



UPTON & NORTH ELMSALL PARISH COUNCIL

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

(01977) 643283 / 645351 | clerk@uptonandnorthelmsall-pc.gov.uk
admin@uptonandnorthelmsall-pc.gov.uk

MINUTES OF A MEETING OF UPTON & NORTH ELMSALL PARISH COUNCIL

Held on Tuesday 16th June 2026 at 6:30pm at the Village Hall

Present: Councillor S Birtles
Councillor M Hanson
Councillor C Merrington
Councillor A Miles
Councillor H Owen
Councillor S Pallett
Councillor S Spencer – Vice-Chair
Councillor L Taylor – Chair

Helen Senior – Clerk & RFO
Three members of the public

Absent: Councillor E Farmer

Public Session

Two members of the public discussed their concerns regarding agenda item 44 and provided relevant information for members to consider.

The Chair formally announced the sad passing of Councillor Hodson and confirmed they would be attending the funeral in their capacity as Chair of the Council. It was noted that £60.00 would be utilised from the Chair's Allowance to purchase flowers for Councillor Hodson's wife, and a card was passed around the room for members to sign. The Chair then invited members to join them in a minute's silence in memory of Councillor Hodson.

32. Apologies and Reasons for Absence

32.1. To receive apologies.

RESOLVED: that apologies for their inability to attend be received on behalf of Councillor E Farmer.

32.2. To consider approval of the reasons for absence.

RESOLVED: that reasons for absence be approved in respect of Councillor E Farmer.

33. Declarations of Interest

33.1. 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.

33.2. To consider any applications for dispensation.

There were no applications for dispensation received.

34. To approve and sign the draft minutes of the Annual Meeting of Upton & North Elmsall Parish Council held on Tuesday 19th May 2026.

RESOLVED: that the minutes of the Annual Meeting of Upton & North Elmsall Parish Council, held on Tuesday 19th May 2026, be approved as a true record and signed by the Chair.

35. To receive the minutes of a meeting of the Employment & Staffing Committee held on Tuesday 26th May 2026.

RESOLVED: that the minutes of a meeting of the Employment & Staffing Committee, held on Tuesday 26th May 2026, be received.

36. To receive the minutes of an extraordinary meeting of the Allotments Committee held on Thursday 28th May 2026.

RESOLVED: that the minutes of an extraordinary meeting of the Allotments Committee, held on Thursday 28th May 2026, be received.

37. To receive the Clerk's Update report. (For information only.)

RESOLVED: that the Clerk's Update report be received, including the further verbal updates provided to Members at the meeting regarding the website, Miners Memorial Garden, hot water boiler, and solicitors' advice.

38. To receive verbal updates from Councillors on meetings attended, community activities, or matters of local interest. (For information only.)

Councillor Miles raised concerns that the District Councillors for the area were not attending the meetings. The Clerk confirmed they would send the District Councillors the dates of the meetings.

Councillor Owen reported that they had attended the YLCA Chairs Training recently and found it very informative.

Councillor Spencer updated members on the planting of the flower tubs. It was reported that there were a lot of plants remaining, and that there are some ongoing issues with slugs.

Councillor Pallett informed members that the annual Year 6 Leavers Disco was due to be held on 26th June, and volunteers were being sought for the event.

Councillor Taylor reported that they would be attending the South Kirkby & Moorthorpe Town Council's Community Festival on behalf of the Parish Council. It was suggested that the Parish Council should consider hosting a Community Gala Day next year.

RESOLVED: that the updates from Councillors be received.

39.Financial Matters

39.1. To carry out the annual review of Direct Debits, Standing Orders, and other automatic payments.

RESOLVED: that, following the annual review of Direct Debits, Standing Orders and other automatic payments, the Council was satisfied that all existing payments remain necessary and appropriate, and approved their continuation.

39.2. To authorise the payment of £879.00 for a purchase to be made against the Chair's Allowance.

RESOLVED: that the payment of £879.00 for the purchase of a mobile phone to be made against the Chair's Allowance be approved.

39.3. To approve the accounts for payment for June 2026.

RESOLVED: that the accounts for payment for June 2026, totalling £3,090.01 (£2,860.13 plus £229.88 VAT) be approved for payment.

