



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

To all members of the Allotments
Committee

Date: 17th June 2026

Dear Councillor,

You are hereby summoned to attend a meeting of the **Allotments Committee**, to be held on **Tuesday 23rd June 2026 at 6:30pm at The Village Hall, Upton, WF9 1JB.**

If you are **unable to attend**, please submit your apologies for absence, together with the reason, to the Parish Clerk prior to the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Senior'. The signature is fluid and cursive, with a long horizontal stroke at the bottom.

Miss Helen Senior
Parish Clerk & RFO

Meeting of the Allotments Committee
Tuesday 23rd June 2026 at 6:30pm at the Village Hall

AGENDA

- 7. Apologies**
 - 7.1 To receive apologies for absence.
 - 7.2 To approve reasons for absence.
- 8. Declarations of Interests and Dispensations**
 - 8.1 To receive any declarations of interest not previously declared under the Council's Code of Conduct or Members' Register of Disclosable Pecuniary Interests.
 - 8.2 To receive, consider and determine any applications for dispensation.
- 9. To approve and sign the Minutes of the extraordinary meeting of the Allotments Committee held on Thursday 28th May 2026. (A)**
- 10. To receive a verbal update from the Admin & Allotment Manager on matters relating to the Allotments, Stables, and Grazing Field. (For information only.)**
- 11. To receive any verbal updates from representatives. (For information only.)**
- 12. To receive a verbal update from the Admin & Allotment Manager on preparations for the Village Show and to consider any further actions required at this stage.**
- 13. To consider granting delegated authority to the Clerk & RFO, Admin & Allotment Manager, and Chair of the Allotments Committee in relation to the planning and preparation of the Village Show event, including authority to make operational decisions and incur necessary expenditure within the agreed Village Show budget, subject to Financial Regulations and the Committee's Terms of Reference.**
- 14. To consider a quote from T & D Contractors for the supply and installation of planings to the small corral at Stable Block 2, and to agree any associated budget allocation or recommendation to Full Council, if required. (B)**

- 15. To consider the purchase of three additional vermin bait boxes for Harewood Lane Allotments.**
- 16. To consider a quote from T & D Contractors to remove the metal sheeting at Harewood Lane Allotments and replace it with Heras fencing. (C)**
- 17. To discuss the current rules on keeping livestock and to consider any changes in preparation for the new Tenancy Contract.**



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MINUTES OF AN EXTRAORDINARY MEETING OF THE ALLOTMENTS COMMITTEE

Held on Thursday 28th May 2026 at 6:30pm at the Village Hall.

Present

Councillor E Farmer
 Councillor H Owen - Chair
 Councillor S Spencer – Vice-Chair

Mrs. Angela Spencer – Admin & Allotment Manager
 Miss Helen Senior – Clerk & RFO

Absent

Councillor C Merrington
 Councillor L Taylor

The Chair of the Allotments Committee for the 2025/26 municipal year, Councillor S Spencer, opened the meeting and oversaw item 1.

1. To appoint the Chair of the Allotments Committee for the 2026/27 municipal year.

RESOLVED: that Councillor H Owen be appointed as Chair of the Allotments Committee.

2. To appoint the Vice-Chair of the Allotments Committee for the 2026/27 municipal year.

RESOLVED: that Councillor S Spencer be appointed as Vice-Chair of the Allotments Committee.

3. Apologies and Reasons for Absence

3.1. To receive apologies.

RESOLVED: that apologies be received on behalf of Councillors C Merrington and L Taylor.

3.2. To consider approval for the reasons for absence.

RESOLVED: that the reasons for absence be approved on behalf of Councillors C Merrington and L Taylor.

4. Declarations of Interest

- 4.1. 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 received.

- 4.2. To consider any applications for dispensation.

There were no applications for dispensation to consider.

5. To approve and sign the draft minutes of a meeting of the Allotments Committee held on Tuesday 14th April 2026.

RESOLVED: that the draft minutes of a meeting of the Allotments Committee, held on Tuesday 14th April 2026, be approved as a true record and signed by the Chair.

6. To consider a report on urgent ragwort treatment at the Grazing Field and to approve a quotation for the works to be carried out.

RESOLVED: that the quote from NPB Contractors for the ragworting of the Grazing Field be approved at a cost of £1,700.00 plus VAT; and that the Admin & Allotment Manager be authorised to instruct the contractor to carry out the works as soon as possible and to liaise with the Stables and Grazing Field tenants.

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

T&D CONTRACTORS

13/4 / 2026

ESTIMATE

Upton & North Elmsall Parish Council

**For scrapping off and leveling plainings in small Caral top
stables**

£1950.00

Price plus VAT

**Yours sincerely
T EASTER**

ESTIMATE


To:

Upton & North Elmsall Parish Council
The Village Hall
Upton
West Yorkshire
WF9 1JB
Email: clerk@uptonandnorthelmsall-pc.gov.uk

T&D Contractors

Grounds & Facilities Maintenance

Estimate Number: 20260005

Estimate Date: 15/06/2026

At the request of: Angie

Description of Goods and/or Services	Qty	Price	VAT	Total (Excl VAT)
Remove and takeaway solid hoardings for disposal and replace Heras fencing on site	1	£200.00	£40.00	£200.00

IMPORTANT INFORMATION

Quotations are valid for 30 days

This quotation is provided for estimation purposes only and is based on the information available at the time of issue. Prices, availability, and timelines are subject to change without prior notice. Final costs may vary depending on changes in scope, materials, labour rates, or unforeseen circumstances. This quotation does not constitute a binding agreement until confirmed in writing by both parties.

Subtotal	£200.00
VAT	£40.00
TOTAL	£240.00

Thank you for your business!