

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: 3rd November 2025

Dear Councillor,

You are hereby summoned to attend an **Extra Ordinary Meeting of Upton and North Elmsall Parish Council**, to be held on **Friday 7th November 2025 at 4:30pm** at **The Village Hall, Upton, WF9 1JB**.

Yours sincerely

Mrs Louise Taylor
Chair of Upton and North Elmsall Parish Council

Extra Ordinary Meeting of Upton and North Elmsall Parish Council
Friday 7th November 2025 at 4:30pm at the Village Hall

AGENDA

1. To receive apologies for absence.
2. To consider approval for the reasons for absence.
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.
 - 3.2 To receive, consider and decide upon any applications for dispensation.
4. To approve and sign the minutes of a meeting of Upton and North Elmsall Parish Council held on 21st October 2025.
5. To consider quotes for the works to be carried out on the new Clerk's office.
6. To consider a quote for Gas Servicing on the Village Hall's conversion heaters.
7. To consider a quote for the installation and removal of the Village Hall Christmas decorations for 2025.

In attendance	C L Baxter	Town Clerk
	B Caton	Assistant Town Clerk

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- 6. To receive verbal or written reports from Parish Councillors – Please note this is information only not to approve costs or actions.**
Resolved. Cllr C Merrington raised ongoing issues with overhanging trees at New Lane Crescent. A request was sent to Wakefield Council.
Cllr L Taylor advised that no cutting of the trees to be done until a response has been received.
- 7. Councillors requested items for agenda.**
Resolved. No requests.
- 8. To purchase defibrillator batteries for all village machines**
Resolved. Council agreed to purchase batteries for all machines.
- 9. To consider revision of terms and conditions of Upton and North Elmsall Parish grant form.**
Resolved. Council agreed that terms and conditions to be amended on grant forms to highlight that acceptance of funding must include Upton and North Elmsall Parish Council have sponsored/donated funds towards their application.
- 10. To consider and discuss speed limit on Common Lane, Upton**
Resolved. Cllr M Hanson reported that road resurfacing has been completed however, speed limit is still a concern.
- 11. To consider speed limit on A638 between New Lane and Common Lane entrances. Speed limit is 40 mile per hour.**
Resolved. Cllr M Hanson raised the concerns regarding speed limit and lack of road markings. Double white line is needed to restrict overtaking to protect public safety.
- 12. To consider annual donation for Upton Firework display held at Upton Rugby Club.**
Resolved. Cllr C Merrington proposed that Council donate the full amount for Upton Rugby Club for the planned firework display.
Council agreed to donate full amount, with a view to amend future Council grant forms to state that the event is sponsored by Upton and North Elmsall Parish Council.
- 13. To consider the purchase of new hand tools for Upton and North Elmsall Parish Council.**
Resolved. A quote has been sourced from Cllr C Merrington. Council approved a total of £150.00 to purchase new hand tools to be stored at the Village Hall.

14. **To consider the purchase of shrubs for Luke Farmer Memorial Garden**
Resolved. Keep Moat Homes have donated plants and compost as a good will gesture to the community for the memorial garden.
15. **To approve quotations from T&D Contractors.**
Resolved. Quotes were approved as circulated to members.
16. **To consider an objection to licensing at the 'Old Youth Club'**
Resolved. Cllr E Farmer gave a comprehensive report to council and members of public. Cllr S Spencer proposed to seek legal advice regarding the covenant of the land before further discussions. Council agreed to seek legal advice to gather information to put in an objection and discuss this matter further at a separate meeting with the view to inviting representatives from Wakefield Council to address the public's concerns.
17. **To consider quotations for the Clerks new office.**
Resolved. Council approved quotation from Ray Pallet with a contingency of £1000.00.
18. **To consider the purchase of Bluetooth speakers and sound system for Remembrance Sunday.**
Resolved. Council agreed a budget of £500.00 with a view to source quotes.
19. **To approve receipts, payments, monthly financial reports and bank reconciliations from 1st September 2025 to 30th September 2025. Please note monthly reports have been sent to Parish Councillors prior to the meeting.** Approved as circulated to members.
20. **Planning matters: - see list attached**
Resolved. Nothing to report.
21. **New Correspondence received and to decide actions/costs where necessary:**
Please note some of the content of the correspondence can be discussed is private business due to GDPR. Please note all other email correspondence is forwarded to Councillors.
Resolved. Nothing to report.
22. **To resolve that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of the remainder of business, the Public and Press to be excluded further from the meeting.**
Resolved. Approved to exclude public and press.

Chair **Date**