A copy of the list of accounts for payment is attached at Appendix 1.

39.4. To receive the list of payments made under Clerk's Delegated Authority since the last report.

RESOLVED: that the list of payments made under Clerk's Delegated Authority since the last report totalling £5,465.51 (£5,047.94 plus £417.57 VAT) be received.

A copy of the list of payments made under Clerk's Delegated Authority is attached at Appendix 2.

39.5. To receive the list of payments for May 2026.

RESOLVED: that the list of payments for May 2026, totalling £42,889.24 (£41,415.58 plus £1,473.66 VAT), be received.

A copy of the list of receipts and payments for May 2026 is attached at Appendix 3.

40.To consider approving Councillor Hodson's absence from Council and committee meetings, and the reasons for that absence, in accordance with Section 85(1) of the Local Government Act 1972, for a period of 12 months from the date of the meeting.

Due to the passing of Councillor Hodson on 10th June 2026, this item was no longer required and no discussion took place.

41.To receive a report from the Admin & Allotment Manager, on behalf of the Allotments Committee, regarding decision-making responsibility for the Community Garden and School Street redevelopment, and to consider the Committee's request.

RESOLVED: that, following the recommendation of the Allotments Committee, the management of the Community Garden be passed back to Full Council.

42.To consider quotes for the asbestos removal at the Community Garden and School Street Allotments.

RESOLVED: that the quotation from BLS Asbestos Ltd be accepted for asbestos removal works at the Community Garden, at a cost of £990.00 plus VAT per day, plus a one-off cost of £2,000.00 plus VAT for the asbestos skip.

RESOLVED: that no further expenditure be committed in respect of asbestos removal at School Street Allotments at this stage, and that a public consultation be carried out before any further decision is made regarding the site.

43.To consider requesting that Wakefield MDC consider making Tree Preservation Orders in respect of Parish Council trees.

RESOLVED: that Wakefield MDC be requested to consider making Tree Preservation Orders in respect of the three trees at the Recreation Ground and the trees lining the rear of the Miners Memorial Garden.

44.To receive a report regarding matters arising on Parish Council land to the rear of Harewood Lane and consider any action required.

RESOLVED: that the Solicitors be contacted to request confirmation of the boundary lines for Parish Council land prior to any further action being taken.

45.To note the results of the Radon Gas monitoring within the Village Hall.

RESOLVED: that the results of the Radon Gas monitoring be noted.

46.To consider a request to gain access to the Community Garden to remove personal belongings prior to the asbestos removal works being carried out. – Councillor C Merrington.

Councillor Merrington withdrew this item at the meeting and no discussion took place.

47.To consider a request to light a fire on Harewood Lane allotments during the day to clear the rubbish from abandoned plots. – Councillor S Spencer.

RESOLVED: that £750.00 be allocated from General Reserves to increase the Harewood Lane Allotments Skip Hire budget, to allow for three skips to be hired for the clearing of rubbish.

48.To consider creating a Heritage Trail within the Parish. – Councillor S Spencer.

RESOLVED: that Upton & North Elmsall Parish Council support the Heritage Trail project and allow the use of Parish Council land for the placement of noticeboards.

49.To consider a proposal for the Parish Council to fund coach transport for local children and their parent/guardian to attend a day trip to the coast during the summer, and to agree any associated arrangements. – Councillor S Spencer.

RESOLVED: that the Parish Council host a family day trip to the coast as follows:

- Saturday 29th August 2026
- Three 53-seater coaches to be booked through Stringers
- Destination to be Scarborough
- All children to be accompanied by a responsible adult
- Free to all Upton & North Elmsall parishioners
- Pre-packaged refreshments to be purchased for the journey there and back
- Three volunteers required

50.Casual Vacancy

50.1. To note that, following the statutory notices of casual vacancy, no requests for a by-election were received and the Parish Council is therefore entitled to fill the vacancies by co-option.

RESOLVED: that it be noted that no request for a by-election had been received and that the Council was entitled to fill the vacancies by co-option.

50.2. To confirm the timeline of the co-option process.

RESOLVED: that the timeline for the co-option process be confirmed as 19th June – 10th July 2026 for applications and for the official co-option to take place at the Council meeting on 21st July 2026.

