



UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRAC, WF9 1JB
01977 645351

PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

To all members of Upton & North
Elmsall Parish Council

Date: 14th January 2026

Dear Councillor,

You are hereby summoned to attend an **Ordinary Meeting of Upton & North Elmsall Parish Council**, to be held on **Tuesday 20th January 2026 at 6:30pm at The Village Hall, Upton, WF9 1JB.**

Yours sincerely

Miss Helen Senior
Parish Clerk & RFO

PUBLIC SESSION

Members of the public may speak on items on the agenda. Where possible, please notify the Clerk in advance. Questions not answered at the meeting will be responded to in writing or may be included on a future agenda. Members of the public are welcome to remain as observers following Public Session but may not take part in the discussion unless invited by the Chair.

Ordinary Meeting of Upton & North Elmsall Parish Council

Tuesday 20th January 2026 at 6:30pm at the Village Hall

AGENDA

1. Apologies and Reasons for Absence

- 1.1. To receive apologies.
- 1.2. To consider approval for the reasons for absence.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
- 2.2. To consider any applications for dispensation.

3. Minutes

- 3.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 16th December 2025. **(A)**
- 3.2. To receive the minutes of the Allotments and Community Garden Committee held on Tuesday 6th January 2026. **(B)**

Due to time constraints, the following Agenda item 4, enclosure C, will be circulated to members separately.

4. To receive updates on matters previously discussed and consider any further actions required.

5. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest. For information only.

6. Casual Vacancy and Co-Option

- 6.1. To review and adopt the new Casual Vacancy and Co-Option Policy. **(D)**
- 6.2. To note that no by-election was called and the Parish Council is now entitled to co-opt.
- 6.3. To review and approve the co-option documents and timeline. **(E)**

7. To discuss the re-siting of boulders on Rose Estate Playing Field and consider a quote from T & D Contractors. (F)

8. To consider a quote from T & D Contractors for tree removal at School Street Allotment.

9. To consider quotes for the new gov.uk domain.

10. To consider a quote from DC Elec for the annual PAT Testing at the Village Hall.

- 11.To consider the purchase of a laptop for the Clerk to enable working from home in an emergency. (J)**
- 12.To consider a grant application from Upton Fishing Club. (K)**
- 13.To retrospectively approve the funding totalling £4,114.00 for the Citizens Advice services taking place at the Village Hall in 2025/26.**
- 14.To receive the 2025 Citizens Advice User Report and consider a quote to continue funding its services at the Village Hall in 2026/27. (L)**
- 15.To consider a request from Live Well Wakefield to hold sessions at the Village Hall alongside Citizens Advice. (M)**
- 16.To consider installing solar panels on the Community Garden – requested by Councillor C Merrington.**
- 17.To consider the reimbursement of costs totalling £30.00 for the purchase of flowers presented to the former RBL representative – requested by Councillor E Farmer.**
- 18.Budget and Precept 2026/27**
 - 18.1. To review and approve the final draft Budget for 2026/27. **(N)**
 - 18.2. To confirm the Parish Council's Precept Demand for 2026/27. **(O)**
- 19.Financial Matters**
 - 19.1. To approve the accounts for payment for January 2026. **(P)**
 - 19.2. To receive the list of payments made in December 2025. **(Q)**

Due to time constraints, the following Financial Matters items, 19.3 and 19.4, will be circulated to members separately.

 - 19.3. To receive the bank reconciliations for Cashbooks 2, 3 and 5 for November 2025.
 - 19.4. To receive the bank reconciliations for Cashbooks 1, 2, 3, 5 and 6 for December 2025.
- 20.Planning**
 - 20.1. To receive and consider any new planning applications.
 - 20.2. To note any planning decisions received.
 - 20.3. To discuss the Consultation from United Infrastructure regarding plans to install a base station at the BT Radio Site on Harewood Lane, Upton, and consider comments, if any, to submit.
- 21.To note that the next meeting of the Parish Council will take place on Tuesday 17th February 2026 at 6:30pm at The Village Hall.**

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MINUTES OF AN ORDINARY MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 16th December 2025 at 6:30pm at the Village Hall

Present: Councillor E Farmer
 Councillor A Miles
 Councillor C Merrington
 Councillor S Pallett
 Councillor S Spencer
 Councillor L Taylor – Chair

Helen Senior – Clerk & RFO

Two Members of the Public

Absent: Councillor P Dainty
 Councillor M Hanson
 Councillor S Hodson
 Councillor B Mears
 Councillor K Wilson

1. Apologies and Reasons for Absence

1.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillor M Hanson.

1.2. To consider approval for the reasons for absence.

RESOLVED: that the reasons for absence provided by Councillor M Hanson be approved.

2. Declarations of Interest

- 2.1. To receive any declarations of interest not already declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.

There were no declarations of interest recorded.

- 2.2. To consider any applications for dispensation.

There were no applications for dispensation recorded.

3. Minutes

- 3.1. To receive and sign the draft minutes of an Ordinary Meeting of Upton & North Elmsall Parish Council held on Tuesday 18th November 2025.

RESOLVED: that the minutes of an Ordinary meeting of Upton & North Elmsall Parish Council held on Tuesday 18th November 2025 be received as a true record and signed by the Chair.

- 3.2. To note the minutes of the Town and Parish Councils Liaison Group meeting held on Tuesday 11th November 2025.

RESOLVED: that the minutes of a meeting of the Town and Parish Councils Liaison Group held on Tuesday 11th November 2025 be noted.

4. To receive updates on matters previously discussed and consider any further actions required.

RESOLVED: that the updates on matters previously discussed were received and that no further actions were required.

5. To receive verbal updates from Councillors on recent meetings, activities, or matters of interest.

- Councillor Farmer reported that £122.06 had been raised at the Village Hall for the Poppy Appeal.
- The Chair thanked the staff for their hard work over the last few months and presented them both with a bouquet of flowers.

6. To consider a quote from T & D Contractors to move six fence posts at School Street Allotments to accommodate extra space on the outer track.

RESOLVED: that the quote from T & D Contractors for moving six fence posts at School Street Allotments at a total cost of £180 + VAT be approved.

7. To consider a quote from Adam Washington for works required to address overhanging trees following Parish Council instruction for a Tree Survey to be carried out.

Members considered the proposed works, taking into account health and safety, environmental and wildlife concerns.

RESOLVED: that the quote from Adam Washington for carrying out works on overhanging trees at a total cost of £2,800.00 be approved on the condition that the only works to be carried out are those that are required for health and safety reasons.

8. To consider upgrading the office Photocopier and entering into a new lease with the current provider.

RESOLVED: that the office Photocopier be upgraded and that the Council enters into a new 5-year lease with Euro Digital Systems at a cost of £243.78 per quarter.

9. To review Payroll services and consider available alternatives.

Members reviewed the current Payroll services and considered available alternatives.

RESOLVED: that the Parish Council continues to use Integra Yorkshire Ltd for its Payroll services at a total cost of £23.50 per month for 3 employees plus £10 per month for pension management.

10. To consider the Clerk's IT and communications report and agree any necessary actions.

Email Management and Archiving

RESOLVED: that the creation of a Compliance Officer email account be approved, utilising the current licence already in place for a former member of staff (£7.50/m).

Internet and Telephone System Upgrade (FTTP & VoIP)

RESOLVED: that the quote from DRD Communications for the upgrade to the internet and telephone system be approved and a new telephone handset be purchased as follows:

Product	One Off	Monthly
FTTP 330/50	£114.13	£42.64
Number Ports 2 x single	£20.00	£0.60
Base User 12 months	£0.00	£4.50
Voicemail	£3.00	£0.80

HG	£0.00	£0.00
Cordless handset W73P	£85.12	£0.00
Handset delivery	£13.50	£0.00
TOTAL	£235.75	£48.54

Clerk's Computer – User Profile Update

RESOLVED: that the User Profile update and data transfer for the Clerk's computer be approved, on the condition that it takes place in the new financial year should it come with cost implications.

Remote Working Access

RESOLVED: that no decision was required as the remote access request was no longer needed.

Councillor Email Security

RESOLVED: that a full password reset for Councillor email accounts be approved.

Public-Use PC

RESOLVED: that the Parish Council no longer requires a public-use PC.

11.To consider a request from the Community Library to provide funding for its OAP Christmas Tea – Councillor S Pallett.

Councillor Pallett outlined the Community Library's request for a retrospective donation towards its OAP Christmas Tea, which took place on Sunday 14th December, and aimed to support elderly residents in Upton and North Elmsall by helping to reduce isolation and loneliness within the community.

RESOLVED: that the Parish Council supports the request in principle and will consider the level of donation once details of purchases and associated costs have been provided, with the matter to be included on a future agenda once the information has been received.

12.Delegation

12.1. To give retrospective delegated authority to the Clerk to sign the contract on behalf of the Parish Council for the Pantomime entertainment.

RESOLVED: that the Clerk be given retrospective delegated authority to sign the contract for the Pantomime entertainment.

- 12.2. To review and adopt the draft Scheme of Delegation.
RESOLVED: that the draft Scheme of Delegation be adopted.

13. Expenses and Mileage Claims

- 13.1. To consider the reimbursement of costs totalling £80.00 for the purchase of roses for various sites across Upton – requested by Councillor C Merrington.
RESOLVED: that £80.00 be reimbursed to Councillor C Merrington for the purchase of roses for various sites across Upton.
- 13.2. To review and adopt the draft Expenses and Mileage Policy.
RESOLVED: that the draft Expenses and Mileage Policy be reviewed and adopted.

