

UPTON AND NORTH ELMSALL PARISH COUNCIL
THE VILLAGE HALL, HAREWOOD LANE, UPTON
PONTEFRACT, 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 and North
Elmsall Parish Council

Date: 12th November 2025

Dear Councillor,

You are hereby summoned to attend an **Ordinary Meeting of Upton and North Elmsall Parish Council**, to be held on **Tuesday 18th November 2025 at 6:30pm** at **The Village Hall, Upton, WF9 1JB**.

Yours sincerely

A handwritten signature in black ink, which appears to read 'H. Senior', is written over a horizontal line.

Miss Helen Senior
Parish Clerk & RFO

PUBLIC SESSION

Members of the public may raise matters relating to items on the Agenda here. It would be beneficial if these are notified in advance to the Clerk. Questions not answered at this meeting will be answered in writing to the person asking the questions or may appear as an Agenda item at a later date. Members of the public are welcome to stay for the Parish 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 Chair.

Ordinary Meeting of Upton and North Elmsall Parish Council
Tuesday 18th November 2025 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 Extra Ordinary meeting of the Parish Council held on Friday 7th November 2025. **(A)**
- 3.2. To receive the draft minutes of an Allotments Committee meeting held on Monday 3rd November 2025. **(B)**

4. To receive updates on matters previously discussed and to consider any further actions. (C)

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

6. To note that following the Code of Conduct complaints to Wakefield Council earlier this year, no Councillor complained about has been found to have breached the Upton and North Elmsall Parish Council Code of Conduct.

7. To consider a quote for materials for cold frames – as requested by the Allotments Committee.

8. To consider a quote from Sutcliffe Play regarding School Street playground. (E)

9. To receive an update from WMDC regarding play area maintenance and consider next steps. (F)

10.To consider signing a Landlord and Tenant form to allow the Rugby Club to apply for grass pitch maintenance funding at Quarry Lane.

11.To consider a request from Upton Fishing Club for the Parish Council to write to WMDC on their behalf regarding maintenance issues at Upton Country Park. (H)

12.Peninsula Health and Safety Report and Proposal (I)

12.1. To receive the Health & Safety Report and SafeCheck findings from Peninsula.

12.2. To consider signing up to Peninsula's Health & Safety services contract.

13.To receive a report on moving to a .Gov.UK domain and to consider next steps. (J)

14.To consider the purchase of a mobile phone for the Clerk and SIM-only contracts for the Clerk and Admin/Allotment Manager for the sole purpose of transacting Council business. (K)

15.To consider the purchase of a Christmas Tree for placement outside the Village Hall.

16.Banking Updates

16.1. To approve the retrospective addition of the Clerk to the bank mandate.

16.2. To approve the provision of a debit card for the Clerk.

17.Planning

17.1. To receive and consider any new planning applications.

17.2. To note any planning decisions received.

18.Financial Matters

18.1. To note the receipt of the VAT Return from HMRC, totalling £1,567.38.

18.2. To consider the following financial requests from Councillors: **(L)**

18.2.1. Reimbursement of costs for Remembrance Day refreshments – requested by Councillor S Pallett.

18.2.2. Reimbursement of costs for lawn mower fuel – requested by Councillor C Merrington.

18.2.3. Mileage Claim – requested by Councillor C Merrington.

Due to current time constraints, the remaining financial documents (items 18.3–18.5) will be circulated to Councillors at the meeting.

18.3. To approve the accounts for payment for November 2025.

18.4. To receive the list of payments made in October 2025.

18.5. To receive the bank reconciliation for October 2025.

19.Future Parish Council Dates

19.1. To agree future meeting dates up to May 2026. **(M)**

19.2. To note that the next meeting of the Parish Council will take place on Tuesday 16th December 2025 at 6:30pm at The Village Hall.

20.To resolve to take item 21 in private in accordance with the Public Bodies (Admission to Meetings) Act 1960.

21.To consider granting delegated authority to the Clerk to arrange temporary cleaning services for the Village Hall during periods of staff absence, ensuring continuity of hygiene and safety standards.

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MINUTES OF AN EXTRA ORDINARY MEETING OF UPTON AND NORTH ELMSALL PARISH COUNCIL

Held on Friday 7th November 2025 at 4:30pm at the Village Hall

Present: Councillor E Farmer
 Councillor B Mears
 Councillor C Merrington
 Councillor A Miles
 Councillor S Pallett
 Councillor S Spencer
 Councillor L Taylor - Chair

Helen Senior – Parish Clerk & RFO

1. To receive apologies for absence.

There were no apologies for absence recorded.