51.Planning

51.1. To receive and consider any new planning applications.

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

01.06.2026

App No	Address	Proposal	Expiry
26/00895/FUL	Ridgewood Waggon Lane, Upton Pontefract WF9 1JS	Change of roof covering from Rosemary tiles to Slate and boundary wall / fence to front & side boundary	17/06/2026

09.06.2026

App No	Address	Proposal	Expiry
26/00936/FUL	34 High Street Upton Pontefract WF9 1HG	Change of use from social club (Sui Generis) to day centre (Class E)	29/06/2026

51.2. To note any planning decisions received.

RESOLVED: that the following planning decision be received:

18.05.2026 – 29.05.2026

App No	Address	Proposal	Decision
25/02121/FUL	Stonelodge Tom Wood Ash Lane Upton Pontefract	Change of use from Class C3(b) to Class C2. Rear extension to form two en-suite bedrooms and an increase in parking spaces from 6 to 10.	Application Approved
26/00243/FUL	3 Penarth Avenue Upton Pontefract WF9 1DH	Construction of integral garage to side	Application Approved

01.06.2026 – 05.06.2026

App No	Address	Proposal	Decision
26/00424/FUL	71 Harewood Lane Upton Pontefract WF9 1HZ	Part single storey and part 2-storey rear extensions	Application Approved

52.To note that the next meeting of Upton & North Elmsall Parish Council will take place on Tuesday 21st July 2026 at 6:30pm at The Village Hall.

RESOLVED: that the next meeting of Upton & North Elmsall Parish Council will be held on Tuesday 21st July 2026 at 6:30pm at the Village Hall.

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

APPENDIX 1

Accounts Payable
Upton and North Elmsall Parish Council
Jun-26

DATE	PAYEE	ITEM	NET	VAT	TOTAL
21/05/2026	Shaw Toilet Hire	Portable Toilet Hire - Harewood Lane Allotments	£104.00	£20.80	£124.80
21/05/2026	YLCA	Councillor Training	£28.20	£0.00	£28.20
25/05/2026	Wakefield Council	Annual Recycling Collection	£111.98	£0.00	£111.98
27/05/2026	Newstead Nurseries	Plants and Fertiliser	£830.00	£166.00	£996.00
27/05/2026	Newstead Nurseries	Compost & Manure	£166.67	£33.33	£200.00
31/05/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
01/06/2026	DRD Communications	Phone & Broadband	£48.78	£9.75	£58.53
02/06/2026	YLCA	Councillor Training	£75.20	£0.00	£75.20
07/06/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00
10/06/2026	HMRC	PAYE & NIC	£1,255.30	£0.00	£1,255.30
			£2,860.13	£229.88	£3,090.01

APPENDIX 2

Payments Made Under Clerk's Delegated Authority

Upton and North Elmsall Parish Council

May - June 2026

DATE	PAYEE	ITEM	NET	VAT	TOTAL	
13/05/2026	Amazon	Cleaning Supplies	£22.38	£4.47	£26.85	
14/05/2026	Integra	x2 Internal Audit 2025/26	£370.00	£74.00	£444.00	
15/05/2026	Adam Washington	Cherry Tree Removal	£850.00	£0.00	£850.00	Chair's Approval
15/05/2026	Adam Washington	Crown Raise & Deadwood Trees	£1,950.00	£0.00	£1,950.00	Chair's Approval
17/05/2026	T & D Contractors	Plot Clearance	£750.00	£150.00	£900.00	Chair's Approval
17/05/2026	T & D Contractors	Tap Repair	£130.00	£26.00	£156.00	
17/05/2026	T & D Contractors	Chain Harrowing	£475.00	£95.00	£570.00	
18/05/2026	Adam Washington	Weekly Bin Emptying	£120.00	£0.00	£120.00	
19/05/2026	SimplexHealth	Water Testing Kit	£37.49	£7.50	£44.99	
20/05/2026	Paperstone	Paper	£62.49	£12.50	£74.99	
21/05/2026	Amazon	Cleaning Supplies	£19.81	£1.16	£20.97	
21/05/2026	Amazon	Office Supplies	£35.54	£4.70	£40.24	
28/05/2026	Amazon	Replacement Lights	£28.49	£5.69	£34.18	
03/06/2026	HM Land Registry	Title Plans	£14.00	£0.00	£14.00	
03/06/2026	BannerWorld	Village Show Banners	£85.75	£17.15	£102.90	
10/06/2026	Barnsley Lock & Safe Co	Allotment Keys	£96.99	£19.40	£116.39	
			£5,047.94	£417.57	£5,465.51	