14. Financial Matters

- 14.1. To review the draft Budget for 2026/27 and discuss any additions or alterations.
 Members discussed the draft budget for 2026/27 at length and suggested alterations in some areas.

RESOLVED: that the alterations be made to the draft budget for 2026/27 and that the Clerk bring the amended draft budget to the January Parish Council meeting for approval.
- 14.2. To approve the accounts for payment for December 2025.
RESOLVED: that the accounts for payment for December, totalling £9,657.42 (£8,434.08 + £1,223.34 VAT) be approved for payment.

 A copy of the list of accounts for payment can be found at Appendix 1.
- 14.3. To receive the list of payments made in November 2025.
RESOLVED: that the list of payments made in November 2025 be received.

 A copy of the list of payments made can be found at Appendix 2.
- 14.4. To receive the bank reconciliations for Cashbooks 2, 3 and 5 for October 2025.
RESOLVED: that the signed bank reconciliations for October 2025, showing a cash balance of £91,258.91 (Cashbook 2), £13.37 (Cashbook 3), and £14.60 (Cashbook 5), be received.

- 14.5. To receive the bank reconciliations for Cashbooks 1 and 6 for November 2025.

RESOLVED: that the signed bank reconciliations for November 2025, showing a cash balance of £16,119.27 (Cashbook 1) and £73,429.15 (Cashbook 6), be received.

15.Planning

- 15.1. To receive and consider any new planning applications.

RESOLVED: that the following planning applications be received and no objections raised:

App No	Address	Proposal
25/02296/FUL	Woodend, Wrangbrook Road, Upton, Pontefract, WF9 1JU	Erection of an ancillary annexe
25/02295/CPL	Woodend, Wrangbrook Road, Upton, Pontefract, WF9 1JU	Certificate of lawfulness for the siting of a mobile home for use ancillary to the main dwelling

- 15.2. To note any planning decisions received.

RESOLVED: that the following planning decisions be noted:

App No	Address	Proposal	Decision
25/01876/FUL	48 High Street, Upton, Pontefract, WF9 1HQ	Change of use from funeral directors (Use Class E) with ancillary residential dwelling at first floor (Use Class C3) to 2no. flats (Use Class C3) including external alterations	Application Refused
24/00927/FUL	Upton ARLFC Clubhouse, Quarry Lane, Upton, Pontefract, WF9 1HQ	Single storey side extension to single storey building to form new changing rooms	Application Approved

16.To consider sending a response to WMDC on the Wakefield District Design Code Draft Supplementary Planning Document Consultation.

RESOLVED: that the Parish Council submits comments to the Wakefield District Design Code Draft Supplementary Planning Document consultation, supporting the inclusion of mandatory environmental sustainability standards within the Design Code for all new development.

17.To consider a request from a resident for the Parish Council to take action regarding the lack of bus services in Upton.

Members considered the comments raised by a resident regarding the lack of bus services in the village.

RESOLVED: that the Parish Council contact the District Councillors for Upton to request that they look into the situation on behalf of the resident.

18.To note that the Parish Council office will be closed from 4:00pm on Friday 19th December 2025 and will reopen at 8:30am on Monday 5th January 2026.

The Chair informed members that the time of closure on Friday 19th December had been amended to 2:00pm.

RESOLVED: that the Parish Council office is to be closed for Christmas from 2:00pm on Friday 19th December 2025 and will reopen on Monday 5th January 2026 at 8:30am.

19.To note that the next meeting of the Parish Council will take place on Tuesday 20th January 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council would be held on Tuesday 20th January 2026 at 6:30pm at the Village Hall.

Accounts Payable
Upton and North Elmsall Parish Council
Dec-25

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19.11.2025	Huws Gray	Tree Chamber	£47.16	£9.43	£56.59
25.11.2025	Newstead Nurseries Ltd	10ft Christmas Tree	£58.33	£11.67	£70.00
27.11.2025	Cllr L Taylor	Magnets for Notice Boards	£9.99	£0.00	£9.99
27.11.2025	Cllr L Taylor	Ink Cartridge	£43.61	£0.00	£43.61 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Correction Tape	£12.75	£0.00	£12.75 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Whiteboard Markers	£10.50	£0.00	£10.50 CHAIRS ALLOWANCE
27.11.2025	Cllr L Taylor	Correction Fluid	£4.98	£0.00	£4.98 CHAIRS ALLOWANCE
28.11.2025	Cllr L Taylor	Ink Cartridge & Markers	£49.75	£0.00	£49.75 CHAIRS ALLOWANCE
28.11.2025	Adam Washington	Installation of Christmas Decorations	£160.00	£0.00	£160.00
28.11.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
30.11.2025	Newstead Nurseries Ltd	2 x 10ft Christmas Trees	£100.00	£20.00	£120.00
01.12.2025	PHS Group	Hygiene Services	£1,013.95	£202.79	£1,216.74
01.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
02.12.2025	Shaw Toilet Hire	School Street Allotment	£125.00	£25.00	£150.00
02.12.2025	Shaw Toilet Hire	Harewood Lane Allotment	£125.00	£25.00	£150.00
05.12.2025	H Senior	2 x Outdoor Tree Christmas Lights	£80.98	£0.00	£80.98
05.12.2025	Midland Entertainment	Pantomime Entertainment	£1,600.00	£320.00	£1,920.00
05.12.2025	H Senior	Refreshments for Pantomime	£30.50	£0.00	£30.50
08.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
10.12.2025	Adam Washington	2 x Installation of Christmas Decorations/Christmas Trees	£320.00	£0.00	£320.00
15.12.2025	ADT Fire & Security	Intruder Alarm Maintenance	£267.25	£53.45	£320.70
15.12.2025	Inscape Construction	New office build - Remaining Balance	£1,920.00	£384.00	£2,304.00
15.12.2025	Inscape Construction	Contingency - Electrical/Gas works & Decorating	£860.00	£172.00	£1,032.00
16.12.2025	Adam Washington	Bin Emptying	£120.00	£0.00	£120.00
			£8,434.08	£1,223.34	£9,657.42

Date: 08/12/2025

Upton & North Elmsall Parish Council

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Time: 16:27

Cashbook 1

User: CLERK

Current A/c

For Month No: 8

Payments for Month 8

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/11/2025	Itsa Goal Posts Ltd	8810	1,687.99		281.33	4120	137	1,406.66	Goal Posts
05/11/2025	Shaw Portable Toilet Hire	8807	300.00		50.00	4005	120	125.00	Toilet Hire - School Street
						4005	121	125.00	Toilet Hire - Harewood Lane
05/11/2025	PPL PRS Ltd	DDR	328.08		54.68	4126	102	273.40	Music Licence
06/11/2025	Creative Pension Trust	DDR	32.40		5.40	4001	101	27.00	Pension Administration
07/11/2025	Cllr P Dainty	DDR	309.98			4235	134	309.98	Portable PA System
11/11/2025	Friends of the Community	8827	500.00			4191	110	500.00	Foodbank Grant - Third Payment
12/11/2025	Euro Digtial Systems	DDR	49.92		8.32	4041	101	41.60	Photocopying Charges
13/11/2025	Scottish Water - Business	DDR	12.27			4105	135	12.27	Water Charges-Memorial Garden
14/11/2025	Inscape Construction	DDR	2,181.60		363.60	4115	102	1,818.00	Office Build - Deposit
17/11/2025	Peninsula HR	DDR	229.63		36.48	2009	101	193.15	HR Services
20/11/2025	Cllr C Merrington	DDR	14.01		2.34	4212	140	11.67	Lawnmower Fuel
20/11/2025	Cllr C Merrington	DDR	56.70			4151	103	56.70	Mileage Claim - Sept & Oct 25
20/11/2025	ADT Fire and Security	DDR	15.04		2.51	4110	102	12.53	Intruder Alarm Services
20/11/2025	ADT Fire and Security	DDR	339.65			4110	102	339.65	Card Access-Annual Maintenance
20/11/2025	Shaw Portable Toilet Hire	DDR	90.00		15.00	4005	120	75.00	Toilet Hire - School Street
20/11/2025	Shaw Portable Toilet Hire	DDR	90.00		15.00	4005	121	75.00	Toilet Hire - Harewood Lane
20/11/2025	Wakefield District Council	DDR	11,835.66		1,972.61	4160	103	9,863.05	By-Election Charges
20/11/2025	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Rodent Maintenance
20/11/2025	Yorks Local Council Assn	DDR	10.00			4010	101	10.00	Training - .Gov.uk Domain
20/11/2025	Yorks Local Council Assn	DDR	73.00			4010	101	73.00	Training - New Clerk Induction
20/11/2025	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Training - Allotment H&S
20/11/2025	Yorks Local Council Assn	DDR	27.40			4010	101	27.40	Training- Allotment Management
20/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/11/2025	Safety Signs 4 Less	DDR	21.49		3.58	4047	101	17.91	H&S Law Poster
20/11/2025	A Spencer	DDR	124.80			4235	134	124.80	Panto '25 Hotdogs
20/11/2025	A Spencer	DDR	40.95			4235	134	40.95	Panto '25 Sweets
20/11/2025	A Spencer	DDR	67.96			4235	134	67.96	Panto '25 Crisps
20/11/2025	A Spencer	DDR	25.96			4235	134	25.96	Panto '25 Orange Juice
20/11/2025	A Spencer	DDR	25.96			4235	134	25.96	Panto '25 Blackcurrent Juice
25/11/2025	T & D Contractors	DDR	672.00		112.00	4113	136	190.00	Goal Posts
						4024	121	290.00	Gate Post Repair Harewood Lane
						4113	130	80.00	Gate Post Repair Top Stables