2. To consider approval for the reasons for absence.

There were no reasons for absence submitted for approval.

3. Declarations of Interest.

3.1 To receive any declarations of interest not already declared under the Parish Council's code of conduct or members Register of Disclosable Pecuniary Interests.

There were no declarations of interest recorded.

3.2 To receive, consider and decide upon any applications for dispensation.

There were no applications for dispensation recorded.

4. **To approve and sign the minutes of a meeting of Upton and North Elmsall Parish Council held on 21st October 2025.**

RESOLVED: that the minutes of a meeting of Upton and North Elmsall Parish Council, held on Tuesday 21st October 2025, be approved as a true record and signed by the Chair.

5. **To consider quotes for the works to be carried out on the new Clerk's office.**

Members considered various quotes that had been received for the works to be carried out on the new Clerk's office.

RESOLVED: that the quote from Inscape Construction be approved at a cost of £3,738.00 plus VAT, excluding electrical works which were to be quoted for separately, and that a £1,500.00 contingency be approved to cover these electrical works.

6. **To consider a quote for Gas Servicing on the Village Hall's conversion heaters.**

RESOLVED: that the quote from Man Plumbing and Heating be approved at a cost of £50.00 for the service of the first conversion heater and £25.00 for each heater thereafter.

7. **To consider a quote for the installation and removal of the Village Hall Christmas decorations for 2025.**

RESOLVED: that the quote from Adam Washington be approved at a cost of £160.00 per day for the installation and removal of the Village Hall's Christmas decorations.

In the absence of any further business, the Chair thanked everyone for their attendance and closed the meeting.

MINUTES OF THE ALLOTMENT AND COMMUNITY GARDEN COMMITTEE MEETING

Date: 3rd November 2025

Time: 6.30 pm

Venue: The Village Hall, Harewood Lane, Upton, WF9 1JB

1. Attendance

Chairperson:

Cllr. S. Spencer

Councillors Present:

Cllr. S. Spencer – Chairman

Cllr. C. Merrington

Cllr. L. Taylor

Cllr. E. Farmer

Allotment Representatives:

Harewood Lane:

H. Owen

J. Fordham

M. Fordham

K. Stringfellow

School Street:

None in attendance

Upton & North Elmsall Parish Clerk:

Helen Senior

Allotment, Stable and Grazing Officer:

Mrs. A. Spencer

1. Apologies for Absence:

Cllr. P. Dainty

Allotment Representative: Julie Green

2. Welcome and Chairperson's Opening Remarks

The Chairman, Cllr. S. Spencer opened the meeting at 6.30 pm 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 (1st September 2025)

Chairperson: Cllr. S. Spencer

Cllr. S. Spencer introduced the new Clerk, Helen Senior, to the Committee.

5. Plot 10 Update

The Allotment Manager reported that work had been carried out on Plot 10, including:

- Installation of paving
- Construction of raised beds
- Erection of fencing

This work was funded to support Bless and the Dementia Group, enabling visits to the allotments, vegetable growing, and outdoor activities to benefit participants' wellbeing.

6. Quotes for the work were submitted to the Council by T&D.

The following quotations were presented and approved at the last council meeting.

- Car Park Improvements: Harewood Lane Allotments – Approved
- Gate Repairs: Harewood Lane Allotments – Approved
- Bays Emptying: Harewood Lane Allotments – Approved

7. Village Show Discussion

The Committee discussed holding a Village Show. Members expressed support for the idea, and the Clerk suggested several methods for organisation. It was agreed to revisit this matter at the January 2026 meeting, allowing time for members to prepare ideas and proposals.

8. General Update – Harewood Lane Allotments

All plots are currently occupied.

Letters have been sent to allotment holders keeping hens, notifying them that Tornado Pest Control will visit the site on 7th November 2025.

9. Plot 10 and Eco Plot

As Julie Green was absent, it was agreed that she would be invited to provide updates on Plot 10 and the Eco Plot at the next meeting.

10. Shed for Stable Block 2

No discussion was required, as a shed suitable for purpose has already been provided.

11. Date of Next Meeting

To be confirmed.

Meeting Closed: 7.30 pm

Signed: _____

Chairperson: Cllr. S. Spencer

Date: _____

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UPDATE ON MATTERS FROM THE PREVIOUS MEETING

Overhanging Branches – Willow Tree, Newlane Crescent

The land is owned by Vico Homes. The Clerk contacted the company regarding the issue, and they confirmed that it has been added to their system logs for their workmen to inspect the site and carry out any necessary works following the inspection.