APPENDIX 3

Date: 05/06/2026

Upton & North Elmsall Parish Council Current Year

Page: 2

Time: 12:06

Cashbook 1

User: CLERK

Current A/c

For Month No: 2

Payments for Month 2

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>
01/05/2026	Grenke Leasing	DDR	88.00			4032	101	88.00	Photocopier Lease
05/05/2026	Barclays Bank	DDR	27.60			4043	101	27.60	Bank Charges
05/05/2026	Amazon EU S.a.r.L.	DDR	29.99		5.00	4113	102	24.99	Letter Box
08/05/2026	Creative Pension Trust	DDR	32.40		5.40	4001	101	27.00	Pension Administration
11/05/2026	Land Registry Gov.UK	DDR	7.00			4020	101	7.00	Land Registry Titles/Plans
11/05/2026	Land Registry Gov.UK	DDR	7.00			4020	101	7.00	Land Registry Title/Plans
11/05/2026	R B Asbestos Consultants Ltd	DDR	990.00		165.00	2006	120	825.00	Asbestos Survey School Street
						330	0	-825.00	Asbestos Survey School Street
						6000	120	825.00	Asbestos Survey School Street
13/05/2026	Amazon EU S.a.r.L.	DDR	13.51		2.25	2002	102	11.26	Cleaning Supplies
13/05/2026	Towelogy Ltd	DDR	5.13		0.90	2002	102	4.23	Cleaning Supplies
13/05/2026	MYMART LIMITED	DDR	7.91		1.32	2002	102	6.59	Cleaning Supplies
18/05/2026	Smarty Mobile Network	DDR	9.00			2003	101	9.00	Work Mobile Monthly Data Plan
19/05/2026	Peninsula Services Ltd	DDR	190.57		30.27	2010	101	160.30	Health & Safety Services
19/05/2026	Glenfield Investments Ltd	DDR	44.99		7.50	4113	102	37.49	Water Quality Test Kit
20/05/2026	MMD Healthcare Ltd	DDR	7.09		1.18	2002	102	5.91	Cleaning Supplies
20/05/2026	Paperstone	DDR	74.99		12.50	4046	101	62.49	Paper
20/05/2026	Smarty Mobile Network	DDR	10.80			2003	101	10.80	Work Mobile Monthly Data Plan
20/05/2026	Zurich Municipal	DDR	3,888.17			4035	101	3,888.17	Annual Council Insurance Cover
20/05/2026	Citizens Advice Wakefield	DDR	4,289.00			4161	153	4,289.00	CAB Service 2026/27
20/05/2026	Rialtas Business Solutions	DDR	1,176.00		196.00	4025	101	980.00	Year-End Closedown Service
20/05/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/05/2026	T & D Contractors	DDR	696.00		116.00	4113	139	580.00	Bollards - Miners Memorial
20/05/2026	T & D Contractors	DDR	336.00		56.00	4024	125	280.00	Boulder Relocation-Rose Estate
20/05/2026	SHAW Toilet hire	DDR	124.80		20.80	4005	147	104.00	Toilet Hire - Community Garden
20/05/2026	SHAW Toilet hire	DDR	124.80		20.80	4005	121	104.00	Toilet Hire - Harewood Lane
20/05/2026	Heatons Group Limited	DDR	62.62		10.44	2002	102	52.18	Cleaning Supplies
20/05/2026	Hesketh Gas Ltd	DDR	1,962.00		327.00	4115	102	1,635.00	Hot Water Boiler
20/05/2026	DRD Communications Ltd	DDR	58.67		9.78	4040	101	48.89	Monthly Phone and Broadband
20/05/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/05/2026	Tornado Pest Control	DDR	102.00		17.00	2005	121	85.00	Quarterly Pest Control
20/05/2026	Yorks Local Council Assn	DDR	75.20			4152	145	75.20	Councillor Training
20/05/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying
20/05/2026	Joint Burial Committee	DDR	16,798.00			4180	110	16,798.00	Annual Contribution 2026/27
20/05/2026	Simon Sullivan Plumbing	DDR	75.00			4113	102	75.00	Leaking Pipe Repair
20/05/2026	HM Revenue & Customs	DDR	1,273.78			4000	101	1,273.78	PAYE & NIC May 2026
20/05/2026	Adam Washington	DDR	850.00			4113	140	850.00	Cherry Tree Removal
20/05/2026	Adam Washington	DDR	1,950.00			4113	140	1,950.00	Crown Raise &