Continued on Page 237

Payments for Month 8				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
25/11/2025	T & D Contractors	DDR	7,140.00		1,190.00	2006	120	5,950.00	School St Fence - 1st Payment
25/11/2025	Cllr L Taylor	DDR	15.93			4235	134	15.93	Elf Tights - Panto '25
25/11/2025	H Senior	DDR	51.16			4115	102	51.16	Village Hall Xmas Lights
25/11/2025	H Senior	DDR	44.99			4220	140	44.99	Outdoor Xmas Tree Lights
26/11/2025	British Gas Business	DDR	200.83		9.56	4108	102	191.27	Village Hall Heating
26/11/2025	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H & S Services
26/11/2025	Cllr L Taylor	DDR	26.32			2002	102	26.32	Blue Roll
26/11/2025	Adam Washington	DDR	160.00			4115	102	160.00	Christmas Decs Installation
26/11/2025	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
28/11/2025	Utility Warehouse	DDR	120.16		19.62	4040	101	100.54	Phone & Broadband
28/11/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
Total Payments for Month			32,030.56	0.00	4,222.95			27,807.61	
Balance Carried Fwd			16,119.27						
Cashbook Totals			48,149.83	0.00	4,222.95			43,926.88	

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MINUTES OF A MEETING OF THE ALLOTMENT & COMMUNITY GARDEN COMMITTEE

Held on Tuesday 6th January 2026 at 6:30pm at the Village Hall

1. Attendance

Councillors:

Cllr. S. Spencer – Chairman

Cllr. C. Merrington

Cllr. L. Taylor

Cllr. E. Farmer

Allotment Representatives:

H. Owen – Harewood Lane

K. Stringfellow – Harewood Lane

Helen Senior - Parish Clerk & RFO

Mrs. Angela. Spencer – Admin & Allotment Manager

Apologies for Absence:

Allotment Representative - Julie Green

2. Welcome and Chairperson's Opening Remarks

The Chairman, Cllr. S. Spencer opened the meeting at 6.30pm and welcomed everyone. No members of the public attended, and therefore, no public session was required.

3. Declarations of Interests and Dispensations

Declarations of Interest:

No declarations of interest were received.

Applications for Dispensation:

No applications for dispensation were received.

4. Minutes from Previous Meeting (3rd of November 2025)

Resolved that the minutes of the previous Committee meeting be approved and signed by the Chair.

5. Review 2025-2026 budget

Resolved that the budget of what had been spent so far be received and noted.

6. Review 2026-2027 budget

Resolved that the proposed budget of £10,000.00 be approved.

7. Approval of Costings for Shed – Stable Block Two

The Allotment Manager reported that the shed previously promised had been stolen. Following discussion, the Allotment Committee resolved to purchase a replacement shed from TJ Sheds, Pontefract. The approved cost is £984.00, which includes an 8 x 6 pent shed, base, fitting, and delivery. The shed will be used as a tack room.

8. Approval of Quote from T&D

The Committee discussed and approved the proposed works by T&D. Paving slabs will be sourced from the School Street allotment site and used to form the base for the new shed at Stable Block Two. The shed will be securely cemented in place.

Resolved that T&D be instructed to lay the base for the new shed, subject to the new quote for the revised works being received. The Clerk was given delegated authority to approve the new quote.

9. Village Show Discussion

The Committee discussed the possibility of holding a Village Show, and members expressed support for the idea.

Resolved that the Allotment Manager would arrange an informal meeting with interested members prior to the next allotment meeting in March, allowing time for ideas and proposals to be developed.

10. General Update – Harewood Lane Allotments

- All plots are currently occupied.
- Improvements have been made to the car park at the site entrance.
- Bays at both ends of the allotment site have been emptied.
- Gates at the middle entrance have been repaired and are now operating correctly, with the ability to be securely locked.
- Allotment holders have reported that the repairs to the car park, bays, and gates have been completed to a good standard by T&D contractors. The gates are now able to be closed and locked as designed, something that had never been possible before.

As Julie Green was unable to attend the meeting, it was agreed that she will be invited to provide updates on Plot 10 and the Eco Plot at the next meeting in March.

11. Date of Next Meeting

Resolved that the next meeting would be held on Tuesday 3rd March 2026.

Meeting Closed: 7.30 pm.

Signed: _____

Chairperson: Cllr. S. Spencer

Date: _____



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01977 645351

PARISH CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

CASUAL VACANCY & CO-OPTION POLICY

1. Purpose

This policy sets out the procedure to be followed by Upton & North Elmsall Parish Council when a casual vacancy occurs and explains how the Council will lawfully and transparently fill that vacancy, either by election or by co-option.

This policy operates alongside the Council's adopted Standing Orders and relevant legislation.

2. Definition of a Casual Vacancy

A casual vacancy arises when a Parish Councillor:

- resigns,
- dies,
- becomes disqualified,
- or otherwise ceases to hold office before the end of their term.

3. Notification of Vacancy

Upon receipt of a resignation or confirmation of a vacancy:

- The Proper Officer (Clerk) shall notify the District Council's Electoral Services team.
- The Proper Officer shall display the statutory notice in a conspicuous place within the parish (and, where appropriate, on the Council's website), informing electors of the vacancy and their right to request a by-election.

4. By-Election Procedure

- Electors have 14 working days (excluding weekends, bank holidays and other notified days) from the date of the notice to request a by-election.
- A by-election must be held if ten registered electors submit a written request to the District Council within this period.
- The cost of any by-election will be met by Upton & North Elmsall Parish Council.
- If a by-election is called, the District Council will manage the election process. The Parish Council's involvement will be limited to supporting statutory notices as required.

5. Co-option Procedure

If no valid request for a by-election is received within the statutory period, the District Council will confirm that the Council may fill the vacancy by co-option.

The Council is committed to an open, fair and transparent co-option process.

5.1. Invitation for Applications

- The Proper Officer shall advertise the vacancy in a conspicuous place within the parish, inviting applications from interested persons.
- The vacancy will normally be advertised for 10–14 days.

5.2. Eligibility Criteria

Applicants must be eligible under Section 79 of the Local Government Act 1972, meaning they must:

- be aged 18 or over; and
- satisfy at least one of the following:
 - be a registered elector for the parish; or
 - have lived in the parish for the preceding 12 months; or
 - have rented or tenanted land in the parish for the preceding 12 months; or
 - have their principal place of work in the parish; or
 - live within three miles (direct distance) of the parish boundary.

- Applicants must not be disqualified under Section 80 of the Local Government Act 1972.

5.3. Consideration of Applications

- Applications will be considered at a properly convened Parish Council meeting under the agenda item: *“To receive written applications for the office of Parish Councillor and to co-opt a candidate to fill the vacancy.”*
- The Council may:
 - consider written applications only; or
 - invite applicants to attend a meeting to speak briefly about themselves.

5.4. Confidentiality

- Applicant presentations may take place in public.
- Where councillors discuss the merits or personal attributes of applicants, the Council may resolve to exclude the press and public in accordance with Standing Order 3(d).
- The formal vote and resolution must take place in public session.

5.5. Voting

- Co-option decisions must be made at a quorate meeting of the Parish Council.
- Voting shall be conducted in accordance with the Council’s Standing Orders.
- The successful candidate shall be appointed by a simple majority vote.
- In the event of a tie, the Chair may exercise a casting vote, where permitted by Standing Orders.

6. Appointment and Acceptance of Office

- The successful candidate must sign a Declaration of Acceptance of Office before acting as a councillor.
- The councillor must agree to observe the Council’s adopted Code of Conduct.
- A Register of Interests form must be completed within 28 days of appointment.

7. Record-Keeping

The Proper Officer shall retain copies of applications, declarations, and related documentation in accordance with data protection and information management requirements set out in the Standing Orders.

8. Review of Policy

This policy will be reviewed periodically by Upton & North Elmsall Parish Council and updated as necessary to reflect legislative changes or best practice.



UPTON & NORTH ELMSALL PARISH COUNCIL

NOTICE OF CO-OPTION

Have your say in your local community!

The Parish Council is seeking to co-opt a Parish Councillor

What's involved?

- Representing the views of local residents
- Helping make decisions for the parish
- No previous experience required

Who can apply?

- Aged 18 or over
- Live in the parish or within three miles, or
- On the parish electoral register

How to apply:

Download an application pack from the Parish Council website or contact the Clerk to receive one by email or post



Closing Date: Friday 6th February 2026



www.up-ne-parishcouncil.co.uk



01977 645351



info@up-ne-parishcouncil.co.uk



Village Hall, Harewood Lane, Upton, WF9 1JB





UPTON AND NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRACT, WF9 1JB
01977 645351

CLERK AND RFO: info@up-ne-parishcouncil.co.uk
ADMIN & ALLOTMENT MANAGER: admin@up-ne-parishcouncil.co.uk

Date:

Dear ,

Thank you for your interest in applying to be co-opted as a Parish Councillor for Upton & North Elmsall Parish Council.

