scott

UPC 199 To approve apologies for absence

Cllr P Oxby gave his apologies

Resolved: Apologies were accepted

UPC 200 To receive disclosures by Members, of Interests in matters on the agenda

Resolved: No disclosures of interest were received

UPC 201 To approve minutes from the Parish Council meeting held 17th December 2018 – see attached

A proposer to accept the minutes was received. Cllr B Tallon raised points regarding minute UPC 196 by saying “he withdrew his question to rephrase it”, and UPC 198 and started to quote from minutes from the Parish Council meeting dated 15th October 2018 to which the Chairman stopped him. Cllr S Scott stated he had been left off the attendance list in minute UPC 179. Cllr P Costello requested an update on minute UPC 190 regarding the request for funding from Stay and Play. The Chairman requested a proposer and seconder to approve the minutes and a vote via a show of hands. Cllr B Tallon requested an amendment which was to add what he had stated. This was seconded. The Chairman requested a vote via a show of hands for the amendment and then for the proposal. Two Cllrs abstained from voting

Resolved: The minutes from the meeting of the Parish Council held 17th December 2018 be accepted as they stand having been previously circulated were approved as a true record and the Chairman proceeded to sign the minutes.

UPC 202 To approve minutes from the Staffing and Employment meeting held 15th January 2019 – to be forwarded prior to the meeting

The Chairman requested a proposer and seconder to approve the minutes and vote was taken via a show of hands

Resolved: The minutes from the meeting of the Staffing and Employment Committee after being circulated were approved as a true record.

UPC 203 To receive verbal or written reports from Wakefield District Councillors

Cllr J Carrington and A Garbutt gave the following report:

General litter and dog fouling – road from A638 roundabout to the Barnsley Oak, questions have been asked regarding when the road sweeper attends this area, litter and dog fouling on the road.

Damaged street signs – Strickland Road and Main Street Upton have been reported and new ones have been requested via Engie.

Skate Park – works start date w/c 7th January 2019.

Flooding Cross Street – The gullies have been cleaned and work has been undertaken. The enquiry has now been closed and no further reports received of flooding.

Issues were raised by Parish Councillors regarding the flytipping which is taking place on Green Lane. The District Cllrs said they would look into it.

The Chairman thanked the District Cllrs for their report and carried on to the next item on the agenda.

UPC 204 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.

Chairman requested a proposer and a seconder to approve the reports and payments and a vote via a show of hands

Resolved: Payments and reports were approved

UPC 205 Donation received from Aged UK for allowing free use of the Book Xchange on Thursday afternoons - £50.00 - to approve actions thereafter

Clarity was given by the Clerk that Aged UK was a registered charity. A proposal was made to use the money to purchase children's books for the Book Xchange and this was seconded.

The Chairman requested a vote via a show of hands.

Resolved: It was approved for children's books to be purchased and the Clerk to keep all receipts regarding this

UPC 206 To approve a 70/80s event date to be approved with a ceiling limit of £500.00 - Parish Development Working Party

A proposal and a seconder were received to approve the item. The Chairman asked for a vote via a show of hands.

Resolved: The costs for the event was approved

UPC 207 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

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 AND STABLES

Gate was broken onto the field, Fencing was down around 300 meters, needed a corral 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.

Resolved: No issues were raised from the report.

UPC 208 Approve costs for new keys and locks for the grazing field and display board – see attached

Clerk informed the meeting she hasn't been able to source a cost for a noticeboard but will bring this to the next Parish Council meeting. Cost for locks and keys are:

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

A proposal and a seconder were received to approve the item. The Chairman asked for a vote via a show of hands.

Resolved: Costs were approved

UPC 209 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.

Various sanario's and suggestions were discussed. A proper and a seconder to approve the item were received. The Chairman requested a vote via a show of hands.

Resolved: Clerk to work with the allotment officer to write to all allotment holders to notify them of the additional rule in their current allotment agreement.

UPC 210 To receive information from YLCA regarding 'family ties' – if received for the Parish Council meeting

Information received from YLCA in connection to the item.

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

Resolved: The response was noted

UPC 211 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

A proposer and seconder were received to approve the policy. The Chairman requested a vote via a show of hands.

Resolved: The policy was approved

UPC 212 Report in informal chat with the Community Foundation 8th January 2019

The Chairman and the Clerk gave a report on the meeting and stated the Parish Council is awaiting clarification regarding if the Parish Council were to donate would this money be given to its parishioners or if this would be distributed around the WMDC area. It was said if the information is received the Clerk will bring this back to the Parish Council

UPC 213 Benches for School Street green – Cllr B Mears

The Chairman spoke about the memorial bench which is currently being stored by the Parish Council. Various suggestions were made regarding the bench and it was suggested for the Clerk to write to the parents of the children who the bench is named after to see if they would like to attend an informal chat as to where this could be possibly sited. All Cllrs agreed to this action.