Speeding Concerns – Common Lane

A site visit and investigation into the reported speeding issue was logged with Wakefield Council, who provided a completion deadline of 19th November. As of the date of this report, no further updates have been received. Jon Trickett MP has provided written confirmation that he will support the Parish Council's efforts in this matter.

Request for Solid White Lines – A638 (between Bell Street and Common Lane)

The request for the installation of solid white lines to prevent dangerous overtaking was initially passed internally from Highways to Wakefield Council Customer Services to be logged as a job. However, no further correspondence has been received. The Clerk followed this up on 10th November after another accident occurred in the area, and Jon Trickett MP has since provided written confirmation that he will support the Parish Council's efforts in this matter.

Covenant Update – Old Youth Club, Waggon Lane

Legal advice has confirmed that there is a covenant attached to the title of the building site requiring that the land be used as a youth club or for associated community purposes for the benefit of the residents of Upton. This provides the Parish Council and local community with an ongoing interest in the site and its use.

Although the wording of the covenant appears to be framed as a positive obligation, it is considered to operate in practice as a restrictive covenant, as it effectively prevents the land from being used for any purpose other than youth or community use. The title remains registered in the name of Wakefield Council, but a transfer is pending registration following the reported sale of the property in July 2025.

This report provides factual updates on matters previously discussed by the Parish Council. All information contained herein is accurate to the best of the Clerk's knowledge at the time of writing and is suitable for public record.

On this basis, it has been advised that the Parish Council may refer to the covenant when making representations regarding the current licensing application, as the proposed use may not comply with the existing restriction.

At the time of writing, the Clerk is uncertain whether an objection to the licence was submitted on behalf of the Parish Council within the required timeframe. An email has been sent to the Wakefield Licensing Office to confirm this and to enquire whether Council representation may still attend the hearing, which is scheduled for 17th December at 10:00am, even if an objection was not formally lodged.

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PLAY AREA REPAIRS – SCHOOL STREET

The Parish Council was notified by Wakefield MDC of damage to the play area on School Street, including a broken puzzle board that required urgent attention. Following this, Councillors visited the site and identified additional issues with the surfacing and other pieces of equipment.

As the damaged equipment presents a potential health and safety risk to children using the play area, the repairs are considered a matter of urgency.

Sutcliffe Play Ltd has provided a quotation for the supply-only of parts required for the repairs, covering:

- Rotary Puzzle Panel & fixings (Toddlerzone Unit)
- Flexi hand hold & fixings (Aktivzone Unit)
- Red hand hold & adhesive (Springie Unit)

At present, no quotation has yet been received for the installation and surfacing works, as these are carried out by a sub-contractor. Sutcliffe Play has confirmed that a request for pricing has been made and that they will forward the quote once received.

The quotation for the repair parts is attached for the Council's consideration. A labour quote is expected shortly and will be circulated to Councillors once available.

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PLAY AREA SAFETY INSPECTIONS – WMDC PROPOSAL

Following notification from Wakefield MDC of safety issues at the School Street play area, it became clear that Wakefield's Play Maintenance Team has been carrying out routine inspections of the site under an informal arrangement established some years ago.

WMDC has confirmed that, while inspections have been conducted at no charge in the past, they now require a formal agreement and payment for the continued provision of this service.

The Parish Council currently owns two play areas – School Street and Rose Estate – and regular inspections are considered essential to ensure health and safety compliance and to minimise liability risks in the event of accidents or injuries.

The Council previously agreed, at the end of 2024, to enter into a formal inspection agreement with WMDC, but this was never progressed. Earlier this year, the Council again agreed to engage ROSPA to undertake play area inspections; however, this arrangement also does not appear to have been formalised.

This now presents an opportunity to formalise an agreement with WMDC, who can provide more frequent and robust inspections in line with other play areas across the district. This approach would also bring the Council back in line with its original decision in 2024.

Recommendation

That the Council considers entering into a formal agreement with WMDC for their Play Area Maintenance Team to carry out routine inspections of both Parish Council-owned play areas, subject to confirmation of costs.

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REQUEST FROM UPTON FISHING CLUB – MAINTENANCE OF COUNTRY PARK

Upton Fishing Club has contacted the Parish Council regarding ongoing maintenance issues around the lake, entrance, and car park areas of Upton Country Park.

The Fishing Club has been advised that, as the land is owned and managed by Wakefield Metropolitan District Council (WMDC), carrying out any maintenance works does not fall within the remit of the Parish Council. They have, however, been made aware of the Parish Grant Scheme should financial assistance be required in the future.

The Fishing Club has confirmed that they have made several attempts to contact WMDC directly, as well as their local MP and District Councillors, but have not received a satisfactory response.