Please find attached the application pack, which includes:

- Information about the Parish Council and the role of a Parish Councillor
- The Council's Casual Vacancy and Co-option Policy
- The application form

The closing date for applications is Friday 6th February 2026.

If you have any questions about the role, the application process, or would like an informal conversation before submitting an application, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'H. Senior', with a long horizontal flourish underneath.

Miss Helen Senior
Parish Clerk & RFO



UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRACT, WF9 1JB
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PARISH COUNCILLOR CO-OPTION – INFORMATION FOR APPLICANTS

About Upton & North Elmsall Parish Council

Upton & North Elmsall Parish Council is the first tier of local government, working on behalf of residents to represent local views and support the wellbeing of the parish.

The Council deals with a wide range of local matters, including:

- Representing residents' views to other authorities
- Managing local facilities and services (e.g. allotments, village hall, playgrounds)
- Planning and hosting local events
- Supporting community projects and initiatives

The role of a Parish Councillor

Parish Councillors are elected or appointed volunteers who work together to make decisions in the best interests of the community.

The role involves:

- Attending Parish Council meetings (normally held on the third Tuesday of the month at the Village Hall at 6:30pm)
- Reading agendas and papers in advance of meetings
- Listening to residents' concerns and views
- Working respectfully with other Councillors and officers
- Making collective decisions in line with Council policies
- No previous council experience is required. Training and support are available.

Time Commitment

The time commitment varies, but typically includes:

- Attendance at Council meetings
- Occasional additional meetings, training, or community events (optional)

Other Information

- Parish Councillors are not paid, but reasonable expenses may be claimed
- Councillors must follow the Council's Code of Conduct
- A Register of Interests must be completed following appointment

If you are interested in the role but would like more information before applying, you are welcome to contact the Clerk for an informal discussion.

DRAFT

UPTON & NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRAC, WF9 1JB
01977 645351



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APPLICATION FOR CO-OPTION

Please complete this form in full. All information will be treated confidentially and used only for the purpose of assessing your application for co-option.

Return completed forms to the Proper Officer by the stated deadline.

1. Personal Details

Full Name:

Address:

Postcode:

Telephone:

Email:

2. Eligibility

Please confirm that you meet at least one of the eligibility criteria under Section 79 of the Local Government Act 1972.

- ☐ Registered elector for the parish
- ☐ Resided in the parish for the past 12 months
- ☐ Occupied land or premises in the parish for the past 12 months
- ☐ Principal place of work in the parish
- ☐ Lived within three miles of the parish boundary

3. Statement of Interest

Please explain why you wish to become a Parish Councillor and what skills or experience you would bring:

DRAFT

4. Declaration

I confirm that the information provided is true and accurate.

Signature:

Date:

UPTON & NORTH ELMSALL PARISH COUNCIL**ORDINARY MEETING OF COUNCIL**

Tuesday 20th January 2026

RE-SITING OF BOULDERS ON ROSE ESTATE PLAYING FIELD**1. Background**

At the Council meeting in February 2025, Councillors approved a quotation from T&D to re-site the existing large boulders at the Rose Estate playing field to act as a deterrent to quad bikes accessing the field.

Since that time, the works have not been undertaken, and no formal resolution has been passed by Council to rescind or amend the February 2025 decision.

At the June 2025 meeting, Council resolved to arrange a site visit to the playing field. This site visit did not subsequently take place.

2. Current Position

The Clerk has recently received a new complaint regarding damage to the playing field caused by unauthorised quad bike use. This indicates that the issue remains ongoing and that remedial action is still required.

T&D have now re-confirmed their quotation to re-site the existing boulders. The revised quotation is the same cost and scope as the quotation approved by Council in February 2025.

3. Proposed Way Forward

To address the renewed damage concerns while ensuring the works are implemented effectively, it is proposed that Council confirms the re-siting of the existing boulders and approves the contractor's quotation, with a small group of Councillors undertaking a site visit to agree the precise positioning of the boulders prior to works commencing.

4. Recommendations

Council is asked to RESOLVE to:

- Proceed with the re-siting of the existing boulders at Rose Estate playing field;
- Approve the quotation from T&D to undertake the works; and
- Appoint a small group of Councillors to agree the final positioning of the boulders on site and authorise the Clerk to instruct the contractor accordingly.

UPTON & NORTH ELMSALL PARISH COUNCIL

ORDINARY MEETING OF COUNCIL

Tuesday 20th January 2026

PURCHASE OF LAPTOP FOR HOMEWORKING

1. Purpose of Report

To seek Council approval for the future purchase of a laptop for the Clerk to enable remote working in emergency situations.

2. Background

Recent periods of poor weather, combined with statutory deadlines and time-sensitive administrative requirements, have highlighted the potential need for the Clerk to work remotely in exceptional circumstances. At present, the Clerk does not have access to a dedicated Council-owned laptop suitable for this purpose.

While remote working is not routinely required, having appropriate equipment available would support business continuity should access to the office be temporarily disrupted.

3. Proposal

It is proposed that the Council approve the purchase of a laptop for the Clerk, to be used solely for Council business and primarily in emergency or exceptional circumstances where working from home is necessary.

The laptop would be purchased from the Council's existing IT provider, Pro Logic, ensuring compatibility with current systems and ongoing IT support.

4. Financial Implications

Due to current budget constraints, the purchase would take place in the new financial year (from April).

The estimated cost is up to £500, subject to final specification and quotation.

Approval at this stage would allow the Clerk to proceed with the purchase promptly once the new financial year begins, without delaying operational readiness.

5. Risk and Governance Considerations

- The laptop would remain Council property at all times.
- Existing data protection, security, and acceptable use policies would apply.
- The equipment would support continuity of service during unforeseen events.

6. Recommendation

That the Council approve the purchase of a laptop for the Clerk, up to a maximum value of £500, to be purchased from Pro Logic in the new financial year.

UPTON AND NORTH ELMSALL PARISH COUNCIL

Parish Grant Scheme 2025

Application form

Name of group:	UPTON FISHING CLUB
Main group contact: (Full name and title)	
Position in group	
Address	
Telephone	
E-mail	
Provide a detailed description of the project and who will benefit from it	TO PURCHASE A C4 MINI EXCAVATOR + LAUNCHES TO ENABLE THE MEMBERS TO CUT BACK THE TREES/SHRUBS AROUND THE LAKES, WHICH SOME ARE OUR RESPONSIBILITY BUT ALSO WMDC. WHICH THEY SHOULD DO BUT NEVER DO. THIS IS NOT ONLY AROUND THE LAKE BUT ALSO THE CAR PARK ETC. WE EMAIL/RING/CONTACT WMDC COUNCILLORS/MP/ AND STILL NO ACTION, THE FISHING CLUB HAVE TO CARRY OUT MOST OF THE WORKS TO THE PARK AROUND THE CAR PARK AND LAKE. WE HAVE DONE A LOT OF WORK E.G. NEW CONCRETE PLATFORMS, NEW PATIS AROUND THE LAKE WHICH ARE WMDC, CUT BACK ALL CROSBURY, UNBLOCK DRAINS, ETC.
Say how you know there is a need for your project	WE HAVE BETWEEN 300 TO 400 MEMBERS, WITH OVER 100 UPTON MEMBERS, THE COMMITTEE ARE MAINLY UPTON BORN, BUT UNFORTUNATELY WHEN WORKS ARE TO BE CARRIED OUT ONLY A SMALL NUMBER DO ANY WORKS AND ITS MAINLY OAPS. THIS WORK IS DIFFICULT AND REQUIRES SOME MEMBERS TO GO ON TO THE LAKE IN A SMALL BOAT BUT WITH THE CUTTERS WE WILL ONLY HAVE TO CLEAR UP. THE MINI DIGGER IS OWNED BY A MEMBER AND HE DOES THE WORK FOR US JUST AT HIS COST, WHICH HAS BEEN GREAT.

What are the full costs of the project (including VAT if applicable)	£2,730 inc VAT FOR THE CUTTER. IT ALSO NEEDS A PART TO CONNECT TO THE MACHINE WHICH COST £750 inc VAT WHICH WE UPTON FISHING CLUB WILL PURCHASE IF OUR GRANT IS FUNDED.
Where is other funding from the project to come from? (Tell us the funder and the amount you expect from them) *If applicable.	Funder ... UPTON FISHING CLUB ... £ 750 Funder £..... Funder £.....
Please tell us the stage at which your other applications are at, ie just applied, awaiting outcome of application or funding confirmed.* *If applicable.	AS AND WHEN FUNDING GRANTED.
What contribution to these costs would you like from the parish council?	£2,730 inc VAT.
Is this contribution for a specific element of the project?	/
What is the structure of your organisation?	Informal group ☐ Registered charity ☐ Other ☒ Please give details below U.F.C. HAS A CONSTITUTION AND HAS BEEN SELF FUNDING FOR OVER 30 YEARS

Citizens Advice Wakefield
District Generalist Advice
Outreach Service for Upton &
North Elmsall

Annual Report 2025

About the service

- The outreach service is held on the first and third Wednesdays of the month at The Village Hall
- Each session has a drop-in service between 10 and 12 where clients can attend without an appointment (we have capacity to see up to 5 clients at each drop-in session).
- After the drop-in session there is a pre-booked appointment at 12:30. This is for clients who need longer follow up consultations for more complex issues or for help with forms, letters, telephone calls etc. These slots are usually filled by clients using the outreach drop-in session but also those who call or email us and live in Upton & North Elmsall.
- It is a Generalist Outreach service (Help with Welfare Benefits & other financial support, Consumer Rights, Housing issues, Work, Family and more. Clients with Energy and Debt issues are referred to our specialist team.
- During 2025 we helped 45 clients, a slight increase on the 43 we helped in 2024. We recorded financial outcomes for these clients of **£57,494**. We have seen an increase in more in-depth client work during 2025- 40 clients, some who were seen on multiple occasions and just 5 'simple/quick enquiries' (in 2024 we recorded 28 'full' clients and 15 'simple/quick enquiries'.
- See Dashboard reports for breakdown of client work.