UPC 214 Cllr L Pickin – Green Lane - open access as the gates are not being locked – to approve actions/costs thereafter

Cllr L Pickin said he raised this issue due to unlawful flytipping which is being carried out on this lane. A proposal was put forward to contact J & S Welding Services to see if they could look at the gate and give a quote for the gate to be made workable and for the Clerk to gain quotes for a new lock and keys to be supplied to residents and farmers who need to gain access. This was seconded and the Chairman requested a vote via a show of hands.

Resolved: J & S Welding Services to be contacted for a quote and the Clerk to source a quote for a lock and approximately 10 keys and to bring back to the Parish Council.

UPC 215 Planning matters – to follow

APPLICATIONS RECEIVED

App. No: 18/02623/FUL Address: Mutton Hall Farm Great North Road Wentbridge Pontefract WF8 3JE, Proposal: Agricultural barn extension (retrospective) and construction of a new agricultural barn.

APPLICATIONS APPROVED

App. No: 18/01309/FUL Address: 8 New Lane Upton Pontefract WF9 1HN, Proposal: Two storey extension to side, dormer to rear.

App. No: 18/01929/FUL Address: PO Box 22 40 High Street Upton Pontefract WF9 1HQ, Proposal: Single storey side extension to shop. Applicant

UPC 216 Correspondence – to follow

- Other information/correspondence received by email has been forwarded to all Parish Councillors
- Invite received from Minsthorpe Community Colleges 50 years celebrations – as this had only been received today the Clerk will scan and send out to all Parish Councillors

UPC 217 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: This was actioned

UPC 218 Issues with flytipping and mis-use of Parish Council land – see attached photos – to approve actions, costs thereafter

Various suggestions were put forward for discussion. It was proposed the Chairman to speak with one of the residents concerned and report back to the Parish Council. This was seconded and the Chairman requested a vote via a show of hands.

Resolved: The proposal was approved.

UPC 219 Issues to be discussed regarding the Parish Council allotment sites – to approve actions, costs thereafter

Photographs had been taken of a plot which had used new metal silver untreated sheeting approximately 1-meter high as fencing/screening. A proposal was put forward to stop any future use of this type of fencing/screening to implement the previous resolution made at this Parish Council meeting (UPC 209) to also request any other existing metal fencing on the allotment sites is painted green. This was seconded and the Chairman requested a vote via a show of hands.

Resolved: A letter to be sent to the allotment holder in the first instance to request this be painted green and letters to be sent to existing allotment holders with similar types of fencing to request they also paint their metal fencing green so as to keep the allotment site looking tidy.

As there was no further business to discuss the Chairman closed the meeting at 7.24pm and thanked everyone for attending.

Signed Chairman _____

Date _____

REPORT FROM THE FINANCE WORKING PARTY MEETING
HELD
04 February 2019

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
	P Costello
	C Hobson
	R Johnson
	A Miles
	P Mears
	P Oxby
	L Pallett
	S Scott
	P Wilson

Item 1 To receive apologies for absence

Resolved: Cllrs B Tallon, N Goodall and M Stevens sent apologies

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 consider and make recommendations to the Parish Council for its precept budget for the financial year 1st April 2019 to the 31st March 2020 – please see report and information provided regarding setting the precept

Resolved: It was agreed to recommend no change to the Parish Councils precept of £248,670.00 which will so a 1.80% drop

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

Store	Date	Items	Occasion/Use	Amount
Argos	09/11/2018	DVD shelving	Book Xchange	68.00
Sugar Rush	09/11/2018	Cakes/Bisc	Memorial	
			Sunday	12.00
Co-op	11/11/2018	refreshments	Memorial	
Ackworth Garden			Sunday	14.88
Centre	22/11/2018	Xmas Decorations	Christmas	44.97
B & Q	25/11/2018	Xmas outside lights	Christmas	24.00
		Noticeboard		
Amazon	03/01/2019	magnets	2x £11.74	23.48

Amazon	03/01/2019	Wall Planner	Office	5.99
Amazon	03/01/2019	Stickers for planner	Office	1.69
Amazon	03/01/2019	Desk Diary	Office	5.99
Amazon	03/01/2019	Hand Diary	Office	0.90
Amazon	03/01/2019	Desk Diary	Office	2.25
Amazon	24/01/2019	Printer ink	Office	104.29
Northern Engraving	19/01/2019	Spare Keys cut	Village Hall	29.60
Cobblers and Keys	24/01/2019	Lock and keys	Stable block	25.00
Northern Engraving	26/01/2019	Spare Keys cut	Village Hall	11.85
TOTAL				<u><u>374.89</u></u>

Resolved: To recommend reimbursement to the Clerk for the amount of 374.89

As there was no further business to discuss the Chairman closed the meeting at 6.12pm and thanked everyone for attending

Following the Finance Working Party Meeting held on the 4th February 2019 please see further information for the Precept Demand for the Parish Council meeting held 18th February 2019. If you require any further information prior to the Parish Council meeting please do not hesitate to contact me.

If the Parish Council, consider keeping the same precept request as the previous year of £248670.00 would result in a 1.80% decrease on Parish precept demand. Please see attached information comparing the costs per band for 2018/9 and 2019/20.