The Club has therefore requested that the Parish Council write to WMDC on their behalf to:

- Urge WMDC to carry out the required maintenance works as soon as possible; or
- If this is not possible, confirm whether the Fishing Club may arrange for the maintenance to be carried out themselves, including through an external contractor.

The Fishing Club feels that having the support of the Parish Council on this matter may help move the situation forward in a more timely manner.

This matter is presented for Members' consideration and discussion.

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HEALTH & SAFETY REVIEW OUTCOME AND PROPOSAL - PENINSULA SERVICES

Purpose of the Report

To seek Council approval to extend the existing agreement with Peninsula Business Services Ltd to include their Health & Safety service package. This will ensure the Council continues to meet its legal responsibilities and operates in line with current Health & Safety standards and best practice.

Background

The Council is already a client of Peninsula for HR services. As part of ongoing improvements to governance and compliance, Peninsula was asked to review the Council's current Health & Safety arrangements. A SafeCheck review was therefore carried out on 30 October 2025 to provide an independent assessment of our existing documentation, policies, and procedures.

Findings

The SafeCheck review highlighted several areas where our Health & Safety documentation and systems need to be updated or formalised to meet current standards. These include:

- The Health & Safety Policy requires review and updating.
- A Fire Risk Assessment is needed in line with statutory requirements.
- Risk assessments for work activities, manual handling, hazardous substances, lone working, and display screen equipment need to be updated and/or developed and documented.
- Procedures for recording and reporting accidents and incidents should be formalised.
- Health & Safety induction and training records should be brought up to date.
- The Council should have access to a named competent Health & Safety advisor, as required by legislation.

Some Health & Safety documents have since been located within the Council's paper records; however, many are in hard copy only and cannot easily be updated or amended. Several of these documents also appear to be outdated and no longer reflect current legislation or working practices. Establishing a complete and up-to-date digital record will help the Council demonstrate

compliance and ensure that effective Health & Safety practices are maintained across all areas of operation.

The review emphasised that while improvements are required, these are achievable through a structured approach and ongoing professional support.

Implications

Legal

The Council must ensure that its Health & Safety arrangements remain compliant with current legislation. Engaging Peninsula will provide expert guidance and ensure that policies, risk assessments, and procedures are fully aligned with statutory requirements.

Financial

Peninsula has proposed a fixed cost of £159.34 per month (plus VAT) for a 60-month term. This includes the creation and maintenance of all required Health & Safety documentation, one annual on-site visit, one Fire Risk Assessment, and access to 24/7 professional advice.

Reputational

Strengthening our Health & Safety arrangements will enhance public confidence in the Council's governance and demonstrate our commitment to providing a safe environment for staff, councillors, and residents.

Operational

The Peninsula service will provide a clear framework for Health & Safety management, ongoing updates to reflect legislative changes, and professional support to help maintain compliance in the future.

Recommendation

- To note the findings of the Peninsula SafeCheck review and the areas identified for improvement.
- To approve entering into a 60-month Health & Safety service agreement with Peninsula Business Services Ltd at £159.34 per month (plus VAT).
- To give delegated authority to the Clerk to sign the agreement on behalf of the Council.

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MOVING TO A .GOV.UK DOMAIN

Purpose of the Report

To inform Members of the options available for registering and implementing a .gov.uk domain for the Council's website and email systems, to outline the associated costs, and to seek approval for the preferred approach.

Background

Parish and town councils are now encouraged, as a matter of best practice, to use a .gov.uk domain for their website and official email addresses. This recommendation is supported by the Practitioners' Guide and the Smaller Authorities Proper Practices Panel (SAPPP).

A .gov.uk domain clearly identifies the Council as an official public body. It provides a secure and trustworthy platform that reassures residents and partners that they are dealing with a legitimate organisation. Once registered, the domain remains under the Council's control and cannot be used by any other entity.

More than half of councils have now completed this transition, and it is considered timely for this Council to do the same.

Options Overview

Website

Once a .gov.uk domain has been purchased through an approved registrar, three options are available:

- Keep the current website and link the new domain – quick and inexpensive (around £35 - £100 per year).
- Keep the current website but transfer hosting to the registrar – similar cost (£35 - £100 per year), consolidating technical support.
- Commission a new website – a modern, accessible and compliant design; one-off setup £200 - £400, plus £35 - £100 per year hosting.

A new website (Option 3) would ensure full compliance with accessibility standards and provide a refreshed, user-friendly layout.

Email

There are two main options for .gov.uk email provision:

- Web-based email – accessed via browser or app; around £50 per year for up to 25 accounts.
- Microsoft 365 Business Standard – includes email, Office applications, Teams, and secure storage; £9.60 per user per month.