Clients: Refers to the number of new clients seen during the period of the report that required the creation of a full client case record.

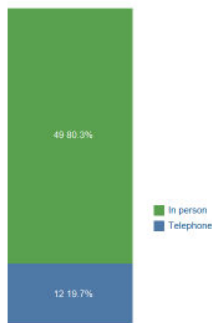
Quick Client Contacts: Refers to additional clients with quick and simple enquiries that did not require the creation of a full client case record or did not give consent to record one.

Activities: Refers to the number of contacts with clients during the period of the report (follow up appointments, return visits)

Summary

Summary		
Clients		40
Quick client contacts		5
Issues		150
Activities		61
Cases		37
Outcomes		
Income gain	£51,761	
Re-imbursements, services, loans	£84	
Other	£600	

Channel



Issues

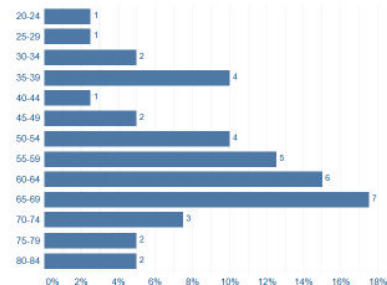
Issues	Clients
Benefits & tax credits	24
Benefits Universal Credit	11
Charitable Support & Food Ban...	1
Consumer goods & services	2
Education	1
Employment	1
Financial services & capability	1
GVA & Hate Crime	1
Health & community care	4
Housing	10
Immigration & asylum	1
Legal	6
Relationships & family	5
Tax	2
Travel & transport	3
Utilities & communications	3
Grand Total	150

Top benefit issues



Top debt issues

Age



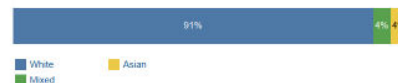
Gender



Disability / Long-term health



Ethnicity



Outcomes

NOTE: this report is based on a casenote being recorded in a period. For smaller projects or projects where an outcome is being recorded in a period (but a casenote has not been recorded) your outcome may not be included. Please check the C2a outcomes report if this situation applies.

Financial Outcome Category	Outcome	Clients	Number of outcomes	Total Value	Outcome per client	Avg outcome
Income gain	Benefit / tax credit gain - a new award or increase	8	13	£46,400	£5,800	£3,569
	Benefit / tax credit gain - award or increase following revision or ...	2	3	£5,361	£2,681	£1,787
	Total	8	16	£51,761	£6,470	£3,235
Other	Other (non-financial)	1	1	£600	£600	£600
	Total	1	1	£600	£600	£600
Re-imbursements, services, loans	Food provision / referral	1	1	£84	£84	£84
	Total	1	1	£84	£84	£84

Case Study

Client sought advice regarding an alleged overpayment of Universal Credit.

After the death of the husband of clients mother-in-law, the client was added to her mother-in-laws bank account in order to manage finances and to pay bills such as care home costs. Client informed the Department of Work and Pensions that this had been done in 2020, and they confirmed that the money in these accounts will not affect the client's entitlement to Universal Credit as it was not their money.

Clients' mother-in-law died in 2023, and the bank account was transferred into client's sole name. The money was then used to pay for the funeral, and the rest of the estate was distributed to the beneficiaries.

When the Department of Work and Pensions reviewed clients claim in 2025, they informed client that they are changing the decision made in 2020 as they now regarded client as a beneficiary of her MiL estate. Client disputed this and sought our assistance in challenging the decision.

We assisted client request a statement of reasons and a breakdown of the alleged overpayment and submitted a Mandatory Reconsideration challenging the decision.

This was not successful, so we assisted client make a further challenge to an Independent Appeal Tribunal. Once the appeal was lodged, the Department of Work and Pensions reviewed the decision before the hearing and after accepting that the client was in fact acting as a trustee rather than a beneficiary said the client did not owe the alleged £1270.20 overpayment and her payments would not be reduced.

Clerk | Upton and North Elmsall Parish Council

Subject: Citizens Advice Upton and North Elmsall 2025 Report and Request for consideration for 26 27 fundin

Once again we'd like to thank the Parish Council for their support of our outreach service at Upton Village Hall.

We have enclosed a report detailing the number of clients we have assisted at the sessions throughout 2025 and the financial outcomes we have helped them achieve.

This service provides a 'no appointment necessary' drop in service and also follow up appointments for more complex issues such as help with benefit claim forms or challenging decisions. The service also gives access to our benefits and Specialist Money and Energy Advice Teams.

We would like, at this point, to request that the current funding is continued from April 2026 but we would also like consideration of a request to increase the current grant by 3.5%.

As you may remember from our previous requests, the grant we receive from you only covers the direct staff costs. All the other costs including case supervision, management, IT, office and professional indemnity insurance must be covered out of our other funds and currently this means a deficit funded from our reserves.

We do understand that the financial pressures on the council are also very difficult and as a result our proposal is only that the current grant is increased to £4289 from April 2026.

If you would like to discuss this further we would welcome a meeting. It is our view that the Citizens Advice service will continue to be an important local support for the community

Regards

Training and Outreach Manager

UPTON & NORTH ELMSALL PARISH COUNCIL**ORDINARY MEETING OF COUNCIL**

Tuesday 20th January 2026

LIVE WELL WAKEFIELD – REQUEST TO USE VILLAGE HALL**1. Background**

Live Well Wakefield is an NHS-linked social prescribing service operating across the Wakefield district. The service provides one-to-one, non-medical support to adults who may be experiencing issues such as financial stress, mental wellbeing concerns, social isolation, housing difficulties, or barriers to employment.

The service works by connecting individuals with appropriate local support and helping them develop personalised action plans.

2. The Request

Live Well Wakefield have requested permission to attend sessions at the Village Hall when Citizens Advice are present. The intention is to offer complementary support to residents accessing advice services, with the potential for sessions to take place on a regular basis if agreed.

The request is exploratory at this stage, and no specific schedule or long-term commitment has yet been proposed.

3. Considerations

- The service aligns with existing community support activities currently hosted at the Village Hall.
- The sessions would be non-medical and delivered on a one-to-one basis.
- There is no request for exclusivity, and no financial commitment outlined at this stage.
- The Village Hall has limited smaller rooms suitable for private one-to-one conversations, and availability would need to be assessed to ensure sessions could be accommodated appropriately.
- Any approval may therefore need to be subject to the availability of a suitable private space at the relevant times.
- Any regular arrangement could be reviewed after an initial trial period, if members consider this appropriate.

4. Supporting Information

The original email request from Live Well Wakefield and an informational leaflet outlining the service provided are attached for members' information.

5. Recommendation

Members are asked to consider the request from Live Well Wakefield and to decide whether to approve the use of the Village Hall for sessions alongside Citizens Advice, subject to the availability of a suitable private space and any conditions members feel appropriate.



Improving our health and wellbeing could be the first step towards employment

We offer one to one support to those who are facing barriers to achieving their long-term goal of employment

Social Prescribing support

Social prescribing helps people connect to local support and activities to help address any non-medical needs that are negatively impacting on their wellbeing, which can help people feel more ready to think about employment as a positive step in the future

What to expect

- ✓ One to one conversations
- ✓ Information and advice
- ✓ Up to 3 months of support
- ✓ Personalised action plans

Non-medical needs may be:

- Financial stress
- Managing long-term conditions
- Housing concerns
- Mental wellbeing
- Bereavement support
- Social isolation
- Mobility issues
- Aids/adaptations needs
- Personal safety concerns
- Caring responsibilities
- Education needs
- Loneliness

Who can we support:

Individuals who have a long term goal of entering employment and:

- Are aged 18-66
 - Live in the Wakefield district
- OR registered with a Wakefield district GP

How to refer:

We accept self referrals, and referrals from others with consent of the person seeking support

Contact us:



01924 255363



www.livewellwakefield.nhs.uk

Budget 2026-2027

N

Forecasted Final Position 2025-2026

INCOME

Code Title	2025-26 Budget	Actual	Apr - Sept Oct	Nov	Dec	Forecast Jan	Feb	Mar	TOTAL	Variance	2026-2027 Proposed Budget
101 Administration											
1176 Precept	248,670.00	248,670.00	0.00	0.00	0.00	0.00	0.00	0.00	248,670.00	0.00	
1190 Interest Received	600.00	820.00	0.00	0.00	410.00	0.00	0.00	410.00	1,640.00	-1,040.00	1640
1999 Miscellaneous Income	50.00	12,009.00	0.00	0.00	0.00	0.00	0.00	0.00	12,009.00	-11,959.00	50
SUB TOTAL	249,320.00	261,499.00	0.00	0.00	410.00	0.00	0.00	410.00	262,319.00	-12,999.00	1,690.00
102 Village Hall	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1000 Hall Lettings	3,000.00	1,126.00	196.00	254.00	130.00	130.00	154.00	130.00	2,120.00	880.00	2120
1999 Miscellaneous Income	0.00	4,474.00	0.00	0.00	0.00	0.00	0.00	0.00	4,474.00	-4,474.00	200
SUB TOTAL	3,000.00	5,600.00	196.00	254.00	130.00	130.00	154.00	130.00	6,594.00	-3,594.00	2,320.00
120 Allotment - School Street	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1050 Allotment Rents	100.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	30.00	0
SUB TOTAL	100.00	70.00	0.00	0.00	0.00	0.00	0.00	0.00	70.00	30.00	0.00
121 Allotment - Harewood Lane	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1050 Allotment Rents	1,900.00	555.00	0.00	0.00	0.00	0.00	0.00	312.00	867.00	1,033.00	2500
1055 Allotment Key Deposits	40.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	30.00	0
SUB TOTAL	1,940.00	10.00	0.00	0.00	0.00	0.00	0.00	0.00	10.00	30.00	2,500.00
127 Stable and Grazing Rent	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1052 Stable and Grazing Rents	5,000.00	-359.00	117.00	117.00	117.00	117.00	117.00	3536.00	3,762.00	1,238.00	7500
SUB TOTAL	5,000.00	-359.00	117.00	117.00	117.00	117.00	117.00	3,536.00	3,762.00	1,238.00	7,500.00
132 Quarry Lane	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1061 Lease Income	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	500
SUB TOTAL	500.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	0.00	500.00
149 Cash For Bank	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1062 Cash Received for Bank	0.00	3,655.00	0.00	0.00	0.00	0.00	0.00	0.00	3,655.00	-3,655.00	3655
SUB TOTAL	0.00	3,655.00	0.00	0.00	0.00	0.00	0.00	0.00	3,655.00	-3,655.00	3,655.00
157 Council Van	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
1999 Miscellaneous Income	0.00	279.00	0.00	0.00	0.00	0.00	0.00	0.00	279.00	-279.00	0
SUB TOTAL	0.00	279.00	0.00	0.00	0.00	0.00	0.00	0.00	279.00	-279.00	0.00
TOTAL	259,860.00	270,754.00	313.00	371.00	657.00	247.00	271.00	4,576.00	277,189.00	-19,229.00	18,165.00

EXPENDITURE

Code Title	2025-26	Apr - Sept £171,298.89				Forecast £280,287.38						2026-2027
101 Administration	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	
2000 Mileage - Staff	0.00	28.00	0.00	0.00	0.00	0.00	0.00	0.00	28.00	-28.00	20	
2001 Clothing	350.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	350.00	0	
2003 Mobile Phones	300.00	60.00	0.00	65.30	0.00	21.60	21.60	21.60	190.10	109.90	300	
2009 HR Services	0.00	1,351.00	193.00	385.00	193.00	193.00	193.00	193.00	2,701.00	-2,701.00	2800	
2010 H&S Services	0.00	0.00	0.00	160.00	160.00	160.00	160.00	160.00	800.00	-800.00	2300	
4000 Salaries (Inc NI/PAYE)	85,000.00	64,397.00	4303.00	4162.00	8537.00	4162.00	4162.00	4162.00	93,885.00	-8,885.00	80000	
4001 Pension Administration	1,200.00	157.00	20.00	47.00	47.00	20.00	20.00	20.00	331.00	869.00	500	
4002 Salary Administration	300.00	135.00	103.25	0.00	0.00	99.00	0.00	0.00	337.25	-37.25	400	
4003 Pensions	4,800.00	2,013.00	80.00	0.00	223.41	223.41	223.41	223.41	2,986.64	1,813.36	3500	
4004 Fuel Card Charges	12.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12.00	0	
4005 Portable Toilet Hire	0.00	617.00	0.00	0.00	0.00	0.00	0.00	0.00	617.00	-617.00	0	
4010 Staff Training	1,000.00	0.00	0.00	137.80	35.00	150.00	150.00	150.00	622.80	377.20	1500	
4016 Refreshments	0.00	44.00	0.00	0.00	0.00	0.00	0.00	0.00	44.00	-44.00	50	
4020 Legal Fees	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5000	
4021 Professional Fees	9,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,000.00	0	
4022 Memberships/Subscriptions	1,000.00	1,105.00	0.00	0.00	47.00	0.00	0.00	0.00	1,152.00	-152.00	2000	
4025 Audit Fees	2,000.00	1,025.00	0.00	0.00	0.00	0.00	0.00	1025.00	2,050.00	-50.00	2150	
4026 Account Charges	70.00	8.00	0.00	0.00	0.00	0.00	0.00		8.00	62.00	0	
4032 Photocopier Lease	1,900.00	758.00	378.99	0.00	0.00	378.99	0.00	0.00	1,515.98	384.02	1600	
4034 Publications/Reference Material	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	100	
4035 Insurance	4,500.00	4,299.00	0.00	0.00	0.00	0.00	0.00	0.00	4,299.00	201.00	5000	
4040 Telephone/Broadband	1,200.00	601.00	99.00	101.00	309.00	100.00	100.00	100.00	1,410.00	-210.00	1200	
4041 Photocopier Charges	1,000.00	309.00	38.00	42.00	73.20	73.20	73.20	73.20	681.80	318.20	720	
4042 IT Support	3,360.00	2,506.00	148.00	148.00	148.00	148.00	148.00	148.00	3,394.00	-34.00	4000	
4043 Bank Charges	102.00	52.00	8.50	10.00	8.50	8.50	8.50	8.50	104.50	-2.50	220	
4045 Postage	50.00	26.30	13.60	22.00	0.00	0.00	0.00	0.00	61.90	-11.90	60	
4046 Stationery	1,050.00	126.00	0.00	0.00	10.00	500.00	0.00	0.00	636.00	414.00	1000	
4047 Office Equipment	1,000.00	850.00	0.00	18.00	0.00	0.00	0.00	0.00	868.00	132.00	2500	
4049 Supplies	0.00	39.00	0.00	0.00	0.00	0.00	0.00	0.00	39.00	-39.00	50	
4050 Advertising & Publicity	500.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	40.00	460.00	500	
4060 Website	250.00	0.00	0.00	0.00	0.00	264.00	1214.00	0.00	1,478.00	-1,228.00	2000	
4080 Direct Debit Charges	0.00	2.00	0.00	0.00	0.00	0.00	0.00	0.00	2.00	-2.00	0	
4120 Equipment Purchases	0.00	1,215.00	0.00	0.00	0.00	0.00	0.00	0.00	1,215.00	-1,215.00	1500	
4191 Donations	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0	
4244 Fuel Card Charges	12.00	7.00	0.00	0.00	0.00	0.00	0.00	0.00	7.00	5.00	0	
4299 Miscellaneous Expenses	0.00	1.00	60.00	0.00	0.00	0.00	0.00	0.00	61.00	-61.00	50	
SUB TOTAL	135,106.00	81,771.30	5,445.34	5,298.10	9,791.11	6,501.70	6,473.71	6,284.71	121,565.97	13,540.03	121,020.00	