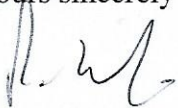
If the Parish Council, consider £253.230.00 for precept this would show as a no change in Parishioners bills from 2019/20.

If you would like another prediction on an amount to set for the precept prior to the Finance Working Party meeting please do not hesitate to contact me.

Hope this information is helpful.

Kind Regards

Yours sincerely



Ms P Kitchin
Clerk and RFO to the Parish Council

Council Tax Bands

2053

Number of taxable properties

A	B	C	D	E	F	G	H
2173	468	495	249	39	23	8	0

Estimated Parish Council Precept demand for 2019/20 for £248670.00

(same as previous year 2018/19)

A	B	C	D	E	F	G	H
£80.75	£94.20	£107.66	£121.13	£148.04	£174.95	£201.87	0

There are 37 more chargeable properties for this years precept demand.

Due to this, the Parish Council could increase its precept demand without increasing any payments for its Parishioners, this would give the Parish Council £253,230.00

If the Parish Council choose to keep its demand as its previous year £248,670.00 this would show a decrease in payments to its Parishioners of a 1.80% decrease

Remember it is recommended to keep at least 3 months running costs as back up in the Parish Councils accounts

To show comparisons for banding charges for 1.80% decrease

<u>18/19 Charge</u>	<u>19/20 Charge</u>	
82.23	80.75	Band A
95.94	94.2	Band B
109.64	107.66	Band C
123.35	121.13	Band D
150.76	148.04	Band E
178.17	174.95	Band F
205.58	201.87	Band G

BAND

Chargeable Dwellings on Relevant Day (1 December 2018) (H)

	A	B	C	D	E	F	G	H	TOTAL
0	2,221	470	465	260	42	23	8	0	3,460
0	47	7	0	0	0	0	0	0	56
0	7	6	8	2	1	0	0	0	24
7	6	8	2	1	0	0	0	0	24
7	2,173	466	445	248	41	23	8	0	3,411

2	947	135	106	38	7	5	1	0	1,144
2	847	135	106	38	7	5	1	0	1,144

25%	25%	25%	25%	25%	25%	25%	25%
0.50	211.75	337.75	26.50	9.50	1.75	1.25	0.25
							0.00
							295.25

0	0	0	0	0	4
4	0	0	0	0	4
0	0	0	0	0	4

100%	100%	100%	100%	100%	100%	100%
0.00	4.00	0.00	0.00	0.00	0.00	4.00

16	2				18
16	2	0	0	0	18

50%	50%	50%	50%	50%	50%	50%	50%
0.00	8.00	0.00	1.00	0.00	0.00	0.00	9.00

[illegible]

50%	50%	50%	50%	50%	50%	50%
0.00	1.00	0.00	0.00	0.00	0.50	0.00
						1.50

0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
0.0	0.0	0.0	0.0	0.0	0.0	0.0
-344.9	-22.2	-15.4	-4.9	*1.0	-0.7	-28.0

6.5	1,619.4	409.1	404.1	234.6	37.8	21.1	7.8	0.0	2,740.2
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5	6	7	8	9	11	13	15	18
9	9	9	9	9	9	9	9	9

[illegible]

**PLANNING APPLICATIONS RECEIVED, APPROVED AND REFUSED
FOR THE PARISH COUNCIL MEETING
February 2019**

APPLICATIONS RECEIVED

App. No: 18/02810/FUL Address: 25 Granby Court South Elmsall Pontefract WF9 2NP, Proposal: Single storey front extension.

App. No: 19/00036/FUL Address: 49 Bluebell Way Upton Pontefract WF9 1NE, Proposal: Two storey rear extension, including demolition of existing rear conservatory.

APPLICATIONS APPROVED

App. No: 18/02517/FUL Address: 76 School Street Upton Pontefract WF9 1EP, Proposal: Erection of a single dwelling.

App. No: 18/02305/FUL Application Type: Full Application. Address: Wrangbrook Grange Farm Upton Pontefract West Yorkshire WF9 1LN. Proposal: Change of Use of Agricultural Building to a Dwelling house (C3), introduction of extension(s) with associated material alterations.

App. No: 18/02623/FUL Address: Mutton Hall Farm Great North Road Wentbridge Pontefract WF8 3JE, Proposal: Agricultural barn extension (retrospective) and construction of a new agricultural barn.

CORRESPONDENCE RECEIVED

February 2019 MEETING

- No written correspondence has been received
- Other information/correspondence received by email has been forwarded to all Parish Councillors

Applied for a range of trees and hedges free from the woodland trust.

Harewood Lane Allotments

We've had no further complaints about cockerels on the allotment site at Harewood Lane.

Letters got sent out to all allotment holders stating that no metal sheeting is allowed on the allotment site as from the 21/01/19 and that the metal sheeting already on needs to be painted green.

One of the allotment holders as given up their allotments, 2 in total, recommendation to remove the metal sheeting from the front of these allotments before we allocate them to someone else so that they can be separated back to two allotments. Photos attached.

School Street Allotments

Black van on School Street allotments has been removed.

Photos of an allotment on school street, no payments made or any clear up attempted.

Quotes supplied to be discussed in private business.