Continued on Page 3

APPENDIX 3

Payments for Month 2				Nominal Ledger Analysis						
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail	
									Deadwood Tree	
20/05/2026	T & D Contractors	DDR	900.00		150.00	4024	121	750.00	Allotment Plot Clearance	
20/05/2026	Adam Washington	DDR	120.00			2008	140	120.00	Weekly Bin Emptying	
20/05/2026	T & D Contractors	DDR	570.00		95.00	4111	129	475.00	Chain Harrowing Horse Field	
20/05/2026	Integra	DDR	444.00		74.00	4025	101	370.00	Internal Audit Fees 2025/26	
20/05/2026	T & D Contractors	DDR	156.00		26.00	4113	130	130.00	Trough Tap Replacement	
21/05/2026	Peninsula Services Ltd	DDR	245.70		39.03	2009	101	206.67	HR Services	
21/05/2026	British Gas Business	DDR	252.59		12.02	4108	102	240.57	Gas Charges	
21/05/2026	Amazon EU S.a.r.L.	DDR	6.98		1.16	2002	102	5.82	Laundry bags for Village Hall	
21/05/2026	Amazon EU S.a.r.L.	DDR	13.28		2.21	4047	101	11.07	Petty Cash Tin	
21/05/2026	Amazon EU S.a.r.L.	DDR	10.51		1.75	4046	101	8.76	Receipt Books	
21/05/2026	Gearfix Limited	DDR	11.99			4113	102	11.99	Safety Cords	
21/05/2026	Scale Lane Printers Limited	DDR	4.46		0.74	4046	101	3.72	Petty Cash Vouchers	
21/05/2026	Blockchainomatic Limited	DDR	13.99			2002	102	13.99	Recycling Bin for Kitchen	
22/05/2026	Base RateTracker A/c	220526	50,000.00			201		50,000.00	Surplus Funds Moved to Savings	
22/05/2026	Amazon EU S.a.r.L.	DDR	59.45		9.91	4120	102	49.54	Sack Truck	
28/05/2026	Pro Logic Computers (UK) Ltd	DDR	189.26		31.54	4042	101	157.72	IT Support	
28/05/2026	Simply Auto Enrolment	DDR	24.00		4.00	4001	101	20.00	Pension Administration	
28/05/2026	Lupol Limited	DDR	12.98		2.16	4113	102	10.82	Bathroom Light	
28/05/2026	Fetch Fulfilment Limited	DDR	21.20		3.53	4113	102	17.67	Storage Room Lighting	
29/05/2026	Creative Pension Trust	DDR	223.41			4003	101	223.41	Pension Payment	
29/05/2026	Utility Warehouse	DDR	92.84		15.47	4040	101	77.37	Telephone & Broadband	
29/05/2026	Staff Salaries	DDR	3,760.08			4000	101	3,760.08	Staff Salaries May 2026	
Total Payments for Month			92,880.74	0.00	1,473.66			91,407.08		
Balance Carried Fwd			41,584.03							
Cashbook Totals			134,464.77	0.00	1,473.66			132,991.11		

APPENDIX 3

Payments for Month 2				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>
05/05/2026	Barclays Bank	DDR	8.50			4043	101	8.50 Bank Charges
22/05/2026	Base RateTracker A/c	220526	600.00			201		600.00 Income Moved to Savings Acc
Total Payments for Month			608.50	0.00	0.00			608.50
Balance Carried Fwd			263.77					
Cashbook Totals			872.27	0.00	0.00			872.27