Village Hall	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2002 Office & Cleaning Supplies	0.00	232.86	15.75	30.49	0.00	150.00	0.00	0.00	429.10	-429.10	500
4027 Skip Hire	0.00	238.00	238.00	0.00	0.00	238.00	0.00	0.00	714.00	-714.00	250
4099 Cleaning Equipment	0.00	172.00	0.00	0.00	0.00	0.00	0.00	0.00	172.00	-172.00	200
4105 Water Charges	650.00	336.00	152.00	0.00	0.00	152.00	0.00	0.00	640.00	10.00	700
4107 Electricity Charges	6,000.00	3,075.00	0.00	0.00	1,624.00	0.00	0.00	1,624.00	6,323.00	-323.00	6700
4108 Gas Charges	5,000.00	82.00	70.00	191.00	469.02	400.00	300.00	200.00	7,112.02	3,287.98	3000
4110 Building Security	0.00	187.00	0.00	352.00	0.00	1,068.14	0.00	0.00	1,607.14	-1,607.14	600
4113 General Maintenance	0.00	210.00	833.00	0.00	0.00	550.00	0.00	0.00	1,593.00	-1,593.00	2000
4115 Village Hall Improvements	7,000.00	0.00	0.00	2029.00	4,000.00	320.00	0.00	0.00	6,349.00	651.00	7000
4120 Office Equipment	600.00	632.00	0.00	0.00	0.00	300.00	0.00	0.00	932.00	-332.00	1000
4125 CCTV	0.00	2,033.00	1596.00	0.00	0.00	0.00	0.00	0.00	3,629.00	-3,629.00	1000
4126 Music Licence	400.00	0.00	0.00	273.00	0.00	0.00	0.00	0.00	273.00	127.00	300
4240 Refuse Collection	750.00	472.00	0.00	0.00	0.00	0.00	0.00	0.00	472.00	278.00	500
4299 Miscellaneous Expenses	500.00	424.00	0.00	0.00	0.00	0.00	0.00	0.00	424.00	76.00	500
SUB TOTAL	20,900.00	8,093.86	2,904.75	2,875.49	6,093.02	3,178.14	300.00	1,824.00	25,269.26	-4,369.26	24,250.00
Civic & Governance	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4150 Cllrs Telephone Allowance	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500
4151 Mileage - Cllrs	0.00	104.00	0.00	56.70	0.00	0.00	50.00	0.00	210.70	-210.70	300
4155 Chair's Allowance	1,500.00	1,219.99	0.00	15.93	181.59	0.00	0.00	0.00	1,417.51	82.49	1500
4160 Elections	12,000.00	282.00	0.00	9,863.00	0.00	0.00	0.00	0.00	10,145.00	1,855.00	13000
SUB TOTAL	14,000.00	1,605.99	0.00	9,935.63	181.59	0.00	50.00	0.00	11,773.21	2,226.79	15,300.00
Grants & Donations	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4180 JBB Contribution	14,000.00	16,798.00	0.00	0.00	0.00	0.00	0.00	0.00	16,798.00	-2,798.00	16800
4190 Grants	0.00	6,000.00	3500.00	0.00	0.00	2730.00	500.00	0.00	12,730.00	-12,730.00	10000
4191 Donations	0.00	1,000.00	0.00	500.00	0.00	0.00	1000.00	0.00	2,500.00	-2,500.00	1000
4195 Youth Provision	0.00	9,600.00	0.00	0.00	0.00	0.00	0.00	0.00	9,600.00	-9,600.00	10000
SUB TOTAL	14,000.00	33,398.00	3,500.00	500.00	0.00	2,730.00	1,500.00	0.00	41,628.00	-27,628.00	37,800.00
Allotment - School Street	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2006 School Street Re-Development	12,390.00	7,933.00	1,700.00	5,950.00	0.00	6,130.00	1,500.00	0.00	23,213.00	-10,823.00	20000
4027 Skip Hire	400.00	238.00	0.00	0.00	0.00	0.00	238.00	0.00	476.00	-76.00	0
4299 Miscellaneous Expenses	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0
SUB TOTAL	12,890.00	8,171.00	1,700.00	5,950.00	0.00	6,130.00	1,738.00	0.00	23,689.00	-10,799.00	20,000.00
Allotment - Harewood Lane	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2005 Pest Control	300.00	170.00	85.00	85.00	85.00	85.00	85.00	85.00	680.00	-380.00	500
4005 Portable Toilet Hire	0.00	58.00	125.00	200.00	0.00	0.00	0.00	0.00	383.00	-383.00	900
4024 Contractors	2,000.00	0.00	0.00	290.00	0.00	0.00	0.00	1,995.00	2,285.00	-285.00	1310
4027 Skip Hire	400.00	238.00	0.00	0.00	0.00	0.00	0.00	238.00	476.00	-76.00	250
4105 Water Charges	1,014.00	373.00	398.00	0.00	0.00	350.00	0.00	0.00	1,121.00	-107.00	1180
4120 Equipment Purchases	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	0
SUB TOTAL	3,914.00	839.00	608.00	575.00	85.00	435.00	85.00	2,318.00	4,945.00	-1,031.00	4,140.00

War Memorial		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4113	Maintenance - General	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100
4299	Miscellaneous Expenses	150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	150
SUB TOTAL		150.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	150.00	250.00

Rose Estate Playing Field		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4024	Contractors	1,050.00	2,780.00	0.00	0.00	0.00	0.00	280.00	0.00	3,060.00	-2,010.00	3000
4120	Equipment Purchases	0.00	1,495.00	0.00	0.00	0.00	0.00	0.00	0.00	1,495.00	-1,495.00	1500
SUB TOTAL		1,050.00	4,275.00	0.00	0.00	0.00	0.00	280.00	0.00	4,555.00	-3,505.00	4,500.00

Grazing Field		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4024	Contractors	1,500.00	4,450.00	0.00	0.00	0.00	450.00	0.00	0.00	4,900.00	-3,400.00	0
4105	Water Charges	500.00	647.00	296.00	0.00	0.00	300.00	0.00	0.00	1,243.00	-743.00	1300
4111	Grazing Field Maintenance	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	3310
4113	Maintenance - General	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00	0
SUB TOTAL		6,500.00	5,097.00	296.00	0.00	0.00	750.00	0.00	0.00	6,143.00	357.00	4,610.00

Stables		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4113	Maintenance - General	1,100.00	0.00	0.00	80.00	0.00	0.00	1,064.00	0.00	1,144.00	-44.00	1100
SUB TOTAL		1,100.00	0.00	0.00	80.00	0.00	0.00	1,064.00	0.00	1,144.00	-44.00	1,100.00

Events		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4235	Events	9,000.00	0.00	0.00	262.07	1,600.00	0.00	0.00	100.00	1,962.07	7,037.93	9000
SUB TOTAL		9,000.00	0.00	0.00	262.07	1,600.00	0.00	0.00	100.00	1,962.07	7,037.93	9,000.00

Memorial Garden		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4105	Water Charges	150.00	18.00	86.00	12.00	12.00	12.00	12.00	12.00	164.00	-14.00	200
4113	Maintenance - General	1,000.00	391.00	78.00	0.00	0.00	50.00	0.00	100.00	619.00	381.00	1000
SUB TOTAL		1,150.00	409.00	164.00	12.00	12.00	62.00	12.00	112.00	783.00	367.00	1,200.00

School Street Green		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4005	Portable Toilet Hire	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	-100.00	0
4113	Maintenance - General	1,000.00	0.00	0.00	190.00	0.00	2,803.00	0.00	0.00	2,993.00	-1,993.00	1000
4120	Equipment Purchases	500.00	9,607.00	0.00	1,407.00	0.00	784.60	0.00	0.00	11,798.60	-11,298.60	1000
SUB TOTAL		1,500.00	9,707.00	0.00	1,597.00	0.00	3,587.60	0.00	0.00	14,891.60	-13,391.60	2,000.00

Book Xchange		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4105	Water Charges	0.00	-79.00	0.00	0.00	0.00	0.00	0.00	0.00	-79.00	79.00	0
4113	Maintenance - General	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0
4120	Equipment Purchases	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0
SUB TOTAL		600.00	-79.00	0.00	0.00	0.00	0.00	0.00	0.00	-79.00	679.00	0.00

Miners Memorial Garden		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4024	Contractors	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0
4027	Skip Hire	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0
4113	Maintenance - General	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500
4120	Equipment Purchases	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0
SUB TOTAL		2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	500.00
Recreation/Environment		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
2004	Flower-Allotment Comp	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	500
2008	Water Displays & Bin Emptying	0.00	6,080.00	3,350.00	360.00	360.00	360.00	360.00	360.00	11,230.00	-11,230.00	7000
4024	Contractors	500.00	-3,105.00	0.00	0.00	480.00	320.00	0.00	0.00	-2,305.00	2,805.00	2000
4113	Maintenance	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2000
4120	Equipment Purchases	4,000.00	67.00	30.00	0.00	0.00	0.00	0.00	0.00	97.00	3,903.00	1000
4210	Grass Cutting	9,000.00	4,125.00	0.00	0.00	0.00	4,125.00	0.00	0.00	8,250.00	750.00	8500
4212	Fuel for Equipment	200.00	7.00	0.00	12.00	0.00	0.00	0.00	12.00	31.00	169.00	50
4214	Flower Containers	0.00	1,018.00	0.00	0.00	0.00	0.00	0.00	0.00	1,018.00	-1,018.00	1000
4219	Tools	0.00	0.00	128.00	0.00	0.00	0.00	0.00	0.00	128.00	-128.00	0
4220	Christmas Tree & Lights	10,000.00	3,687.00	0.00	45.00	370.00	0.00	0.00	0.00	4,102.00	5,898.00	12000
4299	Miscellaneous Expenses	100.00	203.97	0.00	0.00	0.00	0.00	0.00	0.00	203.97	-103.97	210
SUB TOTAL		26,000.00	12,082.97	3,508.00	417.00	1,210.00	4,805.00	360.00	372.00	22,754.97	3,245.03	34,260.00
Cllrs Training		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4152	Cllrs Training	2,000.00	398.90	335.00	64.00	0.00	75.00	0.00	175.00	1,047.90	952.10	2000
SUB TOTAL		2,000.00	398.90	335.00	64.00	0.00	75.00	0.00	175.00	1,047.90	952.10	2,000.00
Defibrillators		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4049	Supplies	500.00	0.00	1,785.00	0.00	0.00	0.00	0.00	0.00	1,785.00	-1,285.00	2000
SUB TOTAL		500.00	0.00	1,785.00	0.00	0.00	0.00	0.00	0.00	1,785.00	-1,285.00	2,000.00
Community Garden		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4005	Portable Toilet Hire	1,000.00	75.00	125.00	200.00	75.00	0.00	0.00	75.00	550.00	450.00	600
4024	Contractors	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	100
4027	Skip Hire	0.00	238.00	0.00	0.00	0.00	0.00	0.00	0.00	238.00	-238.00	250
4049	Supplies	0.00	334.00	40.00	0.00	0.00	0.00	0.00	0.00	374.00	-374.00	400
4105	Water Charges	800.00	172.00	0.00	0.00	45.36	0.00	0.00	80.00	297.36	502.64	500
4113	Maintenance	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0
4120	Equipment Purchases	500.00	17.00	0.00	0.00	0.00	0.00	0.00	0.00	17.00	483.00	100
SUB TOTAL		2,500.00	836.00	165.00	200.00	120.36	0.00	0.00	155.00	1,476.36	1,023.64	1,950.00
Flower Tubs		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4049	Supplies	0.00	178.00	0.00	0.00	0.00	0.00	0.00	0.00	178.00	-178.00	200
4120	Equipment Purchases	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	300
4222	Plants	0.00	473.00	378.00	0.00	0.00	0.00	0.00	0.00	851.00	-851.00	1000
SUB TOTAL		2,500.00	651.00	378.00	0.00	0.00	0.00	0.00	0.00	1,029.00	1,471.00	1,500.00