It is best practice for all councillors to have official .gov.uk addresses so that council business remains separate from personal correspondence.

Retention of the .co.uk Domain

It is strongly advised that the Council retain ownership of its existing .co.uk domain (*up-ne-parishcouncil.co.uk*) for at least five years following the transition. This will prevent another party from registering it and using it in a misleading or malicious manner.

Retention also helps avoid confusion while residents and organisations adjust to the new domain. .co.uk domains typically cost £7 - £18 per year (around £10 on average), equating to approximately £50 over five years.

Recommended Way Forward

Having considered the options and associated costs, it is recommended that the Council:

- Authorise the Clerk to obtain quotations from at least three approved registrars for the domain, website and email setup, and bring these to the next Parish Council meeting for consideration.
- Register a .gov.uk domain through the approved registrar.
- Commission a new website to ensure compliance, security and accessibility.
- Adopt a hybrid email system comprising:
 - Staff (2 users): Microsoft 365 Business Standard licences (£9.60 per user per month).
 - Councillors (12 users): web-based .gov.uk email accounts (£50 per year for up to 25 users).
- Retain the existing .co.uk domain for a minimum of five years to protect the Council's identity.

Estimated Costs

Item	Quantity	Cost (approx.)
.gov.uk domain registration	1	£10–£100/year
Website hosting (new site)	1	£35–£100/year
Website design/setup (one-off)	1	£200–£400
Microsoft 365 Business Standard (staff)	2 × £9.60 × 12 months	£230/year
Webmail accounts (councillors)	up to 25 users	£50/year
Retention of .co.uk domain	1	£10/year

Estimated total (first year)	£535–£890
Ongoing annual cost (after setup)	£335–£660

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MOBILE PHONE PURCHASE AND SIM CONTRACTS

Purpose of Report

Members are asked to consider purchasing a mobile phone for the Clerk and setting up two SIM-only contracts, one for the Clerk and one for the Admin/Allotments Manager.

Current Situation

The Admin/Allotments Manager has a Council-issued mobile phone; however, the SIM card is currently Pay As You Go, which can prevent urgent calls if credit runs out while visiting the allotments or stables.

The Clerk does not have a Council-issued phone and has previously needed to share her personal number with a contractor to ensure Council business could be transacted.

Reason for Proposal

Providing Council-issued mobile phones and SIM-only contracts is essential for staff safety, communication, and data protection. Both roles involve lone working, with the Admin/Allotments Manager often attending off-site locations to carry out her responsibilities.

Dedicated Council phones ensure staff can be contacted in an emergency, protect personal contact details, and allow phone numbers to be retained for future staff, supporting business continuity and avoiding complications where supplier accounts are linked to personal numbers.

Proposed Equipment and Costs

A suitable Samsung mobile phone has been identified on Amazon at a one-off cost of £65.30, providing a reliable, low-cost option.

For connectivity, Smarty offers a SIM-only plan with unlimited calls and texts and 100GB of data per SIM. Two SIMs can be included on one account for £21.60 per month. The plan runs on a 30-day rolling basis, allowing flexibility to amend or cancel if required.

Recommendation

Members are asked to consider:

1. Purchasing one Samsung mobile phone at a cost of £65.30; and
2. Entering into a 30-day rolling SIM-only contract with Smarty at £21.60 per month for two SIMs.

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FINANCIAL REQUESTS FROM COUNCILLORS

The following financial reimbursement requests have been received for consideration:

18.2.1. Remembrance Day Refreshments

A claim for reimbursement of £58.20 has been submitted by Councillor S Pallett to cover the cost of refreshments provided for the Remembrance Day event.

18.2.2. Lawn Mower Fuel

A claim for reimbursement of £14.01 has been submitted by Councillor C Merrington to cover the cost of fuel used for the village lawn mower.

18.2.3. Mileage Claim

A mileage claim totalling £56.70 has been submitted by Councillor C Merrington to cover travel undertaken during September and October for the purchase and transport of items for the barrel planting and for various maintenance and improvement tasks around the village.

Total amount requested: £128.91

- £58.20 - Councillor S Pallett
- £70.71 - Councillor C Merrington

All receipts have been provided to the Clerk for verification and to ensure accuracy, transparency, and up-to-date accounts.

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PROPOSED MEETING DATES – DEC 2025 TO MAY 2026

Tuesday 16th December 2025

Tuesday 20th January 2026

Tuesday 17th February 2026

Tuesday 17th March 2026

Tuesday 21st April 2026

Tuesday 19th May 2026 – Annual Meeting of Council

Proposed Venue and Start Time: The Village Hall at 6:30pm.