Eco Allotment - Harewood Lane		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4005	Portable Toilet Hire	600.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	0
4120	Equipment Purchases	200.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	200.00	200
4212	Fuel for Equipment	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	-50.00	50
SUB TOTAL		800.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	50.00	750.00	250.00

Citizens Advice		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4161	Citizens Advice	0.00	4,114.00	0.00	0.00	0.00	0.00	0.00	0.00	4,114.00	-4,114.00	4300
SUB TOTAL		0.00	4,114.00	0.00	0.00	0.00	0.00	0.00	0.00	4,114.00	-4,114.00	4,300.00

Council Van		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget
4037	Fuel for Council Van	800.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0
4049	Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
4113	Maintenance	900.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	900.00	0
4212	Fuel for Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0
SUB TOTAL		1,700.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,700.00	0.00

TOTAL	259,860.00	171,421.02	20,789.09	27,766.29	19,093.08	28,254.44	11,862.71	11,340.71	290,527.34	-30,667.34	291,930.00
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65.9% of total budget spent in first 6 months.

GRAND TOTAL	Total Proposed Expenditure minus Total Proposed Income =										273,765.00
	Less Re-Development budget (to come out of EMR)										253,765.00

Total Proposed Precept minus Total Precept 2025/26 = 5,095.00
Increase of 2.05%

Forecasted General Reserves Remaining at 31st March 2026 = £101,771 = Approx. 5 months - No issues.

UPTON & NORTH ELMSALL PARISH COUNCIL
ORDINARY MEETING OF COUNCIL
 Tuesday 20th January 2026

PRECEPT 2026/27

The following figures have been used to calculate the required precept.

The forecast General Reserves is likely to be around £101,771.17, which equates to approximately 5 months' worth of spending. This is safely within the 3-12 months expected.

Expenditure Budget	£291,930
LESS Income	-£18,165
LESS Earmarked Reserves	-£20,000
Shortfall	£253,765

Level of precept required to cover net expenditure:	£253,765
Current Tax Base:	1,778
Precept for 2026/27 per Band D:	£142.72

Equivalent Figures from 2025/26

Precept was:	£248,670
Tax Base was:	1,771
Precept per Band D was:	£140.41

Change in Precept per Band D:	£2.31
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Percentage Change:	1.65%
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Precepts per dwelling valuation band can be calculated as follows:

			<i>Indicative</i>	
Dwelling Valuation Band	Proportion of Band D Rate	<i>25/26 Charge</i>	<i>26/27 Charge</i>	<i>Annual Increase</i>
A	6/9	93.61	95.15	£1.54
B	7/9	109.21	111.01	£1.80
C	8/9	124.81	126.87	£2.06
D	9/9	140.41	142.72	£2.31
E	11/9	171.61	174.44	£2.83
F	13/9	202.82	206.16	£3.34
G	15/9	234.02	237.87	£3.85
H	18/9	280.82	285.45	£4.63

Accounts Payable
Upton and North Elmsall Parish Council
Jan-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
19/12/2025	Pegasus Fire Protection	Fire Extinguisher Service	£149.65	£29.94	£179.59
20/12/2025	Cllr L Taylor	Ink Cartridge	£37.99	£0.00	£37.99 CHAIRS ALLOWANCE
21/12/2025	Cllr L Taylor	Ink Cartridge	£34.40	£0.00	£34.40 CHAIRS ALLOWANCE
29/12/2025	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01/01/2026	Wakefield Website Design	Annual Website Hosting & Maintenance	£220.00	£44.00	£264.00
04/01/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
06/01/2026	Adam Washington	Removal of Christmas Decorations	£160.00	£0.00	£160.00
06/01/2026	ADT Fire & Security	Annual Fire Alarm Maintenance	£351.66	£87.91	£439.57
06/01/2026	Sutcliffe Play	Purchase of Replacement Play Equipment for School Street	£784.60	£156.93	£941.53
			£3,193.33	£338.88	£3,532.21

Paid on 14.01.26 under Clerk's
delegated authority to avoid late
payment.

Date: 08/01/2026

Upton & North Elmsall Parish Council

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Cashbook 1

User: CLERK

Current A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/12/2025	Cllr S Pallett	DDR	58.20			4235	134	58.20	Remembrance Day Refreshments
02/12/2025	Shaw Portable Toilet Hire	DDR	-150.00		-25.00	4005	120	-125.00	Toilet Hire - School Street
02/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	147	125.00	Toilet Hire - Community Garden
05/12/2025	Scottish Water - Business	DDR	45.36			4105	120	45.36	Water Charges
05/12/2025	Scottish Water - Business	DDR	-45.36			4105	120	-45.36	Water Charges
05/12/2025	Scottish Water - Business	DDR	45.36			4105	147	45.36	Water Charges
11/12/2025	Information Commissioner	DDR	47.00			4022	101	47.00	ICO Data Protection Fee
16/12/2025	Peninsula Services Ltd	DDR	229.63		36.48	2009	101	193.15	HR Services
17/12/2025	E.ON Electricity	DDR	1,041.73		173.62	4107	102	868.11	Village Hall Electricity
17/12/2025	HUWS Gray Group	DDR	56.59		9.43	4220	140	47.16	Xmas Tree Chamber
17/12/2025	Newstead Nurseries Ltd	DDR	70.00		11.67	4220	140	58.33	Outdoor Xmas Tree
17/12/2025	Newstead Nurseries Ltd	DDR	120.00		20.00	4220	140	100.00	2 Outdoor Xmas Trees
17/12/2025	PHS Group	DDR	1,216.74		202.79	4113	102	1,013.95	Hygiene Services
17/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	120	125.00	Toilet Hire - School Street
17/12/2025	Shaw Portable Toilet Hire	DDR	150.00		25.00	4005	121	125.00	Toilet Hire - Harewood Lane
17/12/2025	H Senior	DDR	80.98			4220	140	80.98	Outdoor Xmas Tree Lights x2
17/12/2025	Midland Entertainment	DDR	1,920.00		320.00	4235	134	1,600.00	Pantomime Entertainment
17/12/2025	H Senior	DDR	30.50			4235	134	30.50	Panto 2025 Refreshments
17/12/2025	Inscape Construction	DDR	2,304.00		384.00	4115	102	1,920.00	Second Payment - Office build
17/12/2025	Inscape Construction	DDR	1,032.00		172.00	4115	102	860.00	New Office Build - Contingency
17/12/2025	ADT Fire and Security	DDR	320.70		53.45	4110	102	267.25	Intruder Alarm Maintenance
17/12/2025	Cllr C Merrington	DDR	80.00			4222	148	80.00	Roses for the Village planters
17/12/2025	Cllr L Taylor	DDR	60.00			4155	103	60.00	2x Flowers for Staff
17/12/2025	Cllr L Taylor	DDR	9.99			4046	101	9.99	Magnets for Notice Boards
17/12/2025	Cllr L Taylor	DDR	43.61			4155	103	43.61	Ink Cartridge
17/12/2025	Cllr L Taylor	DDR	12.75			4155	103	12.75	Correction Tape
17/12/2025	Cllr L Taylor	DDR	10.50			4155	103	10.50	Whiteboard Markers
17/12/2025	Cllr L Taylor	DDR	4.98			4155	103	4.98	Correction Fluid
17/12/2025	Cllr L Taylor	DDR	49.75			4155	103	49.75	Ink Cartridge & Markers
17/12/2025	Adam Washington	DDR	160.00			4115	102	160.00	Christmas Decs Installation
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying

Continued on Page 237

Date: 08/01/2026

Upton & North Elmsall Parish Council

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Cashbook 1

User: CLERK

Current A/c

For Month No: 9

Payments for Month 9

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/12/2025	Adam Washington	DDR	320.00			4220	140	320.00	2x Christmas Tree Installation
17/12/2025	Adam Washington	DDR	120.00			2008	140	120.00	Bin Emptying
19/12/2025	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	H&S Services
29/12/2025	Pro Logic Computers (UK) Ltd	DDR	177.90		29.65	4042	101	148.25	IT Support
30/12/2025	British Gas Business	DDR	469.02		78.17	4108	102	390.85	Village Hall Gas Charges
31/12/2025	Utility Warehouse	DDR	118.18		19.29	4040	101	98.89	Phone and Broadband
Total Payments for Month			19,858.86	0.00	1,600.22			18,258.64	
Balance Carried Fwd			26,316.41						
Cashbook Totals			46,175.27	0.00	1,600.22			44,575.05	

Payments for Month 9				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/12/2025	Barclays Bank	DDR	8.50			4043	101	8.50	Commission Charges
09/12/2025	Current A/c	091225	30,000.00			200		30,000.00	Funds for Bill Payments
Total Payments for Month			30,008.50	0.00	0.00			30,008.50	
Balance Carried Fwd			43,497.32						
Cashbook Totals			73,505.82	0.00	0.00			73,505.82	